



**BOARD OF EDUCATION MEETING
TUESDAY, FEBRUARY 5, 2013
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Teacher/Leader Report – Dignity for all Students – N. Belmar and A. Woodward
- 1.4 Teacher Introduction – M. Eramo

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 1. Building & Grounds – R. Ross
 2. Health & Safety – R. Radomski
 3. Policy – J. Wroblicki
 4. Transportation – J. Edwards
 - b. Board Calendar
 - c. BOCES Representative Report – Dr. Porcelli

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Meeting held December 18, 2012
 - b. Meeting held January 8, 2013
- 3.2 Business Office Reports – December 2012
- 3.3 CSE Reports
 - a. Minutes of meetings held 1/7/13
 - b. Minutes of meetings held 1/10/13
 - c. Minutes of meeting held 1/11/13
 - d. Minutes of meetings held 1/14/13
 - e. Minutes of meetings held 1/17/13
 - f. Minutes of meeting held 1/28/13

4. Old Business

- 4.1 2nd reading of Policies #5101, Automated External Defibrillation (AED) Policy; 5200, School Wellness Policy; 5300, Acceptable Use Policy; 5300.1 Employee Authorization Form; 5300.2 Student Authorization Form; 5301, Internet Safety Policy; 5302 Use of Security Video Cameras; 5303 Information Security Breach Policy; 5400, Student Transportation Policy; 5400.1, Spectator Bus Procedures; 5401 Passage of School Buses Across Railroad Crossings; 5500, Display of the Flag; 4505 Disposal of Surplus Property

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Additional Authorize Signature on Extra-Curricular Activities Account - P. Klimacek
- 5.3 1st Reading of Policy #6100, Certificated Personnel: Recruitment, Selection and Assignment; 6002, Certification and Tenure; 6003, Staff Inservice Programs and Credit; 6004, Substitute Teachers; 6005, Stipend Payment of Coaches; 6100, Job Descriptions; 6200, Fingerprinting and Criminal History Records Checks for Prospective Employees; 6200.1, Statement for Emergency conditional or Conditional Appointment; 6201, Drug and Alcohol Testing for Bus Drivers; 6201.1, Pre-Duty Acknowledgement, Authorization and Consent Form; 6201.2, Acknowledgement, Authorization and Consent Form; 6202, Physical Examinations; 6203, Non-Probationary Appointment Pending Board Approval; 6300, Leaves of Absence for Serious Health Conditions for Family Care; 6300.1, Request for Family/Medical Leave; 6300.2, Certification of Health Care provider for Employees' Serious Health Condition, 6300.3 Notice of Eligibility and Rights and Responsibilities; 6300.4, Certification of Qualifying Exigency for Military Family Leave; 6301, Jury Duty; 6302, Accommodating Employees' Need to Express Breast Milk; 6303, Leave for Cancer Screwing, and 6304, Military leave of Absence

6. Building Reports

- 6.1 Elementary Building Report
 - a. Kindergarten Registration Results
 - b. US Department of Education Review
- 6.2 Secondary Building Report
 - a. Extra-Curricular Eligibility Report
 - b. Initial Response Team Services

7. Superintendent's Report

- 7.1 Enrollment
- 7.2 Foundation Project List
- 7.3 Budget Update- L. Stamboly
- 7.4 APPR Implementation Report
- 7.5 School Safety Staffing
- 7.6 Pre-K Program and Busing Costs

8. Board Discussion

9. Visitors Comments

10. Executive Session

11. Adjournment

**SCHEDULE OF THE REGULAR MEETINGS
OF THE COOPERATIVE BOARD, BOARD COMMITTEES, ETC.
2012-2013**

- All Board members are expected to attend.
- * All Board members are encouraged to attend.
- Designated Board member(s) or alternate will attend.
- R Register in advance.

February 2013

| S | M | Tu | W | Th | F | S |
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| 24 | 25 | 26 | 27 | 28 | | |

February 18-22 – Mid-Winter Recess for Students
February 18 – Presidents’ Day Holiday for Staff

- Feb. 5 ■ Regular Board of Education Meeting, 6:30 p.m.
- Feb. 6 Athletic Boosters Meeting, 7:00 p.m.
- Feb. 12 Music, Art, and Drama Boosters Meeting, 7:00 p.m.
- Feb. 13 Regular meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- Feb. 13 School District Foundation Meeting, 7:00 p.m.
- Feb. 15 PTSO Family Bingo Night, 6:30 p.m.
- Feb. 27 PTSO Meeting, 7:00 p.m.

March 2013

| S | M | Tu | W | Th | F | S |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

March 29 – Good Friday

March 31, 2013 - Easter

- March 4 National Honor Society Induction Ceremony Banquet, 6:00 p.m.
- March 5 ■ Board of Education Budget Workshop Meeting, 6:30 p.m.
- March 6 Athletic Booster Meeting, 7:00 p.m.
- March 8 Elementary Science Fair, 6:00 p.m.
- March 11 NYSSBA State Lobby Day, Albany, NY
- March 13 Regular meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- March 14 - Oneida-Madison-Herkimer School Boards Institute, Executive
Committee meeting. Business Meeting & Nominations. 6:00 p.m.
Oneida BOCES, The Learning Center (Light dinner will be served.)
- March 14 Music, Art, and Drama Boosters Meeting, 7:00 p.m.
- March 19 ■ Board of Education Budget Workshop Meeting, 6:30 p.m.
- March 20 School District Foundation Meeting, 7:00 p.m.
- March 21 R Oneida-Madison-Herkimer School Boards Institute, General
Membership meeting, “Legal Overview – Ferrara Law Firm Attorneys”,
Radisson Hotel, Utica. Registration and Dinner at with meeting to
start at 6:45 p.m., Reservations, please call Paula at 768-8127
- March 21 Jr. – Sr. HS Musical, Senior Citizen Dinner Theatre, 4:00 p.m.
- March 22-23 Jr. Sr. High School Spring Musical, 7:30 p.m.
- March 26 Grades K-3 Music in Our Schools Month Concert, 7:00 p.m.
- March 27 PTSO Meeting, 7:00 p.m.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1 a

Ga
Richard Radomski
Gail Rice
Richard Ross
Janet Wroblecki

**BOARD OF EDUCATION MEETING
TUESDAY, DECEMBER 18, 2012
JR./SR. HIGH SCHOOL CAFETERIA – 4:00 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary W. Porcelli, Vice President, Mr. Gary Markowicz, Mrs. Gail Rice, Mr. Richard Ross, and Mrs. Janet Wroblecki (arrived 4:06 p.m.)

Also Present: Ms. Kathy Houghton, Mr. Gary Hadfield, Dr. René Wilson, Mr. Michael Klenotiz, Mrs. Paula Ann May and 4 visitors and guests.

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 4:00 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Dr. Porcelli made the motion seconded by Mrs. Rice to accept the agenda.

Yes 4 No 0
Motion carried.

1.3 Teacher/Leader Report – N/A

2. Communications

2.1 From the Floor

N/A

2.2 President's Messages – N/A

Ms. Edwards said that Utica National will be doing a Risk Management Seminar on March 13 in Syracuse.

In the blue folder is a copy of a letter sent to faculty and staff and letter that was sent to families with a copy of advice for parents from Safe and Drug Free Schools that is on the website.

Ms. Houghton said that we may have to change some policies and procedures in order to make our school safer.

- a. Committee Report(s) – N.A
- b. Board Calendar – N/A
- c. BOCES Representative Report– N/A

3. Consent Agenda – N/A

4. Old Business

4.1 Resolution to Unilaterally Adopt APPR

Ms. Houghton said that there has been some discussion and collaborative work on the APPR but we were unable to submit the APPR electronically by October 16th. We have not been successful in obtaining certification signatures from our Association Presidents'. We are at the wire. There has been an e-mail from the State Education Department urging us to send in the signed APPR. We will lose close to \$175,000 if it is not approved by 1/17/13. Ms. Houghton said that she is asking the Board of Education to pass the following resolution so we can submit our plan for review.

Whereas the New York Mills Union Free School District (“District”) and the New York Mills Teachers Association (“NYMTA”) have negotiated in good faith over the terms of an Annual Professional Performance Review (“APPR”) Plan to comply with the requirements of Section 3012-c of the Education Law; and

Whereas the parties reached an impasse in those negotiations and a joint Declaration of Impasse has been filed with the Public Employment Relations Board (“PERB”) identifying teacher evaluation procedures as one of several items of impasse; and

Whereas the Superintendent and NYMTA have, in fact, agreed on the content of the electronic form of APPR Plan designated by the State Education Department as the form to be used for submitting an APPR Plan for its approval; and

Whereas the District and NYMTA have continued their negotiation process by meeting with a mediator appointed by PERB, without success in resolving the impasse over contract terms, including the APPR Plan; and

Whereas the District is statutorily obligated to adopt by Board resolution, and to implement, an APPR Plan that complies with Education Law Section 3012-c for the 2012-13 school year; and

Whereas the State of New York will withhold a significant amount of school aid from the amount initially granted to the District for the 2012-13 school year if the District does not have a statutorily-compliant APPR Plan adopted, approved by the State Education Department, and implemented by January 17, 2013; and

Whereas the State Education Department has recently advised school districts that failure to submit an APPR Plan for review immediately may cause approval of the Plan to be delayed beyond January 17, 2013; and

Whereas as a result of the continuing impasse in collective negotiations over the APPR Plan the District will not be able to have its APPR Plan for the 2012-13 school year approved in a timely fashion by the State Education Department;

Now, Therefore, Be It Resolved that there is a compelling reason for the Board of Education to adopt as the District's APPR Plan for the 2012-13 school year the Plan embodied in the electronic document prepared in the State Education Department Review Room, and the Board does hereby adopt that Plan and direct the Superintendent of Schools to submit it to the State Education Department, notwithstanding the lack of agreement or signature by the NYMTA; and

Be It Further Resolved that the Board of Education directs the Superintendent of Schools to continue negotiating in good faith with the NYMTA for an agreed upon APPR Plan.

(Mrs. Wroblecki arrived at 4:06 p.m.)

Dr. Porcelli made the motion to approve the above resolution seconded by Mr. Ross.

Yes 6 No 0
Motion carried.

5. New Business

5.1 Termination of Science Probationary Appointment

Ms. Houghton reminded the Board of Education that they are well aware of how difficult this decision was, and without her recommendation they cannot grant tenure.

Ms. Edwards asked the attorney present why the Board of Education has to take action at all.

Mr. Reitz referenced a recent court case that raised the question whether Board action needs to be taken. In this case the court criticized the Board of Education for not taking action in a timely fashion. He did not agree with the court's decision but he did draft the following resolution to say all the Board of Education is doing is acknowledging the letter and the response. By approving this resolution you will be voting that you have reviewed the documents including the Superintendent's recommendation and the teacher's response and recognize that you have indeed fulfilled the statutory requirements.

Mrs. Rice made the motion to approve the following resolution seconded by Dr. Porcelli:

The Board of Education has reviewed, in executive session, the Superintendent's decision not to recommend a probationary teacher for tenure, the reasons the Superintendent provided the teacher for her decision, and the teacher's response to such reasons. Absent an affirmative recommendation for tenure from the Superintendent, no action can be taken by the Board of Education; thus the teacher's probationary

appointment will expire as of January 25, 2013, and the Superintendent is hereby directed to advise such teacher, in writing, that service with the New York Mills Union Free School District will cease as of January 25, 2013.

Yes 4 Abstain 2 Nay 0
Mrs. Wroblecki and Mr. Ross
Abstained
Mrs. Wroblecki said she is too
Close to the situation and
Mr. Ross has a lack of knowledge.
Motion carried.

5.2 Termination of Math Probationary Appointment

Upon the recommendation of the Superintendent of Schools to terminate the probationary appointment, and upon the motion of Dr. Porcelli seconded by Mr. Markowicz it is hereby resolved that the probationary appointment of Adam Lovecchio in the Mathematics tenure area is hereby terminated effective January 25, 2013.

Yes 4 Abstain 2 Nay 0
Mrs. Wroblecki and Mr. Ross
Abstained
Mrs. Wroblecki said she is too
Close to the situation and
Mr. Ross has a lack of knowledge.
Motion carried.

Dr. Porcelli clarified this voting affirmatively is basically a mechanical thing. He bears no animosity for this person. He has a great deal of admiration for this person. Mechanically, there is not much a Board can do.

Ms. Edwards said that this is the Superintendent's responsibility. We have the utmost confidence in the Superintendent and the Board cannot confer tenure on any employee the Superintendent does not recommend.

Mrs. Rice said this is in the best interest of the students and she believes it was not personal. No one should think that it is personal. It is a decision the Superintendent made with a lot of thought and she felt the Board should unanimously support her decision.

6. Building Reports – N/A

7. Superintendent's Report – N/A

Ms. Houghton said this was a very difficult decision and it was one of the hardest things she has done as a school district administrator and she thanked the Board for their support.

8. Board Discussion

Mrs. Rice questioned where the School Resource Officer parks. She thought she had a designated parking space.

Mrs. Houghton said the SRO feels that if she always parks in the same space people will know when she is not here.

Mrs. Rice said the idea of seeing the car may deter someone.

9. Visitors Comments

Mr. Shrey spoke in regards to the APPR Plan and process. He said that he was at the Board meeting to inform the Board of Education that the New York Mills Teachers' Association will allow him to sign on their behalf. Some of the things he also said were that he wanted to take the time to salute the New York Mills Teachers' Association and the Administrative Team on the hundreds of hours they collaboratively spent. That part of the process was challenging. The school district should be proud of this professionalism. He does believe that this was planned extortion from the New York State Commissioner and Governor. We have been blackmailed in order to receive our own tax money to provide programs to our kids. He questioned the constitutionality of their actions. This was horrendously flawed and in case you did not notice they saw fit to raise the stakes they will hold back more money now from you and this school if the plan is not approved on time.

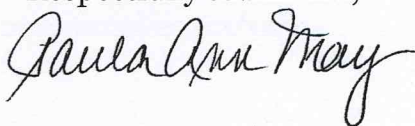
10. Executive Session

Dr. Porcelli made the motion to go into Executive Session to discuss NYMAA negotiations and a particular person at 4:35 p.m. seconded by Mrs. Wroblicki.

Yes 6 No 0
Motion carried.

Ms. Edwards appointed Ms. Houghton the Clerk Pro-tem.

Respectfully submitted,



Paula Ann May
District Clerk

Ms. Edwards call the meeting back into regular session at 5:55 p.m..

Mrs. Wroblecki made the motion to rescind the APPR Resolution seconded by Mrs. Rice.

Yes 6 No 0
Motion carried.

The Board of Education appreciative of the NYMTA's endorsement of the APPR. It was a very pleasant surprise.

Mrs. Wroblecki made the motion ratify the NYMAA Contract seconded by Mrs. Rice.

Yes 6 No 0
Motion carried.

Ms. Edwards wanted to acknowledge the receipt of resignation of Board of Education Member Richard Radomski dated December 17, 2012.

11. Adjournment

Mrs. Wroblecki made the motion to adjourn at 6:20 p.m. seconded by Mrs. Rice.

Yes 6 No 0
Meeting adjourned

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Markowicz, Sr.
Richard Radomski
Gail Rice
Richard Ross
Janet Wroblecki

**BOARD OF EDUCATION MEETING
TUESDAY, JANUARY 8, 2013
JR./SR. HIGH SCHOOL CAFETERIA – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary W. Porcelli, Vice President, Mr. Gary Markowicz, Mr. Richard Radomski, Mrs. Gail Rice, Mr. Richard Ross, and Mrs. Janet Wroblecki

ALSO PRESENT: Ms. Kathy Houghton, Mr. Gary Hadfield, Dr. René Wilson, Mr. William Lachut, Mr. Michael Klenotiz, Mrs. Paula Ann May and 12 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:30 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

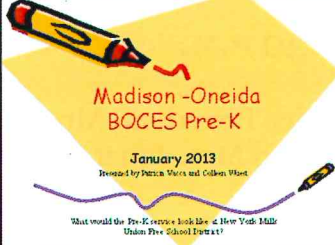
Dr. Porcelli made the motion to accept the agenda seconded by Mr. Markowicz.

1.3 Presentations

a. Pre-K Presentation

Patty Vacca, Assistant Superintendent at Madison BOCES and Colleen Wuest, Assistant Director, Early Childhood, both from Madison-Oneida BOCES provided a Pre-K Presentation to the Board of Education.

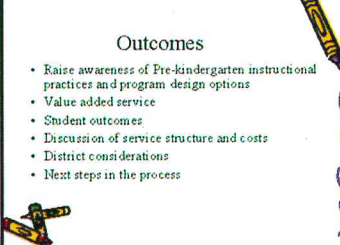
The Board asked Ms. Houghton to further investigate the cost associated with program implementation and report back to the Board next month.



Madison -Oneida BOCES Pre-K

January 2013
Revised by Patricia Moore and Colleen Whist

What would the Pre-K service look like if New York State
Union Free School District?



Outcomes

- Raise awareness of Pre-kindergarten instructional practices and program design options
- Value added service
- Student outcomes
- Discussion of service structure and costs
- District considerations
- Next steps in the process



High Quality Instructional Practices Overview

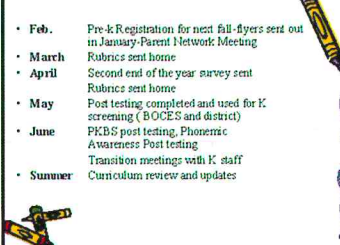
Developmentally appropriate in an academic world

Ratio
Hours
Instructional Staff
Nurse
Parent component
Curriculum/ Instruction
Assessments

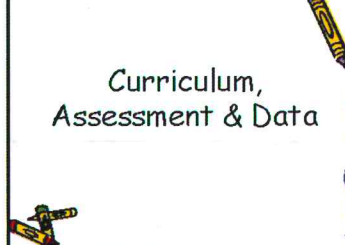


Timeline

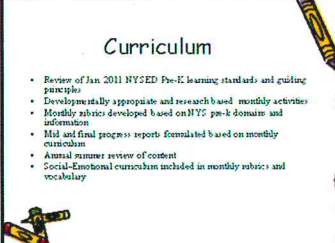
- **Sept.** Pre-k Screening DIAL
 - Rubrics completed every month
- **Oct.**
 - CABVI-Vision Screening
 - Phonemic Awareness in Young Children
 - PKES Pre-assessment/Intervention
 - Parent conferences
 - Primary Speech / Language Screenings
- **Nov.**
 - Rubrics sent home
 - Parent survey returned
 - Rubrics sent home
- **Dec.**
 - End of Month Rubrics sent out
 - Mid Year Progress Report



- **Feb.** Pre-k Registration for next fall-flyers sent out in January-Parent Network Meeting
- **March** Rubrics sent home
- **April** Second end of the year survey sent
Rubrics sent home
- **May** Post testing completed and used for K screening (BOCES and district)
- **June** PKES post testing, Phonemic Awareness Post testing
Transition meetings with K staff
- **Summer** Curriculum review and updates




Curriculum, Assessment & Data



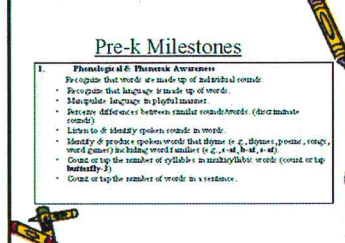
Curriculum

- Review of Jan 2011 NYSED Pre-K learning standards and guiding principles
- Developmentally appropriate and research-based monthly activities
- Monthly rubrics developed based on NYE pre-k domains and information
- Mid and final progress reports formulated based on monthly curriculum
- Annual summer review of content
- Social-Emotional curriculum included in monthly rubrics and vocabulary



Assessments

- DIAL 3 / Expressive Cognitive Assessment
- Primary Speech and Language Screening
- Get Ready to Read
- Phonemic Awareness in Young Children
- DIAL 3 Motor and Language Screening
- Mid Year Progress Monitoring (Pre-K DIAL)
- PKES Pre Kindergarten, Kindergarten Behavior Scale



Pre-k Milestones

1. Phonological Awareness
 - Recognize that words are made up of individual sounds
 - Recognize that language is made up of words
 - Manipulate language in playful manner
 - Recognize differences between similar sounds/words (discriminate sounds)
 - Listen to & identify spoken words in words
 - Identify & produce spoken words that rhyme (e.g., dinosaur, peacock, roach, word games) and begin words (e.g., cat, ball, seat)
 - Count or tap the number of syllables in recognizable words (count or tap butterfly-3)
 - Count or tap the number of words in a sentence.

2. Fluency

- Read own name.
- Recognize & identify environmental print including signs & labels.

3. Motivation to Read

- Show interest in a variety of texts such as alphabet books, stories, poems, and informational texts.
- Chooses to engage in literacy activities.

4. Print Awareness

- Understand the purpose of print is to communicate (understands that print conveys meaning/messages)
- Follow left-to-right & top-to-bottom direction when reading English (understands print conventions)
- Demonstrate book awareness
- Understand that different text forms are used for different purposes
- Distinguish between letters & words
- Distinguish between print & pictures

5. Alphabet Recognition

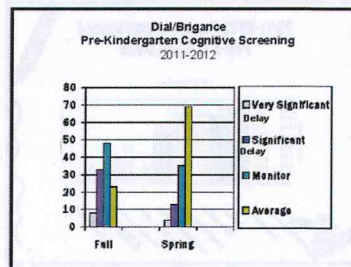
- Recognize & name some letters of the alphabet, especially those in own name
- Recognize own name and several high frequency words in environment.
- Matches, names and identifies personally important letters.

6. Vocabulary Development and Background Knowledge

- Learn & use new words in spoken communication
- Use vocabulary associated with scientific principles, technology
- Learn new words from books (in everyday situations)
- Use correct vocabulary related to positions, order, direction, size & comparison.
- Use new vocabulary words to talk about life experience.
- Connect vocabulary & life experiences to ideas in books

7. Comprehension Strategies

- Show interest in reading for different purposes (e.g., gaining information about the world & others)
- Make predictions about story events
- Retell stories with attentiveness to the sequence of events & main ideas
- Ask & answer questions about the content of books
- Retell the sequence of main events in story
- Connect information in books to real life



Pre-Kindergarten Screening Profile Sheet

| Item | Score | Standard | Score | Standard | Score | Standard | Score | Standard | Score | Standard | Score | Standard |
|------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 8 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 9 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 10 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 11 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 12 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 13 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 14 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 15 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 16 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 17 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 18 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
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| 31 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 32 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 33 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 34 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 35 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
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| 39 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
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| 41 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 42 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 43 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 44 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 45 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 46 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 47 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 48 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 49 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 50 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

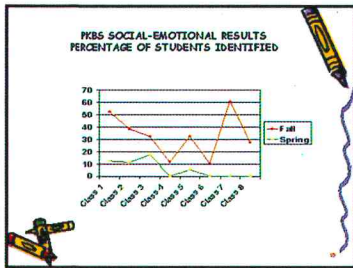
PHONEMIC AWARENESS RESULTS

| Category | Percentage |
|----------------------|------------|
| Pre-Testing Average | 15% |
| Post-Testing Average | 34% |

*6 Targeted students assessed in small groups per 6 classrooms

Social Emotional

- Some area Pre-K's use the **Strong Start Social/Emotional Curriculum** as a framework for meeting the learners needs in our program. Strong Start along with the additions we made to the curriculum help to establish positive social/emotional interactions and behaviors.
- Strong Start is an evidence-based program which fosters positive behaviors and enhances knowledge and understanding of required vocabulary.
- Teachers worked diligently over the summer to research and align this program with current NYS curriculum recommendations and guidelines.
- Renewal of the program was aligned with ELA literature and requirements for all classrooms.

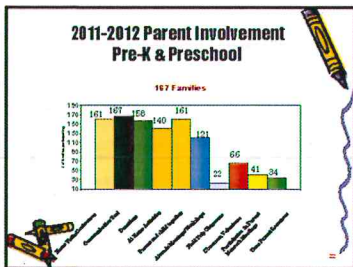


Assistant for Family Services

- The Assistant for Family Services provides the following duties for the district:
 - Assist with recruitment for Pre-K
 - Plan and coordinate all parent workshops and activities
 - Accompany teachers on home visits during the school year
 - Coordinate parent volunteers
 - Coordinate and implement special district activities (Spaghetti dinners, sledding with families...)
 - Develop and distribute a monthly newsletter
 - Coordinate a 1-2-3 Magic Workshop for parents

Assistant for Family Services Family Contacts 2011-2012

| | |
|--|-----|
| 1. Home visits | 98 |
| 2. Phone calls | 241 |
| 3. E-mail/written correspondence | 48 |
| 4. Class visitations or other contacts | 98 |
| 5. Preparation time | 93 |
| 6. Resources borrowed | 62 |
| 7. Other communication | 100 |



Service Structure and Costs

- Pre K coordination and instructional programs – two costs
 - Serve entire K population OR Start with one class
 - Go full day OR Go half day

- ### Internal Decisions
- Room locations- bathroom, square footage, etc
 - Transportation
 - Selection policy
 - Meals
 - Nurse
 - Full vs. half day
 - # students to serve
 - Parent coordination
 - Registration process
 - Implementation Timeline

512 Coordination (\$1,410 per section)

| Category | Quantity | Rate | Total |
|--------------|----------|------|-------|
| Admin | 100 | | |
| Parent Coord | 0 | 20 | |
| Health | 3 | | |
| Security | | | |
| Stamps | | | |
| Supplies | | | |
| Transport | | | |
| Training | | | |
| Books | | | |

246 Classroom Instruction (\$75,410 per section)

| Category | Quantity | Rate | Total |
|--------------|----------|------|-------|
| Teacher | 5 | 1.5 | |
| Admin | 5 | | |
| Health | | | |
| Staff Dev | | | |
| Text/Supp | | | |
| Stamps | | | |
| Books | | | |
| Parent Coord | 10 | 2 | |
| Substitutes | | | |

Substitutes: district is contracted to provide this service

Collaboration with Madison- Oneida BOCES

What would this look like?

- Supervisor support and on site visits
- Completion of staff evaluations
- Hiring of all staff
- Parent Coordinator
- Work with your nurse and principal to support day to day program components

b. School Resource Officer Report – Officer Nicholl

Officer Nicholl went over some of our current safety issues; things that she would like to see enhanced, reinforced or just reviewed. She also proposed to change the speed on the outer road to 20 miles per hour from 10 miles per hour.

Officer Nicholl also said there have been 60 shootings in schools since 1996. We must make sure schools are safe for everyone. She made the following recommendations: The security monitors need to be updated and everyone should have an ID. Visitor names should be printed on the sign-in sheet, including who they are picking up; late students should sign in with security. Parents will not need to escort their child to classrooms or office. Door monitors should be trained in SchoolTool, Student Management System. This way when a student checks in or leaves late they will be able to record it electronically on SchoolTool. Employees will bring items to the offices if the parents drop off items for students. The nurse will notify the office if a student has to leave and security will notify the nurse when the parent arrives to pick them up. When students return to school, parents do not need to bring the student in. Parents will wait in the foyer. They need to stay between the double doors. We don't want visitors to wander unescorted through the building. IDs will be checked at all times. The office will notify the student to report to the security booth when their ride arrives. Officer Nicholls also suggested that as a police officer needs to know who is in the building. Everyone must be accounted for: staff members, family members, visitors, students.

Dr. Wilson cautioned that everything Office Nicholl covered is recommendations and subject to change

Officer Nichol thinks that we should adhere to any procedure already in place.

Mr. Markowicz said that the door is wide open at the end of the school.

Officer Nicholl said the door is locked from the outside at 7:50 a.m. daily.

Mrs. Wroblecki asked if the phone is already on order. Why wasn't the Board consulted or at least informed first?

Mr. Lachut said the wires have been pulled and we are waiting for Seaman's to hook it up.

Mr. Ross asked if parents are going to be notified about changes in procedures.

Officer Nicholl said parents will be notified once everything is done.

Ms. Houghton thanked Dr. Wilson and Mr. Hadfield for their hard work on this issue. She told the Board that if they want anything stopped it can be stopped. However, we are focused on the safety of students and staff and adding a phone to the front desk is a small expense that will help us with security.

Mr. Radomski asked Officer Nicholl her schedule.

Ms. Edwards said that it is a deterrent to violence for us to have someone here.

Mr. Radomski said that he thinks we should have a full time SRO. He would feel safer. These are crazy people that don't follow rules. Just the role model alone is a positive thing to have a child grow up with a police officer.

Ms. Edwards said that Mr. Ross is the Chair of the Building and Grounds Committee and they should be looking at safety issues and making recommendations.

Ms. Houghton said that the Building and Grounds Committee has not met yet. Their first meeting is this Thursday evening.

Mrs. Wroblecki said once you take a look at the building and put a handle on safety. We have only one way across onto this property. What are the aides supposed to do with kids on the playground?

Officer Nicholl said students will be taken to a safe location. There has been a contract signed with another location to bring students there to get them out of harm's way.

Mrs. Wroblecki asked if Officer Nicholl was here during practice fire drills as an extra set of eyes.

Officer Nicholl said she is here and BOCES Safety Office was also present at the last lockdown drill.

Ms. Edwards asked if she has been in contact with Yorkville. We have a bonus metro police department.

Officer Nicholl said that when kids are lost cops come out of the woodwork. When it comes to kids in school they come fast.

Dr. Porcelli said that we are in a loosely coupled situation with the military. Have we had any conversation with them?

Mr. Radomski said that he wanted to make the motion to have a full time SRO.

Ms. Edwards said we should have the motion to explore the option of having a full time SRO.

Mr. Radomski said that we save money by not hiring when someone leaves. This is the right place to use that money.

Ms. Houghton said there is less funding for SROs now that the Safe Schools/Healthy Students grant is expiring and we also have availability issues. We are exploring an option of getting another armed officer here and in all area schools. We are working with the local police departments. We would not be changing our present SRO plan but supplementing it. A full-time SRO would cost approximately \$75,000. She said that she would like to look into other options as well, as supplements to the SRO. We would like to see a full-time SRO here but we cannot act on it right now.

Ms. Edwards suggested talking to both Police Chiefs. We do provide education for the children of both communities.

Mr. Markowicz asked about the speed limit. Students that are late and trying to get to school speed. The majority of the people that come down here don't turn on a directional. Mr. Markowicz also said that a pistol by an officer does not deter someone from coming here other than bullet proof glass.

Officer Nicholl said it was not a terrorist; it was a community member, a student. This is a place of learning. She asked if the Board is supportive of going ahead with the phone and some sort of direct communication with law enforcement.

Ms. Edwards said if we can look into a Capitol Improvement project.

Mrs. Wroblecki suggested key swipes; ask the two municipalities to assist. Talk to the Reserve as a courtesy.

Mr. Markowicz asked if the days the officer is not here, we can get Yorkville and New York Mills police here.

Mrs. Rice asked if a private road can be patrolled.

Officer Nichol said yes, if the school district gives permission. Police cannot write tickets except for passing a school bus. You may have to go to the Village Board.

Ms. Houghton said once everything is finalized we will make sure policy is enforced.

2. Communications

2.1 From the Floor

Mr. King asked if the person is already in the building is there individual classroom security?

Officer Nicholl said all classrooms have red folders. They can practice lockdown procedures in their room. The State says once a year but that doesn't mean we can't do more.

Mrs. Porcelli said some adults don't have IDs. Does the faculty get nervous about that?

2.2 President's Messages

Ms. Edwards said that as member of The School Boards Institute a Board member has just recently attained a Level I Board Achievement Award. She then presented him a certificate. Aside from the training on the BOCES Board, he has recently had a book published. Congratulations to Dr. Porcelli on the publication of his book Crazy 8's.

a. SBI Legislative Forum

The SBI Legislative Forum is coming up and that will take place January 24th. It's a good event to attend and meet with elected officials and even pose a question to them. We welcome anyone that shows an interest, come and speak with Griffio, Tenney, Brindiski, and Blackenbush. We are hoping all Board Members can make it.

SBI will have a workshop "So You Want to Be A Board Member" on March 4th from 6:00 to 7:15 p.m. Also the Legislative Lobbying Initiative is coming up. School Boards has nominations open for Distinguished Service Awards and last year we had a student from our school receive the award.

b. Board Calendar

c. BOCES Representative Report– Dr. Porcelli

Dr. Porcelli reminded New York Mills about the Katie Mulonare experience with CTE or Regional Program and School and Business Alliance. At the last BOCES Board Meeting in December we talked about service plans. These are the contracts BOCES offers school district. BOCES will soon be adding more services on Saturday, February 2nd from 10 a.m. to 2 p.m. BOCES will have an open house showcasing things that happen at Career and Tech Center such as Merchandizing, Welding, Herbs, Cosmetology, and Dog Grooming. March 13th is the traditional open house from 6 to 8 p.m. and on January 24th there will be a Career Visitation for 7th and 8th grades. They will be doing this in combination with nursing and early childhood. Another program available at BOCES is Cyber Security. In reference to an earlier presentation BOCES in our region is growing. The next BOCES meeting will be tomorrow at 4:30 p.m.

3. Consent Agenda

Dr. Porcelli made the motion to approve the consent agenda seconded by Mr. Ross with the following modifications to the minutes of December 4th: page 4 #5.3 add "Dr. Porcelli asked if insurance is place and if we are charging for the custodians." And the last page of the minutes of December 18th he would like held for Executive Session.

- 3.1 Board of Education Minutes
 - a. Minutes of Meeting Held 12/4/12
 - b. Minutes of Meeting Held 12/18/12
- 3.2 Business Office Reports

- a. October 2012
 - b. November 2012
 - c. Internal Auditor Report – C. Radomski
- 3.3 CSE Reports
- a. Minutes of meeting held 11/29/12
 - b. Minutes of meeting held 12/6/12
 - c. Minutes of meeting held 12/11/12
 - d. Minutes of meeting held 12/13/12
 - e. Minutes of meetings held 12/17/12
 - f. Minutes of meeting held 12/19/12

Yes 5 No 1
Dr. Porcelli voting nay on 3.2 the
Business Office Report because of
The confirming Purchase Orders.
Mr. Radomski not present during vote
Motion carried.

4. Old Business

- 4.1 2nd Reading of Policy #5001 District-wide Safety Plans and Building-Level Emergency Response Plans; Policy 5002 Emergency Closing; Policy 0016 Instruction and Employment of HIV-Infected Individuals, 0016.1, HIPAA Compliant Authorization for Release of Medial Information and Confidential HIV Related Information, 5003, Short-Term Worker Asbestos Notification; 5003.1, Asbestos Hazard Emergency Response Act Short-Term Notification Form; 5004, Pesticide Alternatives and Notification; 5005, Health and Safety; 5006, Smoking and Tobacco Use on School Grounds; 5007, Infection Control Program; 5100 Health Insurance Portability and Accountability Act of 1996 (HIPAA); 5101.1 Automated External Defibrillation (AED); 5101.2 Automatic External Defibrillation (AED); and 5101.3, Notice of Intent to Provide Public Access Defibrillation (*copies of policies with changes from 1st reading are the only copies included*)

Mrs. Wroblecki made the motion to approve the second reading of the above polices seconded by Mr. Ross.

Yes 6 No 0
Mr. Radomski not present during vote
Motion carried.

5. New Business

- 5.1 Personnel Report –Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mrs. Rice:

| EMPLOYEE | CERTIFICATION AREA | CERT | SALARY* | EFFECTIVE DATE | TENURE APPT. |
|--|-------------------------------|------|------------|---------------------|--------------|
| I. Coaching Appointments | | | | | |
| Szkotak, Samantha | 7th Grade Girls Basketball | | \$1,456.00 | 2012-13 School Year | |
| Frankland, Nicole | 8th Grade Girls Basketball | | \$1,456.00 | 2012-13 School Year | |
| Joswick, Shane | 8th Grade Boys Basketball | | \$1,456.00 | 2012-13 School Year | |
| Bartholomew, Kate | Girls Basketball Volunteer | | ~0~ | 2012-13 School Year | |
| II. Non-Instructional Substitute Appointments | | | | | |
| Bird-Santacroce, Elaine | School Monitor | | \$7.25 | 1/9/2013 | |
| III. Instructional Appointments | | | | | |
| Eramo, Michael | Physics 7 - 12 (Math Pending) | Y | Step 4 | 1/28/2013 | 1/28/2016 |

Dr. Porcelli had no objection to Roman numeral #III, but rather than hire a full time teacher hire that person as a long term substitute.

Ms. Houghton said that we have someone available who is certified and qualified for this position. She is recommending this candidate for the Board's approval.

Mrs. Wroblecki questioned the enrollment in some of the courses this person would be teaching.

Dr. Porcelli asked if there would be a problem if we did not offer the course in June. We do have an obligation if we hire, but if we could hire a long term substitute we have a qualified person.

Mrs. Wroblecki said that would give us time to work on a schedule. She liked the idea of a long term substitute.

Ms. Edwards said that with a new hire there is an expectation that they would be returning. With a term substitute you may not be back in the fall. From a teacher's prospective you know it is a term and could work into something more.

Ms. Houghton said that she is recommending a full time probationary appointment.

Mrs. Rice said she supports the Superintendent.

Mrs. Wroblecki said we could change from a term substitute when we get more data. As a parent she said she would be the last one that wouldn't want these courses offered. Mrs. Wroblecki suggested that Dr. Porcelli amend his motion.

Dr. Porcelli asked the Board and the motion will stay.

Yes 7 No 0
Motion carried.

5.2 Resolution to Refund Taxes

Mr. Ross made the motion to approve the following resolution to refund taxes seconded by Mr. Markowicz:

WHEREAS, the Tim Carey (the "Taxpayer") instituted a proceeding under Sec, 554 or 556 of the Real Property Tax Law against the Town of Whitestown (the "Town") in order to obtain refund of taxes on real property owned located in the Town and commonly known as Tax Map Numbers 317.011-1-10 and

WHEREAS, the Taxpayer has requested that the 2012-13 tax assessment be reduced from \$175,000 to \$160,000 and

WHEREAS, the proposed settlement will result in a refund of School District taxes of \$470.20, without interest if paid within thirty (30) days.

Yes 7 No 0
Motion carried.

- 5.3 1st reading of Policies #52,00, School Wellness Policy; 5300, Acceptable Use Policy; 5300.1 Employee Authorization Form; 5300.2 Student Authorization Form; 5301, Internet Safety Policy; 5302 Use of Security Video Cameras; 5303 Information Security Breach Policy; 5400, Student Transportation Policy; 5400.1, Spectator Bus Procedures; 5401 Passage of School Buses Across Railroad Crossings; 5500, Display of the Flag; 4505 Disposal of Surplus Property

6. Building Reports

- 6.1 Elementary Building Report
a. Dignity for All Students Assemblies

Dr. Wilson said that she has been conducting Character Education Assemblies for the past four years. There is a K-2 Character Assembly in the morning where parents and family members are welcome to

attend and an afternoon assembly for grades 3-6. This year's theme is "Dignity For All Students" and the focus is on the climate of the building as well as social-emotional education. September's theme was Marauder Way and school wide behavioral expectations. October was fire safety month so it was being responsible and citizenship. November was friendship and how to be a good friend. K-2 heard a story from a book called The In-Crowd and we discussed characteristics of a good friend. Grades 3-6 discussed the Bully, the Bullied, and the Bystander. They were shown clips from interviews with middle school students on "how it feels to be bullied" and then we had group discussion on why people may bully, how it feels to be bullied, and what we should do to prevent bullying in our school. In December we discussed the true meaning of the holiday season. Tomorrow's assembly's theme is having a New Year's resolution and engages in positive conflict resolution.

Mrs. Radomski gave the Internal Claims Auditor Report. She said her last report was in June. Since then she has looked at 900 items for over \$5 million. We have reduced the number of confirming purchase orders. Everyone is on the same page. She said that she did attend a workshop in Syracuse with Mr. James Merren which was very informative and detailed and Mr. Merren spoke about what claims auditing is about. She was given a binder and a website to go to. She thanked the Board for letting her attend the training with Ms. Houghton.

Dr. Porcelli said Mrs. Radomski does an excellent job. They never received reports this detailed.

c. Kindergarten Registration

Dr. Wilson said that Kindergarten registration will take place the week of January 22nd. She said she would have numbers for the Board at the next meeting.

6.2 Secondary Building Report
a. STAR Testing

Mr. Hadfield said that for ELA and Math there is a mid-year component to look at growth. Our mid-year window will be from January 28th through February 15th. Testing will take about a half hour depending on grade level.

b. Semi-Formal

This past weekend just over 100 students and guests attended the Semi-formal from 7:30 to 10:30 p.m. Student Council did a nice job decorating and all pitched in for leaned up and everything was done by 11:00 p.m. A good time was had by all.

7. Superintendent's Report

7.1 New York Education Reform Commission Education Action Plan

Ms. Houghton reviewed the Commission's Action Plan: 1) Full-day Pre-K for highest needs students. 2) Streamline services and resources through community and schools. 3) Transform and extend the

school day/year to expand quality learning time. 4) Improve the teacher and principal pipeline to recruit and retain better educators. 5) Build better bridges from high school to college and careers with early college, high schools and CTE. 6) Incentivize the small and innovative use for technology to improve teaching and learning. 7) Pursue efficiencies such as district consolidation, high school regionalization, and shared services to increase student access to educational opportunities.

7.2 NYSBA Issues Conference/Lobby Day: March 10 and 11, 2013

This event will take place on March 10 and 11th at Hotel Albany. This is a great location and it is easy to walk or take a shuttle up to the capital. Ms. Houghton, Ms. Edwards, and Mrs. Rice are attending. Please contact Mrs. May if you would like to attend.

7.3 Budget Update

We are on schedule for our March budget workshop presentation and will be preparing a district expenditure plan for you during the coming month.

7.4 APPR Status

Ms. Houghton thanked the members of our Professional Education Committee for their 11th hour efforts to make changes in the annual Professional performance Review Plan so that we could receive approval y this afternoon. Those members are: Steve Shrey, Jeanne Marley, Mike Spost, Pam Hamarowicz, Michelle Hall, Gary Hadfield and René Wilson. Kevin Getman, Tim Papienuk, and Danielle Robertson also assisted with the selection STAR as our State approved local assessment.

8. Board Discussion

Ms. Edwards said after the Governor presents the State Budget on Thursday afternoon, RoAnn Destito will speak at SUNYIT.

Mrs. Wroblecki asked when we place a child for special education outside the district, will we be reducing an aide because they are no longer needed?

Dr. Wilson explained that the aid is riding the bus for part of the time and assisting in a high-needs classroom the rest of the day. He also assists with lunch and recess.

Ms. Houghton asked if the Board want the position to be reduced or abolished.

Ms. Edwards questioned if there is a monitor in each room at the elementary level.

Dr. Wilson responded "no" We do not have sufficient staffing.

9. Visitors Comments

NYM Board of Education Minutes

January 8, 2013

Page 14 of 14

Mr. King asked about classroom security and if we should go above and beyond a locked door. Maybe a bar or something a little bit further. He also said that he noticed that we do not raise and lower the flag at dawn and dusk and during inclement weather as stated in the policy. Mr. King also asked if the Lobby Day in March was for School Board Members or could anyone go.

Mr. Lachut responded to the question about the flag. We have a lighted flag. It is legal to keep up a flag up if it is lit.

10. Executive Session – to discuss NYMTA and CSEA Contract Negotiations and a particular person

Dr. Porcelli made the motion to go into Executive Session at 8:49 p.m. to discuss NYMTA and CSEA Contract Negotiations, a particular person, and page 6 of 6 of the December 18th Board of Education Minutes seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

Ms. Edwards appointed Ms. Houghton as Clerk Pro-tem.

Respectfully submitted,



Paula Ann May
District Clerk

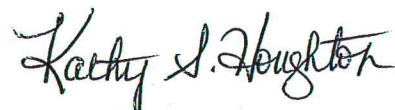
Ms. Edwards called the meeting back into regular session at 10:04 p.m.

11. Adjournment

Mr. Ross made the motion to adjourn at 10:04 p.m. seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

Respectfully submitted,



Kathy Houghton
Clerk Pro tem

5.3

New York Mills Union Free School District

Board of Education Policy Audit

Section 6000 Personnel

Wednesday, January 30, 2013

| | | DELETE | |
|------------|--|---------------------|---|
| No. | Name | Previous No. | Proposed Action |
| 6001 | Certificated Personnel: Recruitment, Selection and Assignment Renumbered | 6031 | REVISE Approved Y N Date Approved: _____ |
| 6002 | Certification and Tenure | 6030 | REVISE Approved Y N Date Approved: _____ |
| 6003 | Staff Inservice Programs and Credit Renumbered | 6014 | REVISE Approved Y N Date Approved: _____ |
| 6004 | Substitute Teachers | 6032 | REVISE Approved Y N Date Approved: _____ |
| 6005 | Stipend Payment of Coaches | 6034 | REVISE Approved Y N Date Approved: _____ |
| 6100 | Job Descriptions | 6100 | READOPT Approved Y N Date Approved: _____ |
| 6200 | Fingerprinting and Criminal History Record Checks For Prospective Employees | 6020 | REVISE Approved Y N Date Approved: _____ |
| 6200.1 | Statement for Emergency Conditional or Conditional Appointment Renumbered | 6020.4 | REVISE Approved Y N Date Approved: _____ |
| 6201 | Drug and Alcohol Testing for Bus Drivers Renumbered | 6050 | REVISE Approved Y N Date Approved: _____ |
| 6201.1 | Pre-Duty Acknowledgement, Authorization and Consent Form | | NEW Approved Y N Date Approved: _____ |
| 6201.2 | Acknowledgement, Authorization and Consent Form | | NEW Approved Y N Date Approved: _____ |
| 6202 | Physical Examinations Renumbered | 6011 | REVISE Approved Y N Date Approved: _____ |
| 6203 | Non-Probationary Appointment Pending Board Approval Renumbered | 6021 | REVISE Approved Y N Date Approved: _____ |

New York Mills Union Free School District

Board of Education Policy Audit

Section 6000 Personnel

Wednesday, January 30, 2013

| <u>No.</u> | <u>Name</u> | <u>DELETE Previous No.</u> | <u>Proposed Action</u> |
|------------|---|--------------------------------|--|
| 6300 | Leaves of Absence for Serious Health Conditions for Family Care Renumbered | 6012 | REVISE Approved Y N Date Approved: _____ |
| 6300.1 | Request for Family/Medical Leave | 6012.1 | REVISE Approved Y N Date Approved: _____ |
| 6300.2 | Certification of Health Care Provider for Employees' Serious Health Condition | 6012.2 | REVISE Approved Y N Date Approved: _____ |
| 6300.3 | Notice of Eligibility and Rights & Responsibilities | 6012.3 | REVISE Approved Y N Date Approved: _____ |
| 6300.4 | Certification of Qualifying Exigency for Military Family Leave | 6012.4 | REVISE Approved Y N Date Approved: _____ |
| 6301 | Jury Duty | | NEW Approved Y N Date Approved: _____ |
| 6302 | Accommodating Employees' Need to Express Breast Milk | | NEW Approved Y N Date Approved: _____ |
| 6303 | Leave for Cancer Screening | | NEW Approved Y N Date Approved: _____ |
| 6304 | Military Leave of Absence | | NEW Approved Y N Date Approved: _____ |
| 6010 | Equal Employment Opportunity Replaced by policies 0015, 0015.1 | | DELETE Approved Y N Date Approved: _____ |
| 6013.1 | Expense Voucher Replaced by policy 4502 | | DELETE Approved Y N Date Approved: _____ |
| 6020.1 | OSPRA 101 Consent Form for Fingerprinting Replaced by TEACH System | | DELETE Approved Y N Date Approved: _____ |
| 6020.2 | Fingerprinting and Criminal History Record Checks for Prospective Employees Replaced by TEACH System | | DELETE Approved Y N Date Approved: _____ |

New York Mills Union Free School District

Board of Education Policy Audit

Section 6000 Personnel

Wednesday, January 30, 2013

DELETE

| No. | Name | Previous No. | Proposed Action |
|------------|---|---------------------|--|
| 6020.3 | OSPRA 102 Clearance for Employment Request Form Replaced by TEACH System | 6020.3 | DELETE Approved Y N Date Approved: _____ |
| 6033 | Professional Performance Review Plan | | HOLD Approved Y N Date Approved: _____ |
| 6033.1 | Classroom Evaluation Form | | HOLD Approved Y N Date Approved: _____ |
| 6033.2 | Supplemental Evaluation Form Replaced by TEACH System | | HOLD Approved Y N Date Approved: _____ |
| 6033.3 | Professional Performance Improvement Plans | | HOLD Approved Y N Date Approved: _____ |
| 6033.4 | Professional Performance Improvement Plan | | HOLD Approved Y N Date Approved: _____ |

Policy

Draft 01/30/2013

PERSONNEL

6001 Renumbered from 6031

CERTIFICATED PERSONNEL: RECRUITMENT, SELECTION AND ASSIGNMENT

- I. It shall be the policy of the New York Mills Union Free School District to actively recruit prospective professional employees from the campuses of leading colleges and universities and through other appropriate public means.
- II. Primary consideration in the selection of professional staff members shall be demonstrated competence in their chosen teaching field. Teacher and administrator involvement in the selection of professional staff members, subject to final determination by the Superintendent of Schools and Board of Education, shall be a further goal of the school district.
- III. The assignment of teachers to specific positions within the district shall be the prerogative of the Superintendent of Schools on recommendation from the building principals. Notice of teaching assignments, including building, grade and/or subject area for the ensuing school year, shall be provided teachers in compliance with the New York Mills Teachers Association agreement.

New York Mills Union Free School District

Adopted: 04/09/74, 08/08/89

Revised: _____

Policy

Draft 01/30/2013

6002 Renumbered/Revise 6030

PERSONNEL

CERTIFICATION AND TENURE

- I. It shall be the policy of the New York Mills Union Free School District, whenever possible, to employ in professional capacities only those persons who meet current New York State certification standards.

- II. A teacher who has satisfactorily completed the probationary period and has been recommended for appointment to tenure by the Superintendent of Schools may receive an appointment to tenure by a majority vote of the Board of Education. The procedure for such appointments and the rights and protection for both the Board of Education and the teacher shall be in accordance with the conditions as set forth in the Education Law, Section 3012.
 1. The tenure areas for the New York Mills Union Free School District are in accordance with Part 30 of the Board of Regents' Rules and Regulations.
 2. The area in which a teacher receives tenure depends upon his/her original appointment and certification.

New York Mills Union Free School District

Legal Ref: 8 NYCRR Parts 30 and 80; NYS Education Law §3012

Adopted: 04/9/74, 08/08/89

Revised: _____

Policy

Draft 01/30/2013

PERSONNEL

6003 Renumbered from 6014

STAFF INSERVICE PROGRAMS AND CREDIT

- I. Staff development, through in-service programs, is hereby encouraged and necessary to keep abreast of educational changes. The Board of Education will provide adequate funding for staff to actively participate in programs which the Board feels are appropriate on a yearly basis.
- II.
 - A. In-District, in-service program development will be the responsibility of the District administrators, who will conduct a staff needs assessment on an annual basis. Staff participation in in-service programming sponsored by local, state and federal educational agencies is also encouraged.
 - B. For approved in-district in-service programs scheduled outside the normal work day only, a teacher will accrue one (1) credit hour for every fifteen clock hours of involvement either as a participant or instructor. Such credit will be paid in accordance with the provisions of the teachers' contract. The participant must successfully complete all in-district in-service program requirements to qualify for credit hours (examples: assignments, attendance, etc.).
- III.
 - A. District staff members who teach specific in-service courses will be paid at an hourly rate approved by the Board of Education.
 - B. In-service program presenters from colleges or other agencies will be paid according to their fee requirements and approved by the Superintendent of Schools. Every effort will be made to keep such charges reasonable.

New York Mills Union Free School District

Adopted: 11/10/82, 08/08/89

Revised: 11/03/98, _____

Policy

Draft 01/30/2013

PERSONNEL

6004 Renumbered/revised from 6032

SUBSTITUTE TEACHERS

- I. The Board of Education recognizes its responsibility to provide continuous professional teaching services to students attending district schools. Therefore, the Board hereby establishes a policy of providing, whenever possible, competent, certified substitute teachers to fulfill the responsibilities of a regular teacher absent on approved leave.
- II. Provision of such substitutes shall follow the guidelines set forth below:
 - A. Definitions:
 1. An itinerant substitute means employment for 40 days or less is one who is assigned, on a daily basis, to take the place of a regularly employed teacher.
 2. A long term substitute means employment for more than 40 days is one who is assigned to take the place of a regularly employed teacher who is absent on an extended leave for all or a substantial part of a school term.
 - B. Length of employment. There shall be three categories of substitutes as follows:
 1. Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.
 2. Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.
 3. Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.
 - C. Reporting. The Superintendent shall submit an annual report concerning the employment of all uncertified substitute teachers to the commissioner on forms prescribed by the commissioner.
 - D. Salary:

POLICY

Draft 01/30/2013

PERSONNEL

6004 Renumbered/revised from 6032

SUBSTITUTE TEACHERS

1. All itinerant substitutes will be paid at a per diem rate specified by the Board of Education during the annual Re-organizational Meeting.
2. Salaries for long term substitutes will be computed on the following prorated basis: 1/200th of the then current beginning or base salary per day of service; 1/10th of the then current beginning or base salary per month of service.
3. Such salary may be as otherwise recommended by the Superintendent, or if applicable, consistent with the negotiated Teacher's Agreement.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 80-5.4

Adopted: 04/09/74, 05/12/81, 03/14/89, 09/07/99, 09/03/02, 11/04/03

Revised: _____

Policy

Draft 01/30/2013

6005 Renumbered from 6034

PERSONNEL

STIPEND PAYMENT OF COACHES

Two Simultaneous Assignments in One Sports Season

- I. It shall be the policy of the Board of Education to provide a coach for every sports program in the district. In the event coaching candidates are not available, and it becomes necessary for one individual to be placed in charge of two sports programs in a given season, the following policy shall apply:
- A. This individual who is placed in charge of two sports programs will be paid 80% of the total combined stipends.
- B. As an example, a cross country coach's salary breakdown ~~with our 2002-03 negotiated stipends~~ would be as follows:
- Coach - \$3,089.60 (80% of Boys Cross Country \$1,544.80 plus Girls Cross Country \$1,544.80).

New York Mills Union Free School District

Adopted: 02/01/83

Revised: 08/08/89, _____

PERSONNEL

JOB DESCRIPTIONS

- I. The Board shall approve the general purpose and function established position and delegate to the Superintendent the task of writing, or causing to be written a job description for all positions except the Superintendent.
- II. The Board directs that the Superintendent is to maintain an up-to-date, comprehensive, coordinated set of job descriptions for all such positions.

Policy

Draft 01/30/2013

PERSONNEL

6200 Replaces policy 6020

FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECKS FOR PROSPECTIVE EMPLOYEES

I. Policy

- A. The New York Mills Union Free School District shall require a prospective employee who is not in the State Education Department criminal history file to be fingerprinted for purposes of a criminal history record check.
- B. All fingerprint applications must be completed online using the TEACH system.

II. Who Must Be Fingerprinted

- Applicants for employment in the District;
- Student employees not enrolled in grade level of same covered school;
- Clerical staff who have direct contact with students;
- Janitorial staff who have direct contact with students;
- Coaches;
- Substitute Teachers;
- Paid Student Teachers or Student Interns;
- Hall Monitors;
- Cafeteria employees;
- Adult Continuing Education Instructors who have direct contact with students;
- Home and Hospital Instructors;
- Sports Officials;
- Bus Aides (unless they have been cleared pursuant to Section 1229-d of the Vehicle and Traffic Law)
- Secretaries at bus garage who occasionally fill in as a bus aides;
- Bus Drivers who also serve another role in covered school and have direct contact with students;
- Individuals who have been fingerprinted for another purpose (i.e., teachers from another state, former police officers);
- Workers placed in the covered school under a public assistance employment program;
- Employees of contract service providers who are placed within the school; and
- Employees of Supplemental Education Services Providers.

III. Required Fees

- A. A prospective school employee shall be required to pay the fee for the criminal history record search, unless:
 1. The fee is associated with the employee's participation in an authorized public assistance employment program;

POLICY

Draft 01/30/2013

PERSONNEL

6200 Replaces policy 6020

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

2. The employee is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant; or
 3. The prospective employee submits a request to the Board of Education for financial hardship and it is approved.
- IV. Request for Clearance when Fingerprints are on File
- A. In situations where a prospective employee or applicant for certification has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, such employee must notify the District that he/she has been fingerprinted and a file exists at SED.
 - B. A fee will not be charged by SED for the criminal background check in this situation.
- V. Notification of Employment/Separation from Employment
- A. When a prospective employee who was fingerprinted and cleared for employment is initially employed or leaves employment, the District is required to notify SED on the TEACH system.
- VI. Conditional Employment of Employees
- A. Conditional Employment
 1. Section VI of this policy shall expire July 1, 2013 consistent with the repeal of the legislation enacting conditional employment.
 2. Upon the recommendation of the Superintendent, and consistent with applicable law and Commissioner's Regulations, the Board of Education may make "conditional appointments" or "emergency conditional appointments" of prospective employees.
 3. Prior to the commencement of the conditional or emergency conditional employment, the prospective employee must sign a statement indicating whether to the best of his/her knowledge he/she has a pending criminal charge or conviction in any jurisdiction outside of the State (for conditional appointments) or in any jurisdiction (for emergency conditional appointments). (Regulation 6200.1).
 - B. Safety of Students who have Contact with Conditionally Employed Employees

POLICY

PERSONNEL

Draft 01/30/2013
6200 Replaces policy 6020

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

1. The District affirms its commitment to the safety of students who have contact with an employee holding a conditional or emergency conditional appointment.
2. Individuals so appointed shall be asked to sign a statement indicating whether he/she has ever been convicted of any violation of law or whether any charges are pending in any jurisdiction outside of the state. If so, individuals shall specify the date, court in which the pending charge or conviction was made and the crime or violation. Any false or misleading statement made in response to this question will be grounds for immediate discharge and may be a crime under New York Law.
3. Supervisors of any employee holding a conditional or emergency conditional appointment shall be informed of the basis of such appointment and be directed to supervise such employee closely. If feasible, supervisors shall be asked to assign conditionally employed individuals in a manner where they do not work alone with children.

New York Mill Union Free School District

Legal Ref: Chapter 179 of the Laws of 2009, 8 NYCRR 80-1.1 and 87; Correction Law Sections 752 and 753; and Executive Law Section 296(16).

Adopted: 12/02/03

Revised: _____

Regulation

Draft 01/30/2013

PERSONNEL

6200.1 Renumbered from 6020.4

STATEMENT FOR EMERGENCY CONDITIONAL OR CONDITIONAL APPOINTMENT

I. I, _____ (applicant's name), have been advised and understand that New York State law requires, as part of the clearance process for this position, that I be fingerprinted for the purposes of a criminal history records search. Pending such clearance I make the following representations:

A. If a conditional appointment.

I, _____ (applicant's name), certify that, to the best of my knowledge, I
_____ do
_____ do not
have a pending criminal charge or criminal conviction in any jurisdiction outside of New York State.

B. If an emergency conditional appointment.

I, _____ (applicant's name), certify that, to the best of my knowledge, I
_____ do
_____ do not
have a pending criminal charge or criminal conviction in New York State or any jurisdiction outside of New York State.

If my answer above is affirmative, I provide the following information listing such charge or conviction, including the nature of the offense, the date of the charge/ conviction and the jurisdiction.

I hereby certify that my statement is, to the best of my knowledge and belief, true and correct and that any omission and/or misrepresentation of any material fact may be cause for the District to refuse to hire me or revoke an offer of conditional employment, or to terminate my employment if employed.

Date: _____

Name: _____

New York Mills Union Free School District

Adopted: 02/03/04

Revised: _____

Policy

Draft 01/30/2013

PERSONNEL

6201 Renumbered from 6050

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

I. Purpose

To establish a New York Mills Union Free School District-based alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Department of Transportation regulations and pursuant to the Omnibus Transportation Employee Testing Act of 1991 (the Act) and 49 CFR Part 40.

II. Applicability

This policy applies to all New York Mills Union Free School District employees or applicants who have been extended a conditional offer of employment who operate commercial motor vehicles and are subject to the commercial driver's license (CDL) requirements established by the DOT.

III. Objectives

To establish rules and procedures to deter all illegal drug use, and deter on-duty, pre-duty and post-accident alcohol use, as well as on-duty alcohol impairment stemming from pre-duty use, for all covered drivers who perform safety sensitive functions;

To detect and eliminate the possibility that New York Mills Union Free School District covered drivers will perform safety-sensitive functions after testing positive for alcohol or drugs;

To comply with applicable federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991;

To provide reasonable measures for the early detection of personnel not fit to perform activities within the scope of this policy;

To maintain a workplace free of drugs and alcohol; and

To inform employees through education, in service training and other appropriate forums, about illegal drugs, and alcohol abuse, their use, possession, distribution, and the effects of such substances;

DRUG AND ALCOHOL TESTING FOR BUS DRIVERSIV. Testing

There are several occasions when an individual will be subject to drug and alcohol tests pursuant to this policy. Prior to the administration of the following tests, the New York Mills Union Free School District or its testing agent will notify the covered driver that the test is required under the Code of Federal Regulations.

The testing occasions shall include:

1. Pre-duty Testing
 - a. Pre-duty testing is testing for drugs that the New York Mills Union Free School District will administer after a conditional offer of employment has been extended and prior to any covered driver's performance of a safety-sensitive function. The New York Mills Union Free School District will not allow any covered driver to commence the performance of any safety-sensitive function unless the drug testing reveals a verified negative test result.
 - b. The New York Mills Union Free School District may, in its sole discretion, forego pre-duty testing where the exceptions promulgated by the regulations relating to drug and alcohol testing of covered drivers by their previous employers, are satisfied.
2. Reasonable Suspicion Testing
 - a. Reasonable suspicion testing is alcohol and drug testing that the New York Mills Union Free School District will conduct when it has reasonable suspicion to believe that a covered driver has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of a covered driver by the Director of Special Education, Occupational Education, Assistant Directors of such programs or any other supervisor as determined by the New York Mills Union Free School District who is specially trained to recognize alcohol misuse or drug use. The observations may include indications of the chronic and withdrawal effects of controlled substances.
 - b. A written record shall be made of observations leading to reasonable suspicion, signed by the supervisor or person who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs test are released, whichever is earlier.

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6201 Renumbered from 6050

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

- c. The New York Mills Union Free School District shall not administer a reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. Covered drivers are subject to reasonable suspicion alcohol testing as follows: Immediately prior to performing safety sensitive functions, while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Reasonable suspicion drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

3. Random Testing

- a. Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the New York Mills Union Free School District in ratios as required by the DOT regulations, so that all covered drivers have an equal probability of selection each time a random test is administered.
- b. Covered drivers are subject to random alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Random drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

4. Post Accident Testing

- a. A post-accident test is a test for alcohol and drugs administered following an accident involving a commercial motor vehicle to each surviving covered driver:
 - 1. who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; OR
 - 2. who receives a citation under state or local law for a moving violation arising from the accident; AND
 - i. if the accident resulted in one or more motor vehicles incurring substantial structural damages as a result of the

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

accident; OR

- ii. if the accident resulted in bodily injury to a person who as a result of the injury immediately receives medical treatment away from the scene of the accident.
 - b. The New York Mills Union Free School District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident. A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the New York Mills Union Free School District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
 - c. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of the policy concerning post-accident testing, provided such tests conform to applicable federal, state, or local requirements and that the results of the test are obtained by the New York Mills Union Free School District. If such a test results in an alcohol concentration above 0.02, a 24 hour out-of-service order may be issued by the law enforcement official.

5. Return to Duty Testing

Return to duty testing is alcohol and/or drug testing conducted after a covered driver has engaged in prohibited conduct under this policy prior to the employee's return to the performance of a safety-sensitive function. The alcohol test result must indicate an alcohol concentration of less than .02 and/or a drug test must indicate a verified negative result for illegal drugs.

6. Follow-up Testing

Follow-up tests are given following a determination by the Substance Abuse Professional (SAP) that a driver is in need of assistance in resolving problems associated with misuses of alcohol and/or drugs. This is an unannounced test, given at least six (6) times within twelve (12) months with the actual frequency and number of tests determined by the substance abuse professional (SAP), but in no event may the follow up testing continue for a period beyond 60 months from the covered

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

driver's return to duty. The substance abuse professional may terminate the requirement of follow-up testing at any time after the first six (6) tests have been administered if he or she determines that follow-up testing is no longer necessary.

Covered drivers are subject to follow-up alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Follow-up drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

V. Testing Procedures

The BOCES shall retain an approved company to perform collection and testing, to ensure chain of custody requirements, and to ensure the correct employee is tested and matched with the correct test results. Such company will be required to follow the federal regulations to ensure compliance with the blind sample, calibration of the EBT, laboratory certification and proper training of the Breath Alcohol Technician (BAT). Testing for alcohol and/or controlled substances will be taken on-site or at the laboratory, in a secure location that affords visual and aural privacy and with the proper safeguards to ensure the integrity of the specimens collected. The Drug and Alcohol Coordinator (see appendix) can be contacted to request the name of the company hired to perform the drug and alcohol testing services.

If the test comes back positive dilute, that shall be considered a positive verified test and the covered driver shall not be allowed to take another test. If the test comes back negative dilute for pre-employment testing, return to duty testing and follow up testing, then covered driver shall be required to take another test. If the test comes back canceled, neither positive nor negative for drugs or alcohol, the employee shall not be allowed to perform safety sensitive functions if a negative result is required by the regulations. BOCES shall order a recollection in the case of a canceled test for the purpose of re-testing in the case of pre-employment, return to duty or follow up testing.

1. Alcohol

Alcohol testing will be administered by a trained and qualified BAT. The evidential breath testing device (EBT) used for testing shall meet the standards promulgated by the DOT and have a quality assurance plan developed by the manufacturer to insure proper calibration.

If the initial test reveals an alcohol concentration of .02 or greater, a confirmatory test must be performed. The confirmatory test result is the final test result for the purposes of this policy.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS2. **Drugs**

A Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by covered drivers. The drugs for which tests will be conducted are: Marijuana (THC), Cocaine, Phencyclidine (PCP), Opiates, and Amphetamines. The cutoff levels for these drugs will be those set forth in the DOT regulation.

3. **Uncompleted Testing**

If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT, shall, if practicable begin a new screening or confirmation test, as applicable, e.g., using a new breath alcohol testing form with a new sequential test number.

VI. Requirements Prior to Commencing Safety Sensitive Position

1. Pre-duty Request for Prior Employment Drug and Alcohol Testing

In the case of all new safety sensitive employees, the BOCES shall request the following written information, after obtaining the prospective employee's written consent, from DOT regulated employers who have employed the employee at any time during the two years prior to the date of the employee's application or transfer:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration
- b. Verified positive drug test
- c. Refusal to be tested
- d. Other violations of DOT agency drug and alcohol testing; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return to duty requirements.

The above listed information should be obtained and reviewed before the prospective employee commences performing any safety sensitive functions. However, the BOCES has a 30 day grace period from the day the employee starts to perform safety sensitive functions in which to obtain or make and document a good faith effort to obtain this information. The BOCES must not allow any employee to continue performing safety sensitive functions after 30 days if BOCES has not obtained or made and documented a good faith effort to obtain this information.

The BOCES must ask the prospective employee whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

employer to which the employee applied for but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years.

If the prospective employee admits that he/she has tested positive or a refusal to test then the BOCES may choose not to hire the prospective employee. However, if the BOCES does choose to hire a prospective employee that has admitted that he/she has tested positive or refused to test, the BOCES must not use the employee to perform safety sensitive functions, until and unless the employee documents successful completion of return to duty process.

VII. Prohibited Conduct

1. No covered driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. A covered driver shall not be on duty or operate a commercial motor vehicle while the covered driver possesses alcohol.
3. A covered driver shall not use alcohol while performing safety sensitive functions.
4. No covered driver shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. A covered driver required to take a post accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post accident alcohol test, whichever is first.
6. A covered driver shall not report for duty or remain on duty requiring the performance of safety sensitive functions when the driver is using drugs, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
8. Independent of the requirements of the Act and the regulations promulgated thereunder, the covered driver must provide written notice from the physician to the Drug and Alcohol Coordinator that he or she is using controlled substances pursuant to the instructions of the physician and that he or she advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
9. A covered driver shall not refuse to submit to an alcohol or drug test required under this policy.
10. An applicant for employment, who has been given a conditional offer of employment may not refuse to sign a release authorizing the BOCES to request from all former employer's, where the employee was a covered driver, his or her drug and alcohol

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

testing records.

VIII. Consequences for Covered Drivers

Pursuant to the Act and the Regulations:

1. A covered driver who has an alcohol concentration of at least 0.02 shall be removed immediately from his/her performing safety sensitive position for at least 24 hours and shall not return until he/she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
2. A covered driver who has an alcohol concentration of at least 0.04 shall be removed immediately from his/her safety sensitive position and may not return until he or she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
3. A covered driver who has a verified positive result on a drug test, shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
4. A covered driver who refuses to submit to a test, shall be prohibited from performing safety sensitive functions until the employee is evaluated by substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
5. A covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
6. A covered driver may not perform safety-sensitive functions even if his or her alcohol concentration is less than 0.02, or the alcohol concentration is unknown, if the employer detects the presence of alcohol in the driver by other means.

Independent of the requirements of the Act and the regulations promulgated thereunder, a covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, drugs as shown by the behavioral, speech, and performance indicators of drug abuse, until a drug test is administered and there is a verified negative result.

Independent of the requirements of the Act and the regulations promulgated thereunder,

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PERSONNEL

6201 Renumbered from 6050

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

covered drivers who have been found to have violated the prohibited conduct under this policy will be immediately suspended from their safety-sensitive function without pay pending a complete review of the test results and what led to the test results, if appropriate. After review, if the covered driver was found to have an alcohol concentration of 0.04 or greater, a positive drug test, or refused to submit to a test, the employee shall be terminated. If the covered driver was found to have an alcohol concentration between 0.02 and 0.04, he or she shall be required to be evaluated by a substance abuse professional, complete any other steps required by the SAP and take a return to duty test before returning to work.

A covered driver who is an applicant for employment who has been extended a conditional offer of employment shall have such conditional offer revoked if:

1. He/she undergoes a drug test which reveals a verified positive test result, or
2. He/she admits, during the pre-duty request for prior employment drug and alcohol testing, they had a positive test or refused to test on any pre-employment drug or alcohol testing administered by the employer to which the employee applied for, but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years and the Board chooses not to hire the prospective employee, or
3. He/she previously failed to successfully complete a rehabilitation program (return to duty process) established by a substance abuse professional resulting from a violation of that employer's policy or the Act, or
4. He/she fails to provide a release for the BOCES to request from former employer's where the individual was a covered driver.
5. The above actions shall be taken in accordance with the provisions of the employee's collective bargaining agreement, §75 of the Civil Service Law, §3020-a of Education Law, whichever is applicable.

IX. Referral, Evaluation, and Treatment

The requirements of this section do not apply to applicants who refuse to submit to a pre-duty drug test or who have a pre-duty drug test with a verified positive test result.

1. The New York Mills Union Free School District shall make available to a covered driver who has violated this policy, information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The New York Mills Union

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

Free School District shall ensure that the listed substance abuse professionals do not refer the covered driver to the substance abuse professional's private practice, or to a person or organization from which the substance abuse professional receives remuneration, or in which the substance abuse professional has a financial interest.

2. The New York Mills Union Free School District requires that each covered driver who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug use. The substance abuse professional shall also determine if follow up testing is necessary and if so, the number and frequency of such testing. The costs associated with this evaluation shall be the responsibility of the covered driver.
3. Before a covered driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the covered driver shall undergo a return to duty test.
4. The substance abuse professional will determine if the covered driver has properly followed any rehabilitation program prescribed following the evaluation.

X. Employee Notification

The New York Mills Union Free School District shall provide a copy of this policy to each covered driver and to his/her collective bargaining agent. Each covered driver is required to sign a statement certifying that (s)he has received this information. The New York Mills Union Free School District shall maintain the original signed certification for the duration of the employee's employment or two (2) years, whichever is longer. The New York Mills Union Free School District will provide a copy of the certification to the covered driver upon request.

XI. Savings Clause

If any provision of this policy is, or shall at any time be contrary to the law, then such policy provision shall be considered modified or deleted so as to comply with the superseding legal requirements, without any effect on the remaining policy provisions.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

Appendix A

Drug and Alcohol Testing Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's, including methyl and isopropyl alcohol.

Alcohol use: The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Breath Alcohol Technician (BAT):

An individual who operates an evidential breath testing device and instructs and assists individuals in the alcohol testing process.

BAC or Alcohol Concentration:

Breath Alcohol Concentration (BAC) or alcohol concentration, is the amount of alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Commercial Motor Vehicle:

A motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. has a gross vehicle weight rating of 26,001 or more pounds; or
3. is designed to transport 16 or more passengers, including the driver; or
4. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations.

Confirmation test :

In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of a screening test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine. In alcohol testing, a second test following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

Appendix A

Drug and Alcohol Testing Definitions

Covered driver:

District employees who operate commercial motor vehicles and applicants for employment with the district who are applying for positions as drivers of commercial motor vehicles (for the purposes of pre-duty testing only).

Drug and Alcohol Coordinator:

The Drug and Alcohol Coordinator shall be the Jefferson - Lewis BOCES Health and Safety Coordinator who is located at 20104 NYS Rt. 3, Watertown, NEW YORK 13601, and may be reached at 779-7000.

Evidential breath testing device (EBT):

A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Product's List of Evidential Breath Measurement Devices."(CPL)

Medical Review Officer (MRO):

A licensed physician responsible for receiving laboratory results generated by the District's drug test program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information.

Refuse to submit (to an alcohol or drug test):

Means that a covered driver refused to take a drug test if they:

- (1) fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer,
- (2) fail to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test,
- (3) fail to provide a urine specimen for any drug test required by this policy or DOT agency regulations,
- (4) in the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen, fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure,

POLICY

PERSONNEL

Draft 01/30/2013
6201 Renumbered from 6050

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

Appendix A

Drug and Alcohol Testing Definitions

Refuse to submit (to an alcohol or drug test):

- (6) fail or decline to take a second test the employer or collector has directed the individual to take,
- (7) fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process,
- (8) fail to cooperate with any part of the testing process, or
- (9) if the MRO reports that you have a verified adulterated or substituted test result or you refuse to take a drug test.

Screening test:

In alcohol testing, means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In drug testing, an immunoassay procedure to eliminate “negative” urine specimens from further consideration.

Safety sensitive function:

Any of those on-duty functions (promulgated at 49 CFR §395.2 On-Duty time) as listed below:

1. All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver had been relieved from duty by the District.
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR’S), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth.)
5. All time spent loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver’s requirements associated with an accident promulgated at 49 CFR §§392.40 and 392.41.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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PERSONNEL

Draft 01/30/2013
6201 Renumbered from 6050

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

Appendix A
Drug and Alcohol Testing Definitions

Substance Abuse Professional:

A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drugs-related disorders.

New York Mills Union Free School District

Legal Ref: U.S. Constitution, 4th Amendment
Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136; 31306
Americans with Disabilities Act, 42 USC §§12111-12117
49 CFR Parts 40, 382 and §§395.20 and 521(b)
New York Vehicle and Traffic Law, §§509-l; 1192; 1193
New York Labor Law, §201-d

Adopted: 01/06/96

Revised: 09/03/02, _____

Regulation

New Draft 01/30/2013
6201.1

PERSONNEL

PRE-DUTY ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

I, _____, acknowledge receiving this day, a conditional offer of employment with New York Mills Union Free School District, written notice regarding the existence of the New York Mills Union Free School District's Drug and Alcohol Testing Program, and a copy of the District's policy and regulations by which it will be administered.

I further understand and agree to submit to urinalysis, (hereinafter referred to as "drug testing") for the detection of prohibited drugs, and evidential breath testing (hereinafter referred to as "alcohol testing"). I understand that I can be tested for both drugs and/or alcohol pursuant to the District's policy for pre-duty, and if successful and offered a position, for random, reasonable suspicion, post-accident, return to duty, and follow-up testing as the circumstances require. I further understand that the conditional offer of employment that has been extended to me is contingent on my testing negative for both alcohol and drugs.

If the results of pre-duty alcohol test indicate that my alcohol concentration registers above .02, it will result in the revocation of the conditional offer of employment. Furthermore, if the results of my pre-duty drug test indicate the presence of marijuana, cocaine, amphetamines, phencyclidine or opiates, alone or in any combination, that have not been prescribed for me by my doctor with his written assurance that the identified drug(s) will not effect the safe performance of my job, will result in the revocation of the conditional offer of employment.

I understand, further, that refusal to submit to pre-duty testing will result in the revocation of the conditional offer of employment. I also understand that my refusal to submit to testing at any later date as an employee of the District, when requested to do so as required by the policy, will result in discipline up to and including discharge.

Also, by signing this document, I release to New York Mills Union Free School District and the District's Drug and Alcohol Coordinator all results regarding drug and alcohol testing or refusal to submit to drug and alcohol testing from both past and present employers' drug and alcohol testing programs.

More specifically, in consideration of the agreements contained herein, I accept full and complete responsibility and liability for my conduct, my compliance with procedures and results of any and all test results conducted upon the request of the District, its officers, employees or agents. I release and discharge the New York Mills Union Free Board of Education, the Superintendent, the District officers, employees, and agents as releasors, releasors' heirs, executors, administrators, successors and assign and indemnify from all actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims and demands whatsoever, in law, admiralty or equity, which against the releasors, I the prospective employee, my heirs, executors, administrators, successors and assigns

REGULATION

New Draft 01/30/2013

6201.1

PERSONNEL

PRE-DUTY ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

ever had, now have or hereafter can, shall, or may, have for, upon, or by reason of any matter cause or thing whatsoever leading to or conduct pursuant to this agreement.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested and my authorization to release to collection site personnel, medical review officer, the designated employer representative the information necessary to comply with this Policy.

Date: _____

Signature: _____

Date: _____

Witness: _____

New York Mills Union Free School District
Adopted: _____

Regulation

New Draft 01/30/2013

6201.2

PERSONNEL

ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

I, _____, acknowledge receiving this day, written notice regarding the existence of the New York Mills Union Free School District Drug and Alcohol Testing Program, and a copy of the District policy and regulations by which it will be administered.

I further understand and agree to submit to urinalysis, (hereinafter referred to as "drug testing") for the detection of prohibited drugs, and evidential breath testing (hereinafter referred to as "alcohol testing"). I understand that I can be tested for both drug and/or alcohol pursuant to the District's policy including, pre-duty, random, reasonable suspicion, post-accident, return to duty, and follow-up testing as the circumstances require.

I understand, further, that refusal to submit to testing when requested to do so, as required by the District's policy, will result in discipline up to and including discharge.

By signing this document, I release to New York Mills Union Free School District and the District's Drug & Alcohol Coordinator all results regarding drug and alcohol testing or any refusal to submit to drug and alcohol testing from both past and present employers' drug and alcohol testing programs.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested. Furthermore I authorize release to collection site personnel, medical review officer, the designated employer representative all information necessary to comply with this Policy.

Date _____ Signature _____

Date _____ Witness _____

New York Mills Union Free School District

Adopted: _____

Policy

Draft 01/30/2013

PERSONNEL

6202 Renumbered from 6011

PHYSICAL EXAMINATIONS

After a conditional offer of employment is made, all applicants for instructional, non-instructional, professional and clerical staff positions will be required to undergo a physical examination prior to their final appointment by the Board of Education. Said physical will be conducted by the school district's appointed physician at school district expense.

New York Mills Union Free School District

Legal Ref: American with Disabilities Act of 1990

Adopted: 12/11/73

Revised: 06/01/82, 08/08/89, 09/03/02, _____

Policy

Draft 01/30/2013

PERSONNEL

6203 Renumbered from 6021

NON-PROBATIONARY APPOINTMENT PENDING BOARD APPROVAL

- I. In limited circumstances, the District may not be able to coordinate the necessary employment of a candidate for employment with the Board meeting date where the appointment will be considered.

- II. In such event, the Superintendent may hire the staff member prior to the meeting at which the appointment will be considered. The individual will be asked to sign a statement indicating that he or she accepts appointment on a non-probationary basis, pending consideration at the next scheduled Board meeting. If the Board does not accept the Superintendent's recommendation, then the employee will not receive a probationary appointment with the District.

Such appointment to a probationary position, when approved by the Board, shall be retroactive to the commencement of service with the District.

New York Mills Union Free School District

Adopted: 12/06/05

Revised: _____

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

I. Statement of Policy

A. It is the policy of the District to allow an employee to be absent from his/her duties for the reasons stated in the Family and Medical Leave Act (“FMLA”), as amended. This includes absence for the following purposes:

1. The employee’s own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee’s job;
2. To care for a son, daughter, spouse, or parent with a serious health condition;
3. To adopt a child, or to receive a child into foster care;
4. To care for the employee’s newborn child;
5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

B. An employee absent for a purpose within the scope of this Policy and compliant with obligations under this Policy will be reinstated to their same or an equivalent position at the end of the absence, provided the employee continues to meet the qualifications for the position and the employee’s employment would not have been terminated or altered had the employee not been absent.

C. This Policy and any administrative regulations or procedures approved by the Superintendent shall be implemented so as to comply with the FMLA and any applicable provisions of the District’s collective bargaining agreements.

II. Employee Eligibility

A. Length of Service

To be eligible for an allowed absence under this Policy, an employee must have been employed by the District for a minimum of twelve (12) months (52 weeks). Nonconsecutive periods of employment will be counted together to determine

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

eligibility, provided no break in employment exceeds seven (7) years. Time spent fulfilling a Reserve or National Guard obligation after initial employment with the District will be considered as time employed by the District.

B. Hours Worked

To be eligible for an allowed absence under this Policy, an employee must have worked a minimum of 1,250 hours for the District over the previous 12 months. Satisfaction of this requirement shall be calculated using the definition of "hours worked" under the Fair Labor Standards Act ("FLSA"). An employee who is away from work to fulfill a Reserve or National Guard obligation will be credited with "hours worked" as though the employee had performed their normal duties for the District during that time.

C. Serious Health Condition

An employee qualifies for an allowed absence under this Policy when the employee experiences an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider; and when the employee's presence is necessary to care for a parent, son, daughter, or spouse who experiences such a condition.

D. Care of a Newborn Infant

An employee who is the mother or father of a newborn infant qualifies for an allowed absence to care for the newborn during the 12 months following the birth.

E. Adoption or Foster Care

An employee who has a son or daughter placed with them for adoption or foster care qualifies for an allowed absence during the 12 months following the placement, as well as prior to the placement for purposes related to the placement (e.g., court appearances, counseling sessions).

F. Military Caregiver

An employee who is the son, daughter, spouse, parent, or next of kin of a current member of the Regular Armed Forces, the National Guard, or the Reserves, or of a veteran, qualifies for an allowed absence under this Policy if the military member is on the temporary disability retired list because of a serious injury or illness incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retirement list. In the case of a veteran,

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Draft 01/30/2013
6300 Renumbered from 6012

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

leave is available if the injury or illness manifested itself within five years of the treatment, recuperation, or therapy.

G. Active Duty Qualifying Exigency

If the spouse, son, daughter, or parent of an employee is a member of the National Guard or Reserves, and is on active military duty, or is called to active duty, then the employee is allowed to be absent for one or more of these qualifying exigencies:

1. Short-notice deployment,
2. Military events and ceremonies, including family assistance or support meetings,
3. Childcare and school activities,
4. To make financial and legal arrangements related to the deployment,
5. Counseling services for the employee, covered military member, or a child in the required degree of relationship to the covered military member,
6. Rest and recuperation,
7. Post-deployment activities, and
8. Additional activities that arise out of the covered military member's active duty or call to active duty, provided the District and the employee agree that the activities qualify as an exigency.

If the spouse, son, daughter, or parent of an employee is a member of the Regular Armed Forces and is deployed to a foreign country, then the employee is allowed to be absent for one or more of the above contingencies.

III. Duration of Excused Absence

- A. An employee who qualifies for leave under any combination of purposes 1, 2, 3, 4, and 6 in Section I.A. of this Policy is allowed an absence of up to twelve (12) weeks in a rolling twelve (12) month period.

Where both the mother and the father of a newborn, adopted, or foster placed child are employees of the District, the total absence allowed under this Policy to

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Draft 01/30/2013
6300 Renumbered from 6012

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

the two parents for purposes 3 and 4 in section I.A. of this Policy shall be 12 weeks.

- B. An employee who qualifies for leave to care for an injured or ill service member (purpose 5 in Section I.A.) is allowed a single absence of up to 26 weeks in a single 12 month time period. The single 12 month time period used for this purpose begins when the employee is first absent for this purpose.
 - 1. During the 12 month time period used for this purpose, the employee's total absence for all FMLA purposes may not exceed 26 weeks.
 - 2. If the employee requests leave to care for more than one injured or ill service member, or requests leave due to more than one injury or illness of the same service member, the absence allowed by this Policy shall be calculated in accordance with the limitations and allowances of applicable federal regulations.

IV. Intermittent or Reduced Schedule Absence

- A. Intermittent absences, or a reduced schedule, will be classified as an allowable leave under this Policy where it is certified as medically necessary because of the serious health condition of the employee, a covered family member of the employee, or a covered service member to whom the employee has the required relationship.
 - 1. Intermittent leave shall be taken and recorded in increments of time consistent with the practice for other absences.
- B. An employee will also be allowed intermittent absences related to a qualifying exigency arising from the active duty, or call to active duty, of a qualified military member.
- C. An employee will not generally be allowed intermittent absences related to the birth, adoption, or foster placement of a child, but such absence may be allowed at the discretion of the Superintendent.

V. Information Provided by District to Employees

- A. A notice explaining the FMLA, and providing other required information, shall be posted physically in District buildings in a manner that complies with federal regulations. A copy of this general notice shall also be provided to each new employee.

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Draft 01/30/2013
6300 Renumbered from 6012

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

- B. When an employee requests a leave of absence, or the District acquires knowledge that an employee's absence may be for a purpose covered by this Policy and FMLA, the District shall, within five (5) business days, provide the employee with written notice of:
1. Whether the District considers the employee eligible for leave under FMLA and this Policy, and, if not, the reason; and
 2. The employee's rights and obligations, and the consequences of not fulfilling those obligations.
- C. The District shall notify the employee in writing that the employee's absence is designated as allowable leave under this Policy and FMLA, or it is not. This notice shall be given within five (5) business days of the District having sufficient information to make this determination.
1. The District's requirement that the employee present a fitness-for-duty certification shall be explained in the determination notice, if applicable.
 2. The District's requirement that the employee's accumulated paid leave be applied to the absence shall be described in the determination notice.
- D. The District shall responsively answer questions from employees regarding their rights and responsibilities under FMLA and this Policy.

VI. Information Provided by Employees to District

- A. Where the reason for an employee's absence is foreseeable, the employee is required by this Policy and FMLA to give 30 days notice of the intended absence and the reason for it. Where 30 days notice is not possible, the employee must give as much notice as is practicable. This will apply to many cases of planned medical procedures (for the employee or a family member), adoptions and foster placements, and births.
1. An employee should provide this notice to their immediate supervisor, or to the District Office.
 2. Employees must consult with the District when planning medical treatment, and make a reasonable effort to schedule the treatment so as not to disrupt District operations.
- B. Where the need for an employee's absence is not foreseeable, the employee must provide the District with as much notice as is practicable under the circumstances.

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

The employee should provide enough information to establish that the purpose of the absence fits the requirements of this Policy and FMLA, and the expected duration of the absence.

- C. Employees shall responsively answer District questions intended to clarify whether an absence qualifies as an allowable absence, and to allow planning for the employee's absence.

VII. Coordination with Paid Leave

The general rule is that an employee is not paid for time spent away from work for one of the purposes covered by this Policy. However, if the employee has accrued paid benefit time, the District requires the employee to apply that accrued time to the allowable absence, so that the employee is paid during the absence and the balance of accrued time is reduced accordingly. The amount of benefit time, and the category of benefit time used, is determined by the terms and conditions of applicable Board policies, established District practices, and applicable collective bargaining agreements.

VIII. Continuation of Health Care Insurance

- A. During any absence that qualifies for treatment under this Policy and FMLA, the District shall maintain the employee's coverage under a group health insurance plan on the same conditions as coverage was provided prior to the absence. In addition,
 - 1. Any changes made to the scope or terms of coverage provided to active employees under the group health plan will be made available to an employee absent from work in accordance with this Policy, and
 - 2. Notice of any opportunity to change plans or benefit levels that occurs while the employee is absent will be given to the employee.
 - 3. The District's continuation of group health plan benefits will end if circumstances occur that end, or would have ended, the employment relationship with the absent employee.
- B. During an allowable absence under this Policy and FMLA, an employee's obligation to pay group health insurance premiums continues. Notice of this obligation will be given at the time that the absence is designated as coming under this Policy.
 - 1. If paid leave is applied to an allowable absence, employee premium obligations shall be deducted from payroll in the usual manner.

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

2. If the allowable absence is unpaid, the employee is required to make payment to the District at the time that a payroll deduction would otherwise have been processed by the District.
 - a. If the employee's payment is more than 30 days late, the Superintendent shall decide whether the District will exercise its right under FMLA to discontinue the employee's coverage.
 - b. If an employee fails to make a payment, the Superintendent shall decide whether the District will exercise its right under FMLA to recover the amount from the employee.

IX. Required Certifications

- A. An employee's request that an absence for medical reasons be treated as an allowable absence under this Policy shall be supported by a medical certification sufficient to allow the District to determine that the absence is related to a serious health condition of the employee, a family member, or a qualifying member of the armed services. Unless an alternate form is promulgated by the Superintendent, the certification shall be on the form included in the FMLA regulations of the U.S. Department of Labor.
 1. If the District finds a submitted certification to not be complete and sufficient, it will notify the employee in writing what additional information is required and provide at least seven (7) calendar days for the employee to provide additional information.
 2. The District may invite the employee to authorize direct communication with the employee's health care provider, but may not require such authorization as a precondition of determining whether the absence qualifies as FMLA leave.
 3. Recertifications will be requested as permitted by FMLA and applicable regulations.
- B. The first time an employee requests that an absence be classified as allowable because of a qualifying exigency arising out of active duty (or call to active duty) of a covered military member, the employee shall provide a copy of the covered military member's active duty orders or other documentation issued by the military sufficient to allow the District to determine that the absence qualifies for treatment under this Policy.

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Draft 01/30/2013
6300 Renumbered from 6012

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

- C. At the discretion of the Superintendent, the District shall require an employee absent pursuant to this Policy and FMLA to periodically report on the employee's status and intent to return to work.
- D. An employee whose allowable absence was related to the employee's own serious health condition shall be required to submit a fitness-for-duty certification, addressing only the conditions described in previously submitted medical certifications, before returning to work.

X. Superintendent Responsibility

The Superintendent shall insure that required notices are properly posted in District buildings, that required information is distributed to staff members, and that supervisory personnel are familiar with the District's obligations under FMLA and the internal procedures for meeting those obligations.

New York Mills Union Free School District

Adopted: 10/01/96

Revised: 09/03/02, 07/12/11, _____

Regulation

Draft 01/30/2013

PERSONNEL

6300.1 Renumbered from 6012.1

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

I request a Family/Medical Leave for the following reason (check one):

- _____ 1. The employee's own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee's job;
- _____ 2. To care for a son, daughter, spouse, or parent with a serious health condition;
- _____ 3. To adopt a child, or to receive a child into foster care;
- _____ 4. To care for the employee's newborn child;
- _____ 5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
- _____ 6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

Method of Leave Requested

- _____ 1. Consecutive Leave
- _____ 2. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Date leave is to begin: _____ Expected duration of leave: _____

New York Mills Union Free School District

Adopted:

Superintendent Approved: 7/12/11

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor Wage and Hour Division



OMB Control Number 1235-0003 Expires 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: () _____ Fax: () _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No Yes. If so, dates of admission:

Dater(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? No Yes.

Was medication, other than over-the-counter medication, prescribed? No Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: No Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? No Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? No Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
 No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? No Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
 No Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency _____ : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

PERSONNEL
Notice of Eligibility and Rights &
Responsibilities
(Family and Medical Leave Act)

6300.3 Renumbered/revised from 6012.3
U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 2/28/2015

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A – NOTICE OF ELIGIBILITY]

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____

On _____, you informed us that you needed leave beginning on _____ for:

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition.
- Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement.
 - You have not met the FMLA's 1,250-hours-worked requirement.
 - You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact _____ or view the FMLA poster located in _____

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request _____ is/ _____ is not enclosed.
- Sufficient documentation to establish the required relationship between you and your family member.
- Other information needed: _____

No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply)

PERSONNEL

- Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- You will be required to use your available paid _____ sick, _____ vacation, and/or _____ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We _____ have/ _____ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
- While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____ (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
 - _____ the calendar year (January - December)
 - _____ a fixed leave year based on _____
 - _____ the 12-month period measured forward from the date of your first FMLA leave usage
 - _____ a "rolling" 12-month period measured backward from the date of any FMLA leave usage
 - You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____
 - Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
 - You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
 - If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
 - If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have _____ sick, _____ vacation, and/or _____ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.
- _____ For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at _____
- _____ Applicable conditions for use of paid leave: _____
- _____
- _____
- _____

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

at _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617, 29 C.F.R. § 825.300(b)(1). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616, 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.

Certification of Qualifying Exigency
For Military Family Leave
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



OMB Control Number 1235-0003
Expires 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 C.F.R. § 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
 First Middle Last

Name of covered military member on active duty or call to active duty status in support of a contingency operation:

 First Middle Last

Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation. Please check one of the following:

- A copy of the covered military member's active duty orders is attached.
- Other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty) in support of a contingency operation is attached.
- I have previously provided my employer with sufficient written documentation confirming the covered military member's active duty or call to active duty status in support of a contingency operation.

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached. Yes No None Available

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency? No Yes.

If so, estimate the beginning and ending dates for the period of absence:

3. Will you need to be absent from work periodically to address this qualifying exigency? No Yes.

Estimate schedule of leave, including the dates of any scheduled meetings or appointments: _____

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours _____ day(s) per event.

PERSONNEL

6300.4 Renumbered/revised from 6012.4

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.

New York Mills Union Free School District

Adopted: _____

Superintendent Approved: 07/12/11

Policy

New Draft 01/30/2013
6301

PERSONNEL

JURY DUTY

A New York Mills Union Free School District employee called for jury duty shall receive his/her full day's pay from the District plus mileage from the State. No District employee shall be entitled to receive the court authorized per diem allowance for any regularly scheduled workday on which jury duty is rendered if on such a day his/her District wages are not withheld on account of such service.

New York Mills Union Free School District
Legal Ref: Judiciary Law Section 521(b)
Adopted: _____

ACCOMMODATING EMPLOYEES' NEED TO EXPRESS BREAST MILK

I. Statement of Policy

It is the policy of the New York Mills Union Free School District to provide breastfeeding employees with reasonable unpaid break time each day to express breast milk for their nursing child, for up to three years following the child's birth. Where a block of break time is less than 20 minutes, it shall be classified as paid time. Employees may also use paid meal time, or other paid break time available under District policies or collective bargaining agreements, to express breast milk.

The District will make reasonable efforts to provide a room or other location in close proximity to the employee's work area where a breastfeeding employee can express breast milk in privacy.

The District will not discriminate in any way against employees who choose to express breast milk in the workplace.

II. Superintendent's Responsibility

The Superintendent shall inform all building principals, directors, and other staff members who are responsible for responding to employee requests of this policy.

PERSONNEL

LEAVE FOR CANCER SCREENING

I. Statement of Policy

Each employee of the District shall have, upon request, a paid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for breast cancer.

Each employee of the District shall have, upon request, a paid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for prostate cancer.

Leave taken pursuant to this policy shall be excused leave, and shall not be charged against any other leave to which the employee may be entitled.

II. Responsibility of Superintendent

The Superintendent shall inform all building principals, directors, and other staff members who are responsible for responding to employee leave requests of this policy; and shall institute a system for recording leave taken pursuant to this policy.

PERSONNEL

MILITARY LEAVE OF ABSENCE

- I. All employees of the New York Mills Union Free School District Services, except temporary employees, ordered into active military service, including the reserves, or volunteering, are entitled to Military Leave of Absence without pay for the duration of such ordered military duty. An employee on such leave must be reinstated to their position or to a position of like seniority, status and pay, provided he/she makes written application for such reinstatement to the Superintendent within ninety (90) calendar days after the termination of his/her military duty. The application for reinstatement must be made within thirty-one (31) calendar days if mobilization was for ninety (90) days or less.
- II. An employee who is a member of an organized military or reserved force is also entitled to receive his/her salary for the duration of ordered military duty, not to exceed thirty (30) days or twenty-two (22) working days, whichever is greater, in any one (1) calendar year, and not exceeding thirty (30) days in any one (1) continuous period of such absence.
- III.
 - A. In any case where a teacher, as defined by the Education Law, enters military duty before the expiration of the probationary period, the time spent on military duty shall be credited as satisfactory service during such probationary period. However, if the end of the teacher's probationary service occurs while the teacher is on military duty or within one (1) year following the termination of such military duty, the period of probationary service may be extended by the Board of Education for a period not to exceed one (1) year from the termination of such military duty. In no event can the period of probationary service in the actual performance of teaching services, exclusive of military service, exceed that required by the District and by law at the time of the teacher's entrance into military service.
 - B. Employees absent on military duty are also entitled to participate in the retirement system by personally paying the amount which they would have contributed to the retirement system had their employment been continuous. Such payments may be made at any time while on military service or within five (5) years after the employee has returned to his/her position.
 - C. Upon termination of the military service and reinstatement in the position, the employee is entitled to the same salary and benefits as he/she would have enjoyed had he/she been continuously employed.

MILITARY LEAVE OF ABSENCE

- IV. The terms "employee", "ordered military duty", "termination of military duty" and "position" shall have the same meanings as defined in Sections 242 and 243 of the Military Law of the State of New York. The term "military duty" shall exclude volunteer service in excess of four (4) years, except for such voluntary service as provided during a period of war or national emergency declared by the President of the United States.

New York Mills Union Free School District

Legal Ref: Sections 242 and 243, Military Law of New York State (Chapter 161, Laws of 1984)

Adopted: _____

Enrollment

7.1

NY Mills UFSD

| Grade | Male | Female | Total |
|---|------------|------------|------------|
| Elementary | | | |
| K | 19 | 26 | 45 |
| 1 | 23 | 16 | 39 |
| 2 | 27 | 20 | 47 |
| 3 | 24 | 25 | 49 |
| 4 | 25 | 26 | 51 |
| 5 | 24 | 28 | 52 |
| 6 | 23 | 32 | 55 |
| Elementary Total: | 165 | 173 | 338 |
| High School | | | |
| 7 | 19 | 14 | 33 |
| 8 | 20 | 27 | 47 |
| 9 | 23 | 21 | 44 |
| 10 | 30 | 18 | 48 |
| 11 | 20 | 17 | 37 |
| 12 | 22 | 25 | 47 |
| High School Total: | 134 | 122 | 256 |
| NY Mills UFSD Total: | 299 | 295 | 594 |
| Outside Sp. Ed (K-6) Placements | | | 7 |
| Outside Sp. Ed (7-12) Placements | | | 15 |
| Alternative Ed. Placements | | | 3 |
| Incarcerated Youth | | | 0 |
| New York Mills Total Enrollment | | | 619 |

TEACHERLOAD 2012-2013 SCHOOL YEAR

| <u>Teacher</u> | <u>Grade</u> | <u># of Students</u> | <u>Grade Total</u> |
|----------------|--------------|----------------------|--------------------|
| Davis | K | 23 | |
| Kohn | K | 22 | 45 |
| Pearsall | 1 | 20 | |
| Robertson | 1 | 19 | 39 |
| Goodfriend | 2 | 23 | |
| Zbytniewski | 2 | 24 | 47 |
| Massoud | 3 | 25 | |
| Steffen | 3 | 24 | 49 |
| Dunn | 4 | 18 | |
| Schmidt | 4 | 17 | |
| Sroka | 4 | 16 | 51 |
| Hall | 5 | 26 | |
| Hamarowicz | 5 | 26 | 52 |
| Kuhn | 6 | 29 | |
| Sacco | 6 | 26 | 55 |

Total Students:

338

1/30/2013

POSSIBLE USES FOR FOUNDATION FUNDS

Enrichment Program Slots – Regional program for Excellence, Colgate Seminar, Career & Technical Education

Playground repair, improvement, replacement

Technology – SmartBoards, iPads, notebook computers, portable labs, etc.

Field Trips/Bus Transportation for student enrichment

Student Locker Replacement

74



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Commissioner of Education
President of the University of the State of New York
89 Washington Ave., Room 111
Albany, New York 12234

E-mail: commissioner@mail.nysed.gov
Twitter: @JohnKingNYSED
Tel: (518) 474-5844
Fax: (518) 473-4909

January 9, 2013

Kathy Houghton, Superintendent
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, NY 13417

Dear Superintendent Houghton:

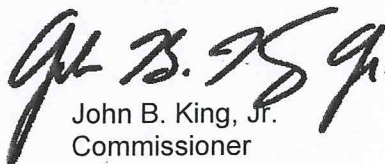
Congratulations. I am pleased to inform you that your Annual Professional Performance Review Plan (APPR) meets the criteria outlined in Education Law §3012-c and Subpart 30-2 of the Commissioner's Regulations and has been approved for the 2012-2013 school year. As a reminder, we are relying on the information you provided on your APPR form, including the certifications and assurances that are part of your approved APPR. If any material changes are made to your approved APPR plan, your district/BOCES must submit such material changes to us for approval. Please see the attached notes for further information.

Please be advised that, pursuant to Education Law §3012-c, the Department will be analyzing data supplied by districts, BOCES, and/or schools and may order a corrective action plan if there are unacceptably low correlation results between the student growth subcomponent and any other measures of teacher and principal effectiveness and/or if the teacher or principal scores or ratings show little differentiation across educators and/or the lack of differentiation is not justified by equivalently consistent student achievement results.

The New York State Education Department and I look forward to continuing our work together, with the goal of ensuring that every school has world-class educators in the classroom, every teacher has a world-class principal to support his or her professional growth, and every student achieves college and career readiness.

Thank you again for your hard work.

Sincerely,


John B. King, Jr.
Commissioner

Attachment

c: Howard D. Mettelman

NOTES: If your district/BOCES has provided for value-added measures (15 points vs. 20 points scale and categorization of your district/BOCES's grade configurations) in your APPR and no value-added measures are approved by the Board of Regents for a grade/subject and/or grade configuration for the 2012-13 school year, your district/BOCES will be required to revise and resubmit its APPR accordingly. Conversely, if your district/BOCES has not provided for value-added measures in your district/BOCES's APPR submission and value-added measures are approved for the 2012-13 school year, your district/BOCES will be required to revise and resubmit its APPR accordingly.

Only documents that are incorporated by reference in your APPR have been reviewed and are considered as part of your APPR; therefore, any supplemental documents such as memorandums of agreement or understanding that were uploaded with your APPR but are not incorporated by reference in your APPR have not been reviewed. However, the Department reserves the right to review the uploaded attachments at any time for consistency with your APPR form and/or to ensure compliance with applicable laws and regulations; and as a result of such review, the Department may reject your APPR plan and/or require corrective action.



Announcing OASYSSM

The Observation & Appraisal System from MyLearningPlan®

My Learning Plan Inc. offers an adaptable online educator observation and appraisal management system, which is a separate service, yet fully integrated with MyLearningPlan. This compelling combination provides one central location for supporting highly effective teaching and leadership through an ongoing and complete cycle of professional learning and growth.

OASYSSM allows district leaders to:

- » Streamline administration of all facets of **your** staff evaluation process, including:
 - Classroom Observations
 - Informal Learning Walks
 - Self-Reflective Assessments
 - Analysis of Student Growth Data
 - Peer Review and Observation
 - Portfolio Evaluation
 - Individual or Team Action Research
- » Engage educators collaboratively in a process of fair and rigorous self-reflection
- » Use your district- or state-developed framework and rubrics or adapt forms from our best practice library to support transparency and consistency

- » Differentiate effectiveness and easily record data in real time, using multiple rating categories for performance-based assessment with any handheld device, tablet computer or laptop, including the iPad®, iPod touch®, and iPhone®
- » Manage scheduling, review cycles, and workflow confidentially, and compile and finalize online summaries through secure online acceptance procedures
- » Leverage technology to generate graphical reports for efficient analysis of data across multiple evaluations and user groups
- » Use evaluation data to directly inform targeted professional learning opportunities in MyLearningPlan

"OASYS quickly made a positive impact on our appraisal process. With OASYS, HR no longer has to track appraisals received by hand, hound principals for completed appraisals, or scan appraisals into our electronic personnel files. Teachers and principals now have 24/7 access, no paper appraisal forms to manage, and the ease of completing appraisals electronically. OASYS is delivering everything as we hoped it would."

— Rick Kraus, Executive Director of Human Resources,
Hutchinson Public Schools, Hutchinson, Kansas

OASYSSM

The Observation & Appraisal System from MyLearningPlan®

OASYS Reporting Tools enable the quick creation of virtually any kind of report to encourage a transparent and dynamic educator evaluation process. This easy compilation of data supports targeted interventions and truly integrates professional learning and educator appraisal to complete the cycle of ongoing learning and growth.

| Rubric Report - NY's Pedagogical Practices | | | | |
|--|--|---|--|--|
| Criteria | Ineffective | Developing | Effective | Highly Effective |
| Instructional design | Lessons and units are not thought out or comprehensive. Introduction of concepts is disjointed. 0 of 10 (0%) | Overall lesson presentations within a unit are coordinated, however lesson elements are disjointed and not presented clearly. 5 of 10 (50%) | Unit and lessons are coordinated and presented in a logical manner. Lesson elements build upon each other. 5 of 10 (50%) | Unit and lessons are clear, well thought out and developed using interdisciplinary concepts and themes. 2 of 10 (20%) |
| Instructional outcomes | Student outcomes are not defined prior to lesson introduction. Teacher is unable to articulate outcomes or expectations. 1 of 10 (10%) | Teacher appears to have outcomes in mind, however they are not articulated to students. Expectations are not clearly defined. 6 of 10 (60%) | Teacher introduces expected student outcomes as part of the lesson. Outcomes are assessed and reviewed at the end of the lesson. 3 of 10 (30%) | Outcomes are clearly defined, and continually assessed throughout the lesson. The lesson is continually adjusted accordingly. 0 of 10 (0%) |
| Instructional environment | The classroom layout is not well thought out and not conducive to learning. Resources are not readily available. 2 of 10 (20%) | The classroom layout is manageable but not optimized for learning. Resources are accessible. 2 of 10 (20%) | Classroom layout supports learning. Resources are readily available and organized to reduce lost instructional time during lesson transitions. 3 of 10 (30%) | The classroom layout supports learning and is modified as needed to maximize instructional time. Multiple resources available foster continuous learning. 0 of 10 (0%) |
| Instructional resources | There is no use of instructional resources. Teacher delivers lesson content through lecture. 1 of 10 (10%) | Use of instructional resources is limited to traditional resources such as chalkboard and notebooks. There is not attempt to use additional resources to engage students. 2 of 10 (20%) | Several resources are used throughout the lesson. Technology is used to support concepts and engage students. 5 of 10 (50%) | A variety of resources are used throughout the lesson. Students select from several resources to further explore lesson concepts. 2 of 10 (20%) |

The OASYS Rubric Explorer displays rubric data by representing the information in a graphical format (one-dimensional heat map), which portrays the response frequency for each descriptor in a rubric across users, buildings, departments, grades, groups, or the district as a whole.

The Growth Explorer displays data from multiple response items (e.g. drop-down lists, check boxes, etc.) by representing the information in a graphical format, which portrays the response frequency for each option selected from one or more items. Administrators can view a summary of the data or even indicate a time frame to see progress and growth over time for a particular item.

Together, MyLearningPlan® and OASYSSM empower teachers and leaders to learn and grow, while simplifying the management of district, State, and "Race to the Top" requirements.



7.5

School Safety Staffing

| Staffing | Salary | Front Desk Monitor | |
|-------------------|---------------------|--------------------|------------------------|
| | | Salary Savings | Additional Budget Cost |
| F/T SRO | \$75,000.00 | | |
| w/retired officer | \$37,500.00 | \$25,000.00 | \$87,500.00 |
| Total | <u>\$112,500.00</u> | | |
| F/T SRO | \$75,000.00 | \$0.00 | \$75,000.00 |
| P/T SRO | \$37,500.00 | | |
| w/retired officer | \$37,500.00 | \$25,000.00 | \$50,000.00 |
| Total | <u>\$75,000.00</u> | | |
| P/T SRO | \$37,500.00 | \$0.00 | \$37,500.00 |

Madison Oneida BOCES Prek Cost breakout
New York Mills 2013 -14 OPTIONS

1. Two half day sections of Prek to serve 36 learners

Costs:

Coordination \$16,400 X 2= \$32,800 aidable

Includes support of: Administrator, Parent Coordinator .2, Secretary; also includes mileage for BOCES staff, staff development, supplies, printing, advertising, software, equipment, postage and transfers.

Instructional: \$75,410 X 2 = \$150,820 non aidable

Includes cost of full time teacher, full time teacher aide, .1 parent coordinator, Speech / language lesson support personnel, 2.6 health insurances, mileage, staff development, field trips, software, equipment, postage, CIS, bidding

Implications

District pays for substitutes, meals/snacks, transportation
This model would require a mid day separate run- thus cost add on
Car seats are needed for all children who are not yet four- (by 12-1 all will be four)
Building principal and district nurse will need to support the program- 36 students warrants more support from your personnel

2. One full day prek to serve 18 learners

- a. Same cost as above
- b. Serves only 18 students with a teacher and an aide
- c. Will require less support time from your principal and nurse
- d. No mid day transportation run required- thus no add on cost
- e. Meals will be the same-two for a full day

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Start up classroom funds:

| Items | Cost | Total |
|------------------------------------|-----------------------|--|
| Furniture | | |
| Tables & Chairs (36 total chairs) | \$1260 | We have 18 available to borrow |
| \$179-\$269 tables x 4 = \$996 | \$996 | We have one to borrow |
| Desks/Chairs for staff x 2 = \$800 | \$800 | We have one desk and chair to borrow |
| | TOTAL = \$3056 | Savings if you use BOCES = \$1280 |

| Items | Cost | Total |
|---|---------------------------------|--|
| Storage | | |
| Shelving Units | \$399 - \$599 for one X # | We have 2 large units |
| Cubbies - \$499 for 1 in Lakeshore – includes 4 spaces – Need 5 total | \$2495 | We have 4 – (total of 16 spaces) |
| Book Unit - 1 | \$159 | |
| | \$3254 est plus shelving | Saving if you use BOCES = \$2300 est. |

| Items | Cost | Total |
|--------------------------------------|--------------------|----------------|
| Rugs | | |
| Rug – Lakeshore - \$450 - \$700 each | \$450 - \$700 each | None to borrow |
| | \$600 | |

| Items | Cost | Total |
|-------------------------------------|--------------------|-----------------------|
| Computers | | None to borrow |
| 2 staff computers | \$1600 | |
| Whiteboard/Chalkboard Smartboard | TBD | |
| CD Player | \$99 | |
| | \$1699= TBD | |

| Items | Cost | Total |
|---|-----------------------------------|---|
| Toys/Games/Language/Fine Motor/Gross Motor | | |
| Wooden Puzzles | \$99.50 | |
| | Rack \$12.50 = \$112 | |
| Pegs | \$23.00 | |
| Peg Board | \$18.00 | |
| Counting Cubes/Bears | 19.99 | |
| Wooden Color Cubes | \$14.95 | |
| Brick Building Blcoks | \$17.99 | |
| Sand/Water Table | \$169 - \$269 | |
| Trucks/Train Area | \$54.99 (train) \$39.95 trucks | |
| Truck Rug | \$49 | |
| Kitchen Set | \$499 for 1 in Lakeshore | |
| | \$965.87 | Have \$200 of items that can be used |

| Items | Cost | Total |
|---------------------------|-------------------|---------------------------------|
| Dramatic Play: | | |
| Puppets | \$21.75 | |
| Farm Animal Puppets | \$21.75 | |
| Toddler Dress Up | \$74.96 | |
| Bean Bag CD and Bags | \$14.95 & \$64.00 | Have workbench |
| Tool Tech Workbench | \$75 | |
| Cash Register | \$35.95 | |
| Rhythm Band | \$99.95 | Have one |
| Dress Up Trunk w/ Clothes | \$79.95 | |
| San table/Sensory Table | \$169 | |
| Dollhouse/Furniture | \$159 | Savings if you use BOCES |

| | | |
|--|-----------------|---------------------|
| | \$816.26 | items- \$200 |
|--|-----------------|---------------------|

| Items | Cost | Total |
|----------------------|---------------------|----------------|
| Manipulatives | | None to borrow |
| Fiskar Scissors | 36 x 1.99 = \$71.64 | |
| Washable Paint | \$87.00 | |
| Construction Paper | \$20.00 | |
| Brushes | 2 x 10.95 = \$21.90 | |
| Playdoh | \$21.90 | |
| Stamper Sets | \$20.00 | |
| Shaving Cream | \$15.00 | |
| Crayons | \$8.00 | |
| Pencils | \$8.00 | |
| | \$273.44 | |

| Items | Cost | Total |
|--------------------|-----------------|--|
| Books/Games | | |
| Books/Tapes | \$219.00 | We have several books and tapes to start a beginning library |
| S/E Books | \$99.00 | |
| | \$318.00 | |

| | | |
|--------------|--------------------|--|
| TOTAL | \$10,982.57 | Savings if you use BOCES existing supplies @\$4,000. These are items that have been used in past classroom, thus are not brand new but are in good condition. |
|--------------|--------------------|--|

Budget would need to be reviewed again to determine more specific costs. This is just an estimate.

PRE-K BUSING

| | Hours | 30-60 Students | Hours |
|---|----------------|----------------|---------------------------|
| 18 - 20 Students | | | |
| AM RUN Pick Up | 1.25 | | |
| AM Run Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| Half-day Pre K for up to 20 students | \$76.00 | | |
| One Half-day Pre K | | | |
| | 1.25 | \$27.50 | |
| | 1.25 | \$27.50 | |
| | 1.25 | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$15,200.00 |
| Two Half-day Pre K (1 AM/1 PM) | | | |
| AM RUN Pick Up | 1.25 | | |
| AM Run Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$30,400.00 |
| Two Half-Day Pre-K for up to 20 student | | | |
| AM Pick Up | 1.25 | | |
| PM Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$15,200.00 |
| One Full Day Pre-K | | | |
| AM Pick Up | 1.25 | | |
| PM Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$30,400.00 |
| One Full Day Pre-K for up to 20 Students | | | |
| AM RUN Pick Up | 1.25 | | |
| AM Run Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$15,200.00 |
| Three Half-day Pre K (2 AM, 1 PM) | | | |
| AM RUN Pick Up | 1.25 | | |
| AM Run Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$152.00 |
| | | | \$45,600.00 |
| Three Full Day Pre-K | | | |
| Pick Up | 1.25 | | |
| Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$82.00</u> | |
| | | | \$228.00 |
| | | | \$45,600.00 |
| Three Full Day Pre K for up to 60 students | | | |
| AM RUN Pick Up | 1.25 | | |
| AM Run Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$152.00 |
| | | | \$45,600.00 |
| Three Half Day Pre-K for up to 60 students | | | |
| AM Pick Up | 1.25 | | |
| PM Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$152.00 |
| | | | \$30,400.00 |
| Two Full Day Pre-K | | | |
| AM Pick Up | 1.25 | | |
| PM Drop Off | 1.25 | | |
| School Monitor | 1.25 | | |
| | | \$27.50 | |
| | | \$27.50 | |
| | | \$21.00 | |
| | | <u>\$76.00</u> | |
| | | | \$152.00 |
| | | | \$30,400.00 |
| One Full Day Pre-K up to 40 students | | | |
| Small Bus | | | \$0.00 |
| Car Seats | | | \$2,000.00 |
| Bus Operational Cost Est. | | | \$4,600.00 |
| Total Additional Costs | | | <u>\$6,600.00</u> |
| Additional Costs For All Scenarios Above | | | |
| 2 Small Buses/3 Small Buses | | | \$50,000/\$100,000 |
| Car Seats | | | \$4,000/\$6,000 |
| Bus Operational Cost Est. | | | \$9,200/\$13,800 |
| Total Additional Costs | | | <u>\$63,200/\$119,800</u> |

