

6:00 p.m. – BUDGET WORK SESSION
6:30 p.m. – BOARD MEETING

REMSEN CENTRAL SCHOOL
BOARD OF EDUCATION MEETING
ELEMENTARY SCHOOL MEDIA CENTER
TUESDAY, FEBRUARY 8, 2022

AGENDA

- 1.0 Call to Order
- 2.0 Public Participation
 - 2.1 Questions & Concerns from the Public
- 3.0 Consent Agenda
 - 3.1 Preliminary Actions
 - 3.2 Business Operations
- 4.0 Reports to the Board of Education
 - 4.1 Elementary Principal's Report
 - 4.2 High School Principal's Report
 - 4.3 Athletic Director's Report
 - 4.4 Facilities Report
 - 4.5 Transportation Report
 - 4.6 Promethean Board Demonstration
- 5.0 Old Business
- 6.0 New Business
 - 6.1 Committee on Special Education
 - 6.2 Board of Education Policies – Remaining Section 5000-Support Operations
 - 6.3 Excess Musical Instruments
- 7.0 Personnel
 - 7.1 Final Retirement Notice
 - 7.2 Appointment of Confidential Secretary to Superintendent
 - 7.3 Request for Unpaid Leave
 - 7.4 Request for Unpaid Leave
- 8.0 Information & Correspondence
 - 8.1 NYS Comptroller – Fiscal Stress Report
 - 8.2 BOCES Annual Meeting – April 6, 2022
 - 8.3 Special Meeting – April 26, 2022
- 9.0 Board Forum

10.0 Executive Session for Superintendent's Mid -Year Informal Evaluation and

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| | Matters that will imperil the public safety if disclosed |
| | Any matter that may disclose the identity of a law enforcement agent or informer |
| | Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed. |
| | Proposed, pending, or current litigation |
| | Collective negotiations pertaining to the _____ Union pursuant to article 14 of the Civil Service Law |
| X | The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. |
| | The preparation, grading, or administration of exams |
| | The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things. |
| | Discussing student records made confidential by federal law (FERPA or IDEA) |
| | Hearing an appeal of a student suspension |
| | Hearing an appeal of an employee grievance |
| | Seeking legal advice from our attorney, which is made privileged by law |

11.0 Adjournment

6:00 p.m. – BUDGET WORK SESSION
6:30 p.m. – BOARD MEETING
REMSEN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
SUPERINTENDENT’S MEMORANDUM
ELEMENTARY SCHOOL MEDIA CENTER
TUESDAY, FEBRUARY 8, 2022

1.0 Meeting Call to Order – Mrs. Mary Lou Allen, Board President, will call the meeting to order at 6:30 p.m. Pledge of Allegiance recited by all present.

2.0 Public Participation - We are about to convene into the public comment period of our meeting. Any district resident wishing to speak during public session is required to sign in, stating your full name, address, contact information and the topic that you wish to discuss. If you have not signed in and you wish to speak, the District Clerk will bring the sign-in sheet over to you at this time.

We will insist that all speakers and members of the audience maintain civility and respect. The board will now entertain public comments for up to a maximum of 30 minutes. Each individual speaker will be allotted three minutes. Please be reminded that written comments or concerns to be shared with the Board may also be submitted or emailed to the district clerk, Mrs. Catherine Chandler or to the Superintendent, Mr. Timothy Jenny at any time.

2.1 Questions and Concerns from the Public

3.0 Consent Agenda – RECOMMENDED ACTION – A single motion to approve the following routine items:

3.1 Preliminary Actions

- A. Approval of Minutes – January 11, 2022 ENC. 3.1A
- B. Additions to and Approval of Agenda

3.2 Business Operations

- A. Warrants for Payment ENC. 3.2A
- B. Treasurer’s Report ENC. 3.2B
- C. Budget Status Report ENC. 3.2C
- D. Revenue Status Report ENC. 3.2D
- E. Appropriation Status Report ENC. 3.2E
- F. Budget Transfers ENC. 3.2F

4.0 Reports to the Board of Education

- 4.1 Elementary Principal’s Report ENC. 4.1
- 4.2 High School Principal’s Report ENC. 4.2
- 4.3 Athletic Director’s Report ENC. 4.3
- 4.4 Facilities Report ENC. 4.4
- 4.5 Transportation Report ENC. 4.5
- 4.6 Promethean Board Demonstration – Mr. Winghart

- 5.0 Old Business
- 6.0 New Business
 - 6.1 Committee on Special Education – RECOMMENDED ACTION – Approve the Following “RESOLVED, that the Board of Education accept recommendations of the Committee on Special Education from meetings held on January 14, January 18, January 25 and January 26, 2022. Please be reminded that discussion of a specific IEP should be referred to Executive Session. ENC. 6.1
 - 6.2 Board of Education Policies – Section 5000 – Support Operations – First Read of remaining Support Operations policies. ENC. 6.2
 - 6.3 Musical Instruments – RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education declare as excess the unrepairable musical instruments listed in Enclosure 6.3, and remove them from inventory.” ENC. 6.3
- 7.0 Personnel
 - 7.1 Final Retirement Notice – RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education accept the final retirement notice of Eilleen Hamlin, effective June 30, 2022.” ENC. 7.1
 - 7.2 Appointment of Confidential Secretary to the Superintendent-RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Olivia Woolheater, of Remsen, NY, to the position of Confidential Secretary to the Superintendent effective February 28, 2022.” ENC. 7.2
 - 7.3 Request for Unpaid Leave – RECOMMENDED ACTION - Approve the following: “RESOLVED, that the Board of Education approve request of Jamie M. Dening to take March 24 and March 25, 2022 as unpaid leave days.” ENC. 7.3
 - 7.4 Request for Unpaid Leave – RECOMMENDED ACTION - Approve the following: “RESOLVED, that the Board of Education approve request of Bradley E. Smith to take February 16, February 17 and February 18, 2022 as unpaid leave days.” ENC. 7.4
- 8.0 Information & Correspondence
 - 8.1 NYS Comptroller – Fiscal Stress Report ENC. 8.1
 - 8.2 BOCES Annual Meeting – April 6, 2022 ENC. 8.2
 - 8.3 Special Meeting – April 26, 2022 ENC. 8.3
- 9.0 Board Forum

10.0 Executive Session

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|---|---|
| | Matters that will imperil the public safety if disclosed |
| | Any matter that may disclose the identity of a law enforcement agent or informer |
| | Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed. |
| | Proposed, pending, or current litigation |
| | Collective negotiations pertaining to the _____ Union pursuant to article 14 of the Civil Service Law |
| X | The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. |
| | The preparation, grading, or administration of exams |
| | The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things. |
| | Discussing student records made confidential by federal law (FERPA or IDEA) |
| | Hearing an appeal of a student suspension |
| | Hearing an appeal of an employee grievance |
| | Seeking legal advice from our attorney, which is made privileged by law |

11.0 Adjournment

POLICY

Delete 12/17/2021

SUPPORT OPERATIONS

5060

DISTRICT TRANSPORTATION POLICY

- I. Responsibility for transportation in the Remsen Central School District is invested in the Board of Education. The administration and supervision of all facilities and personnel related to transportation has been delegated to the Superintendent. The Superintendent has developed and ordered administrative rules and regulations of transportation. At the direction of the Board of Education, the general administrative and supervisory responsibilities for transportation has been invested in the Business Manager and Transportation Dispatcher. He will assign buses or other vehicles, arrange for drivers, plan routes, and time schedules, and provide for whatever details are necessary to make each trip a rewarding, pleasant, and educational experience.
- II. Transportation is now a major function of school operation. As such, it requires special attention in order that the greatest benefits will accrue for the dollars expended. The following major objectives serve as a guide in the management of pupil transportation:
 - a. To furnish transportation to those pupils whose health and distance from school makes this service essential.
 - b. To provide the safest possible transportation.
 - c. To operate transportation efficiently and economically.
 - d. To adapt transportation to the requirements of the instructional program.
 - e. To maintain conditions on the buses which are conducive to the best interests of the pupils, including mental, moral and physical considerations.
 - f. To promote a sympathetic public understanding of the transportation system, including safety, adequacy, efficiency, and standards of service.
- III. The District Transportation Handbook is to be considered "Standards of Performance" for both bus drivers and pupils being transported on contract buses and district owned buses.
- IV. School bus routes and pick-up points will be established by the Bus Mechanic and Administrative Assistant with annual approval by Administrative Assistant.

POLICY

Delete 12/17/2021

SUPPORT OPERATIONS

5060

DISTRICT TRANSPORTATION POLICY

- V. The loading and unloading of buses may be supervised by a teacher or teachers appointed by the Superintendent.
- VI. The Board of Education fully supports the enforcement of the New York State Vehicle and Traffic Law Section 1174 Sub Division A which prohibits the passing of a stopped school bus with flashing lights by another vehicle. The enforcement included paying the driver at the hourly rate, to make court appearances which will lead to the conviction.

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Remsen Central School District
Adopted: 10/12/82

POLICY

Delete 12/17/2021

SUPPORT OPERATIONS

5060

DISTRICT TRANSPORTATION POLICY

Revised: 08/08/89, 12/15/92

SCHOOL BAND BUS

- I. The Remsen Central School Board of Education has donated Bus 26 for the use by the Remsen Band Boosters for transportation of equipment and to be used for dressing rooms.
- II. The following rules have been developed and are to be observed by the Band Boosters in using the band bus:
 - a. The Band Boosters will submit a list of drivers to the Board of Education for approval annually, at least thirty (30) days prior to the first marching band contest.
 - b. The driver must possess the proper license and be approved by the Transportation Supervisor.
 - c. The bus driver is responsible for the safe operation and return to the band bus.
 - d. Any extensive damage to the bus during travel should be reported to the Bus Dispatcher.
 - e. The band bus is not approved by the Remsen Central School Board of Education for transportation of school children and passengers. The approval has been for the transporting of equipment and for use as dressing rooms.
 - f. The driver must observe all vehicle and traffic laws and the school district will not be responsible for any traffic violations committed by the driver. The School Mechanic will not be responsible to go out for on the road repairs.
 - g. The insurance and registration will be paid for by the Remsen Central School District.
 - h. Any extensive repairs or changes to the band bus must have the Board approval.
 - i. The schedule for bus use must be submitted to the Remsen Central School Board of Education for prior approval.

Remsen Central School District

Adopted: 12/09/80

Revised: 08/08/89, 12/15/92

BUS CITIZENSHIP AWARD

This award will be provided to one student from each district bus run, as recommended by the respective driver, who has exhibited an above normally expected behavior and/or citizenship. (i.e.: keeps bus clean, provides assistance to other students, cooperative with the bus driver, etc.). This award will be presented at the Annual Academic Awards Banquet.

Remsen Central School District

Adopted: 08/08/89

Readopted: 12/15/92

SUPPORT OPERATIONS

TRANSPORTATION

I. Policy:

Responsibility for transportation in the Remsen Central School District is invested in the Board of Education. The administration and supervision of all facilities and personnel related to transportation has been delegated to the Superintendent. The Superintendent has developed and ordered administrative rules and regulations of transportation. At the direction of the Board of Education, the general administrative and supervisory responsibilities for transportation has been invested in the Business Administrator and Transportation/Facilities Supervisor. The Transportation/Facilities supervisor will assign buses or other vehicles, arrange for drivers, plan time schedules, establish a fleet maintenance plan with the Bus Mechanic, and provide for whatever details are necessary to make each trip a rewarding, pleasant, and educational experience.

II. Transportation is a major function of school operation. As such, it requires special attention in order that the greatest benefits will accrue for the dollars expended. The following major objectives serve as a guide in the management of pupil transportation:

- a. To furnish safe, orderly and efficient transportation of the pupils in the Remsen Central School District.
- b. Efficiently operated equipment.
- c. Well-trained drivers and monitors.
- d. Well-planned bus routes.
- e. A review, at least once a year, school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained.

III. The district Transportation/Facilities supervisor and Business Administrator shall establish bus routes. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, with the utmost safety allowed for by road conditions.

IV. Walking distances and pick-Up points shall be as follows:

- a. Grades Pre-K thru 6th. Grade will be picked up at home unless the school district and parents mutually agree to other arrangements.
- b. Students in the grade 7-12 that attend the High School whom live in the village of Remsen and has access to the village sidewalks will walk to school, weather permitting.
- c. Pupils with disabilities may be given individual consideration regarding bus stops.

POLICY

Delete 12/17/2021
5600

SUPPORT OPERATIONS

TRANSPORTATION

- d. Transportation will be provided to students living along major highways.
 - e. Modification to transportation on side roads may be necessary if unsafe conditions exist. Examples of unsafe conditions are flooding, road erosion, mud, snow and ice.
- V. Guidelines for Extra-Curricular Transportation are as follows:
- a. Upon approval of the Transportation/Facilities Supervisor, school vehicles may be used to transport students on field trips, athletic trips and other extracurricular trips. General bus procedures and rules are to be followed on those trips.
 - b. Students will be transported back from the trip to either the point of departure or to the appropriate school in the district, unless the parent or legal guardian of the student has provided the school with written notice authorizing release of the student to the parent or legal guardian, unless intervening circumstances make such transportation impractical.
 - c. In cases where intervening circumstances make transportation of a student back to the point of departure or appropriate school impractical, a representative of the District shall remain with the student until such student's parent or legal guardian has been:
 - 1) Contacted and informed of the intervening circumstances which make such transportation impractical and
 - 2) Such student has been delivered to his or her parent or legal guardian.
 - d. Students are to be supervised at all times by a school employee until they are released to their parent or legal guardian.
- VI. School Bus Safety Guidelines:
- a. The Superintendent of Schools and Building Principals shall cooperate with governmental agencies on matters of safety. They shall establish and check loading and unloading procedures at each school and student conduct on buses. The Superintendent shall arrange for a minimum of three bus drills on school buses during the school year.
 - b. The drills must include instruction and practice in the location, use and operation of the emergency door, fire extinguishers, first aid equipment, seatbelts and windows as a means of escape in case of fire or accident. Drills must include instruction in safe boarding and exiting procedures, with specific emphasis on the universal crossing procedures. Drills also must include instruction on when and

SUPPORT OPERATIONS

TRANSPORTATION

how to approach, board, disembark and move away from the bus after disembarking, and the importance of orderly conduct by school bus passengers.

- VII. The loading and unloading of buses may be supervised by a teacher, or teacher's aid appointed by the Superintendent for the High School building and Elementary building.
- VIII. In the event that the District purchases a van or suburban-type vehicle that is designed to transport less than fifteen (15) students, the District retains the right to have a coach, advisor or other school personnel drive such vehicle, this falls under the NYS Department of Motor Vehicles Regulations (15NYCRR), Volunteer school bus driver.
- IX. The Board of Education fully supports the enforcement of the New York State Vehicle and Traffic Law Section 1174 Sub Division A, which prohibits the passing of a stopped school bus with flashing lights by another vehicle. The enforcement included paying the driver at their hourly rate, to make court appearances which will lead to the conviction.
- X. The District "Transportation Handbook" is to be considered "Standards of Performance" for both bus drivers, monitors and pupils being transported on contracted or district owned buses.

Remsen Central School District
Adopted: 08/08/89
Readopted: 12/15/92
Revised: 04/25/17

STUDENT TRANSPORTATION

I. Statement of Policy

The policy of the Board of Education (the Board) is to provide for the safe, orderly and efficient transportation of students in the Remsen Central School District (the District).

II. Objective

A. The safety and efficiency of the transportation system depends upon a number of factors including:

1. Efficiently operated equipment.
2. Well-trained bus drivers and monitors.
3. Well-planned bus routes.
4. A review, at least once a year, of school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained.
5. A review, at least once a year, of the eligibility for transportation of students residing in the District to ensure that all entitled to the services receive them.

B. Supervision and Scheduling

At the direction of the Board of Education, and under the supervision the Superintendent, the ~~Director of Transportation, Buildings & Grounds~~ Bus Dispatcher will hold the general administrative and supervisory responsibilities for transportation. The ~~Director of Transportation, Buildings & Grounds~~ Bus Dispatcher will assign buses or other vehicles, arrange for drivers, shall establish bus routes, authorized bus stops be located at convenient intervals in places where students may embark and disembark the buses, with the utmost safety allowed for by road conditions.

III. Guidelines

A. Bus Routes

1. Grades Pre-K thru 6th grade will be picked up at their home unless the District and parents/guardians mutually agree to other arrangements.
2. Students in grades 7-12 that attend the High School whom live in the village of Remsen and has access to the village sidewalks will walk to school, weather permitting.

POLICY

SUPPORT OPERATIONS

Draft 12/17/2021

5600 Replaces Existing Policy 5600
and Policies 5060, 5063, 5064 & 5060.1

STUDENT TRANSPORTATION

3. Transportation will be provided to students living along major highways.
4. Modification to transportation on side roads may be necessary if unsafe conditions exist. Examples of unsafe conditions are flooding, road erosion, mud, snow and ice.

B. Transportation of Students with Handicapping Conditions

Students with handicapping conditions in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

C. Transportation for Non-Public School Students

1. Transportation requests for students attending nonpublic schools shall be received by the District no later than the April 1st preceding the beginning of the next school year. If a student moves into the District later than April 1st, the request should be received within thirty days of establishing residence in the District, but preferably no later than August 1st.
2. All late requests, however, shall be considered by the Board on the basis of each case's merits. Criteria used by the Board in judging whether to accept a late request may include, but not be limited to, the following:
 - a) whether transportation will require an additional cost, and, if so,
 - b) the reasonableness of the excuse for the late request.

D. Transportation of Extra-Curricular Activities

1. Upon approval of the **Bus Dispatcher** ~~Director of Transportation, Buildings & Grounds~~, school vehicles may be used to transport students on field trips, athletic trips and other extracurricular trips. General bus procedures and rules are to be followed.
2. Students will be transported back from the trip to either the point of departure or to the appropriate school in the District, unless the parent or legal guardian of the student has provided the school with written notice authorizing release of the student to the parent or legal guardian, unless intervening circumstances make such transportation impractical.

POLICY

SUPPORT OPERATIONS

Draft 12/17/2021

5600 Replaces Existing Policy 5600
and Policies 5060, 5063, 5064 & 5060.1

STUDENT TRANSPORTATION

3. In cases where intervening circumstances make transportation of a student back to the point of departure or appropriate school impractical, a representative of the District shall remain with the student until such student's parent or legal guardian has been:
 - a. Contacted and informed of the intervening circumstances which make such transportation impractical; and
 - b. Such student has been delivered to their parent or legal guardian.
4. Students are to be supervised at all times by a District employee until they are released to their parent or legal guardian.

IV. Student Conduct

- A. Students riding school buses are expected to conform to the rules of conduct as described in the District's Code of Conduct Policy in order to permit the bus driver to transport passengers safely.
- B. The Board of Education and/or Superintendent has the authority to suspend transportation privileges of children who are disorderly and insubordinate on buses. In these cases, the parents/guardians of the student involved become responsible for seeing that their children get to and from school safely.

Remsen Central School District

Legal Ref: NYS Education Law §§1604, 1709, 1804, 1903, 2503, 3621, 3635, 3637; 8 NYCRR 156.3

Adopted: 10/12/82

Revised: 08/08/89, 12/15/92, 04/25/17, _____

Remsen Central School District

SUPERINTENDENT'S REGULATION

Delete 12/17/2021

SUPPORT OPERATIONS

5600.1

TRANSPORTATION RULES AND REGULATIONS

I. Qualifications of the Bus Driver

1. Each driver of a motor vehicle transporting students must have the appropriate operator's license to operate such vehicle (Class B & D).
2. All drivers shall be at least 21 years of age.
3. Each driver must be able to pass a physical examination, prior to the beginning of the school year.
4. Each driver must be able to pass a biennial behind-the-wheel driving examination.
5. Each driver must be able to pass a biennial oral or written examination.
6. Each driver will have his/her driving record reviewed annually and a request for a record of violations will be made to the Department of Motor Vehicles.
7. Each driver must submit to the Superintendent at least three statements from three different persons who are not related by blood or marriage to the applicant pertaining to the moral character and to the reliability of the applicant.
8. All bus drivers must submit to and pass a drug and alcohol test.

II. Students riding the bus will follow the same general rules that they follow in the classroom, with the following additional provisions:

- a. Students are to obey all orders of the drivers and to show proper respect to them.
- b. Students are to be on time for their bus stops.
- c. Students are to ride their bus home in the afternoon, if they rode a bus in the morning. The only exception will be if they are staying for a school sponsored activity or have a parental note approved from the office.
- d. Students are to remain seated while the bus is in motion and not to have feet in the center aisle.
- e. Students are not to thrust their arms or heads out of the bus windows.
- f. Students are to walk, not run, when boarding or unloading from a bus.

Remsen Central School District

SUPERINTENDENT'S REGULATION

Delete 12/17/2021

SUPPORT OPERATIONS

5600.1

TRANSPORTATION RULES AND REGULATIONS

- g. There is to be no eating or drinking on the bus unless special permission is given by the bus driver, elementary principal or high school principal.
 - h. Students are to sit in their assigned seats.
 - i. Students are not to use electronic devices that interfere with the safe and effective operation of the bus by the driver as well as interfere with other students on the bus.
 - j. There is to be no yelling, whistling or other loud noises that may distract the driver.
 - k. The refuse containers on each bus are to be used in disposing garbage. There is to be no littering on the bus.
 - l. No animals, whether caged or uncaged, are allowed on school buses.
 - m. Nothing is to be thrown in or out of a bus, whether it is standing or in motion.
 - n. Swearing, profanity or abusive language is not to be spoken on the bus.
 - o. There is not to be any smoking on the school bus.
 - p. Students and / or the parents of students will be financially responsible for any damage to the bus; seats, etc.
 - q. Poking, shoving, hitting or harassing other students while on the bus or waiting for the bus is grounds for disciplinary action.
 - r. Any violation of any of the above rules and regulations will mean a student's loss of riding privileges.
 - s. The bus driver has total authority on the school bus and can at any time establish additional rules and regulations.
- III. Violations of any of the above rules will result in the following disciplinary actions:
- a. Preliminary action will involve an informative warning by the bus driver.

Remsen Central School District

SUPERINTENDENT'S REGULATION

Delete 12/17/2021

SUPPORT OPERATIONS

5600.1

TRANSPORTATION RULES AND REGULATIONS

- b. Repeated offenses may involve a conference with the student clearly indicating that behavior must improve. A conference with parent may be of assistance.
- c. Upon exhausting the above actions, and behavior continues, the driver will submit a written bus conduct report to the administration. At this time a letter and copy of the report will be sent to the parent and a letter placed in the student's folder.
- d. Continued offenses will result in In-School Suspension.
- e. Student transportation privileges will be suspended.

Approved by the Superintendent: 04/25/17
Adopted: 10/12/82
Revised: 08/08/89, 12/15/92

