

**MEMORANDUM OF AGREEMENT**  
**between**  
**SAUQUOIT VALLEY CENTRAL SCHOOL DISTRICT**  
**-and-**  
**SAUQUOIT VALLEY CENTRAL SCHOOL DISTRICT**  
**SCHOOL RELATED PROFESSIONALS UNIT**

*(Bus Driver Rates and One-Time Payments;  
Resolution of Grievance and Improper Practice Charge)*

**WHEREAS**, the Sauquoit Valley Central School District (the “District”) and the School Related Professionals Unit (the “SRPU”) are parties to a collective bargaining agreement for the period July 1, 2024 through June 30, 2028; and

**WHEREAS**, the District and the SRPU believe that recruitment and retention of bus drivers and bus dispatchers will be improved if there is an increase in the hourly rate of pay; and

**WHEREAS**, the District implemented a bus driver and bus dispatcher hourly pay rate increase under Article IX, Section H; and

**WHEREAS**, the SRPU filed both a Grievance (the “Grievance”) and an Improper Practice Charge (the “Charge”) related to the increase in bus driver and bus dispatcher hourly rates; and

**WHEREAS**, the District is agreeable to one-time payments to other titles represented by the SRPU on a one-time, non-precedent-setting basis; and

**WHEREAS**, the SRPU is agreeable to withdrawing the pending Grievance and Charge given the terms of this Memorandum of Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

1. Effective as of the date of this Agreement, the Parties agree that the terms of the prior salary adjustments for individual SRPU unit employees serving in the titles of Bus Driver or Bus Dispatcher in the 2024-25 school year, as implemented by the District as of September 9,

2024, shall continue in force and effect. Any bus driver hired during the school year in 2024-25 shall be paid at an hourly rate of no less than \$22.41.

2. All bargaining unit members employed as of July 1, 2024, and remaining in the District's employ for the full school year of 2024-2025, 2025-2026, 2026-2027 and/or 2027-2028, shall receive a one-time payment for each full school year of the 2024-2028 contract term, as follows:

Twelve-Month Employees (excluding Bus Drivers/Bus Dispatchers)

\$400.00

Ten-Month Employees (excluding Bus Drivers/Bus Dispatchers)

\$200.00

Payments shall be made in the last payroll of the school year for the contract term. Such payments are not incorporated into the employees' base hourly rate or base salary.

3. The Parties agree to modify Article IX(H) of the as follows:

H. Salary Information

Any other salary increases will be made on the recommendation of the employee's immediate supervisor. The District Superintendent will notify the President of the Sauquoit School Related Professionals Association prior to approval of any unit member salary increase. Salary increases made under this Paragraph H are limited to once per title per school year.

4. This Memorandum of Agreement is based upon unique circumstances and shall not create a precedent for future salary adjustments or increases to SRPU unit employees. It is expressly understood that salary adjustments made in compliance with the terms of Article IX(H), as modified by this Memorandum of Agreement, do not obligate the District to make corresponding adjustments for any other employee or title.

5. The District reserves the right to invoke the procedures of Article IX(H), as modified by this Memorandum of Agreement, in the future. The SRPU agrees not to file any grievance, charge, claim or other action regarding salary adjustments that are made in compliance with the terms of Article IX(H), as modified by this Memorandum of Agreement.

6. All other provisions of the 2024-2028 collective bargaining agreement remain unchanged, except with respect to the compensation terms that are expressly stated in this Memorandum of Agreement.

7. The SRPU's execution of this Memorandum of Agreement constitutes its withdraw its pending grievance No. 01-2024-25 regarding salary adjustments for Bus Drivers and Bus Dispatchers, with prejudice. The SRPU or its representative shall promptly notify the American Arbitration Association in writing, with a copy to Superintendent of Schools David Stayton, that the grievance is withdrawn, with prejudice.

8. The SRPU's execution of this Memorandum of Agreement constitutes is representation that all claims asserted in the Improper Practice Charge filed with the Public Employment Relations Board and identified as PERB No. U-39683 are resolved in full. The SRPU or its representative shall promptly notify the Public Employment Relations Board in writing, with a copy to Superintendent of Schools David Stayton, that the Charge is withdrawn, with prejudice.

9. This Memorandum of Agreement shall not be effective until approved by the Board of Education.

*[signatures appear on following page]*

For the District:

David Knight  
Superintendent

Dated: 3/5/25

For the SRPU:

Alison E. Pugh  
President

Dated: 3/5/2025

*Approved by resolution of the Board of Education on \_\_\_\_\_, 2025.*

\_\_\_\_\_  
District Clerk

## STUDENT HEALTH AND DENTAL EXAMS

### I. Health Examinations or Screenings

- A. The Sauquoit Valley Central School District (the District) will require each student enrolled in public school to have a satisfactory health examination either by the family physician of the student or by the school physician upon entrance into school and at other times as required by law. The examination may not have been given more than twelve (12) months prior to the commencement of the school year in which the examination was required. The District also may require additional health examinations as permitted by applicable law.
- B. Required health examinations will be at no cost to the examined student's parent/guardian if performed by the school physician as part of the District's health services program.
- C. If a student uses a family physician to perform a health examination that is required by the District, a health certificate must be provided to the School Nurse that meets the standards of the Commissioner's Regulations. If no such certificate is provided within thirty (30) days of attendance, the District will send a certified letter to the student's parent/guardian stating that, if the health certificate is not furnished within thirty (30) days of the notice, the student will be examined through the school health services program.

### II. Athletic Examinations

- A. All athletes must have a complete physical examination approved by the District Medical Director or by a duly licensed physician, physician assistant, or nurse practitioner.
- B. Health examination must be completed according to timelines and standards of the New York State Public High School Athletic Association (NYSPHSAA).

### III. Procedures and Medical Examination Requirements for Student Employment Certificate (Working Papers)

- A. The health examination by the District or private physician and the health examinations for participation in interscholastic athletic competition may be used for employment certification, provided the examination was administered within the previous twelve (12) months.

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- B. The health examination must state that the student is healthy, and there are no known health problems at the time of application, and that the applicant is physically qualified for lawful employment.

#### IV. Dental Health

- A. The parent/guardian of each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. If a dental certificate is provided, it must meet the standards of the Commissioner's Regulations Section 136 and Education Law Section 903 and may be signed by a registered dental hygienist or licensed dentist.
- B. A notice of request for dental health certificates shall be distributed at the same time that parents/guardians are notified of health examination requirements. This notice shall include a statement advising that a list of dental practices, dentists and registered dental hygienists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians upon request.

#### V. Accommodation for Religious Beliefs

- A. No health examination, health history, examinations for health appraisal, screening examinations for sickle cell anemia and /or other health screenings shall be required where a student or the parent/guardian objects on the grounds that such examinations, health history and/or screenings conflict with their genuine and sincere religious beliefs.
- B. A written and signed statement from the student or the student's parent/guardian stating that the person holds such beliefs shall be submitted to the Principal or their designee, in which case they may require supporting documents.

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Sauquoit Valley Central School District

Legal Ref: NYS Education Law §§903 & 904; 8 NYCRR 136; Health Examinations for Schools 2022

Adopted: 07/29/03

Revised: 3/11/25

Reviewed: 04/12/05



## IMMUNIZATION OF STUDENTS

### I. Statement of Policy

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board of Education (the Board) requires that all students be immunized against certain diseases in accordance with New York State Education Law §903 and Public Health Law §2164.

### II. Immunization Requirements

- A. The parent/guardian of each student must present a certificate of immunization specifying the dates of administration and signed by a health practitioner upon registration. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, hepatitis B, varicella, mumps, measles, diphtheria, rubella, meningococcal disease and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenza type b (Hib) and pneumococcal conjugate (PCV). Acceptable documents and proof of immunity also include:
1. An original signed certificate of immunization signed by a health practitioner licensed to practice in New York State that shows the products administered and the dates of administration;
  2. An immunization record issued by New York State Immunization Information System (NYSIIS) or Citywide Immunization Registry (CIR).
  3. An electronic health record;
  4. An official out-of-state immunization registry specifying the dates and products administered;
  5. An official record from a foreign nation may be accepted without a health practitioner's signature;
  6. Immunization records from a previous school which contain all of the information specified in a certificate of immunization;
  7. A statement verifying history of varicella, diagnosed by a physician, nurse practitioner, or physician assistant; or
  8. Serological proof of immunity for measles, mumps, rubella, varicella, or hepatitis B, and/or laboratory confirmation of disease for measles, mumps, rubella and/or varicella.
- B. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization or documentation that the child is in the process of being immunized.

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- C. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from another state or from another country and who is able to show a good faith effort to obtain the necessary evidence, or where a parent/guardian can demonstrate the child has received the first age-appropriate dose in each immunization series, and that they have set up age appropriate scheduled appointments for follow-up doses to complete the needed immunization series in accordance with competent and worthy of belief. Their testimony is assumed to be more than likely true due to their experience, knowledge, training, and sense of honesty.

## III. In-Process

- A. If a student has had the first dose of all required immunization series and has age-appropriate appointments to complete the series in accordance with the ACIP catch-up schedule as published by the Center for Disease Control and Prevention (CDC) the student is considered in-process and cannot be refused admittance or excluded from school.

- B. If a child is obtaining serologic tests for specific diseases, the child may attend school but must present positive serological test results for measles, mumps, rubella, varicella, or hepatitis B, or laboratory confirmation of disease (for measles, mumps, rubella, or varicella) within fourteen (14) days.

If the results are negative (or equivocal), the child may only continue to attend school and remains in “in-process” status if they have age-appropriate appointments to be immunized within thirty (30) days of receiving the negative (or equivocal) test results.

- C. If a child does not receive doses of vaccine in an immunization series according to the ACIP schedule, including at appropriate intervals, the child is no longer in process and may be excluded from school within fourteen (14) days after the minimum interval identified by the ACIP catch-up schedule.

## IV. Medical Exemption

The only exception which may excuse a student from the above immunization or in-process requirements and permit them to attend school are:

- A. If a signed, completed medical exemption form, approved by the NYS Department of Health (NYSDOH), is received from a physician licensed to practice medicine in New York State certifying that administering the vaccine may be detrimental to the specific child’s health. A medical exemption must be re-issued annually.



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1. The medical exemption form must include:
  - a. the immunization being exempted;
  - b. sufficient information to identify a medical contraindication to the specific immunization; and
  - c. the length of time the immunization is medically contraindicated.
2. The Superintendent or designee may request additional information supporting the exemption, if necessary.

#### B. Susceptible Students

1. The School Nurse shall maintain a complete and current list of susceptible students who are at risk in the event of an outbreak of a vaccine preventable disease listed in Public Health Law §2164. The list of susceptible students must include all students who:
  - a. have a current medical exemption to immunization(s);
  - b. students who are in process; or
  - c. who are awaiting the results of serologic testing.
2. The list must be updated each time a new student enrolls or a student's immunization status changes.
3. The Sauquoit Valley Central School District (the District) will develop a plan to notify parents/guardians of susceptible students during an outbreak of vaccine preventable disease.

### III. Procedures

- A. The Superintendent in consultation with the School Nurse will develop procedures for documenting all communication, along with efforts undertaken by school personnel to assist parent(s)/guardian(s) in meeting the immunization requirements.
- B. Students who do not meet the immunization requirements, are not considered "in process", or do not have an acceptable medical exemption are not permitted to attend school.
- C. In the event a student will be excluded from the District for failure to meet the immunization requirements:

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1. The School Nurse shall provide the parent(s)/guardian(s) of the student with:
  - i. Notification of the parent's/guardian's responsibility to have the child immunized and of the public resources available to do so;
  - ii. A verbal explanation that includes the immunization the student is missing and written copy of the District Policy; and
  - iii. Provide a written letter informing the parent(s)/guardian(s) of the immunization(s) the student is missing and the exclusion date if the missing immunization(s) are not received. This letter must be written in the parent/guardian(s) primary language.
2. The School Nurse shall:
  - i. Notify the local health department of the name and address of the excluded student and of the immunization(s) the student is missing;
  - ii. Work with the local department of health to provide a time and place when the required immunization(s) may be administered within two (2) weeks of exclusion.
  - iii. Notify Child Protective Services (CPS) after more than fourteen (14) days of the student's exclusion from school if the parent/guardian refuses to allow the local department of health or another appropriate health practitioner to immunize the child, and no action steps are reported by the parent/guardian for pursuing another education option, such as home schooling.
  - iv. The fourteen (14) day calendar period may be extended to thirty (30) days for students transferring from another state or country who show a good faith effort to comply with the law.
- D. Pursuant to the McKinney-Vento Act, the District's McKinney-Vento Liaison (the Liaison) will work with homeless children and youth and their families who are enrolled in the District. The Liaison will make eligibility determinations pursuant to the law and assist students in obtaining either their immunization records or their immunizations.
- E. Students in foster care who move to the District and who do not have the records normally required for enrollment, including immunization records, will be enrolled in the District and the School Nurse shall make a written request for a copy of the student's immunization records from their previous school. The

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previous school must forward the student's records to the District within five (5) days of receipt of the request.

#### IV. Right to Appeal

A student denied entrance or attendance due to failure to meet health immunization standards may appeal to the Commissioner of Education.

#### V. Immunization Surveys and Audits

- A. The District shall annually provide an immunization survey to the New York State Commissioner of Health on the Health Commerce System website.
- B. Schools should retain copies of all immunization records, and evidence of medical exemptions, for six (6) years, or three (3) years after the individual attains the age of eighteen (18), whichever is longer.

#### VI. Implementation and Responsibilities of the Health Office

The School Nurse and other school health professionals shall stay informed on the latest guidance from the New York State Education Department (NYSED) and NYSDOH regarding immunizations, and revise District protocols and procedures to align with the guidance. The School Nurse shall advise their supervisor if a change to this Policy is needed.

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Sauquoit Valley Central School District

Legal Ref: NYS Education Law §§914(1), 310(6-a); Public Health Law §§613, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66; Immunization Guidelines for Schools, 2024.

Cross Ref: 7015, Education of Homeless Children; 7101, Student Health and Dental Exams

Adopted: 05/13/14

Revised: 04/05/16, 06/21/22, 3/11/25

Immunization Requirements for School Attendance  
Medical Exemption Statement for Children 0-18 Years of Age**NOTE: THIS EXEMPTION FORM APPLIES ONLY TO IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE****Instructions:**

1. Complete information (name, DOB etc.).
2. Indicate which vaccine(s) the medical exemption is referring to.
3. Complete contraindication/precaution information.
4. Complete date exemption ends, if applicable.
5. Complete medical provider information. Retain copy for file. Return original to facility or person requesting form.

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1. Patient's Name \_\_\_\_\_
  2. Patient's Date of Birth \_\_\_\_\_
  3. Patient's Address \_\_\_\_\_
  4. Name of Educational Institution \_\_\_\_\_
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Guidance for medical exemptions for vaccination can be obtained from the contraindications, indications, and precautions described in the vaccine manufacturers' package insert and by the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, Guide to Vaccine Contraindications and Precautions. This guide can be found at the following website: <http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm>.

Please indicate which vaccine(s) the medical exemption is referring to:

- |   |   |
|---|---|
| <input type="checkbox"/> Haemophilus Influenzae type b (Hib)              | <input type="checkbox"/> Measles, Mumps, and Rubella (MMR)    |
| <input type="checkbox"/> Polio (IPV or OPV)                               | <input type="checkbox"/> Varicella (Chickenpox)               |
| <input type="checkbox"/> Hepatitis B (Hep B)                              | <input type="checkbox"/> Pneumococcal Conjugate Vaccine (PCV) |
| <input type="checkbox"/> Tetanus, Diphtheria, Pertussis (DTaP, DTP, Tdap) | <input type="checkbox"/> Meningococcal Vaccine (MenACWY)      |

Please describe the patient's contraindication(s)/precaution(s) here: \_\_\_\_\_

Date exemption ends (if applicable) \_\_\_\_\_

A New York State licensed physician must complete this medical exemption statement and provide their information below:

Name (print) \_\_\_\_\_ NYS Medical License # \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Institution Use ONLY: Medical Exemption Status ☐ Accepted ☐ Not Accepted Date: \_\_\_\_\_

## SELECTION OF TEXTBOOKS AND RESOURCE MATERIALS

### I. Statement of Policy

As the governing body of the Sauquoit Valley Central School District (the District), the Board of Education (the Board) is legally responsible for the selection of instructional materials. As the Board is a governing body, it delegates to the professional personnel of the District the authority for the selection of materials that will support the NYS Education Department (NYSED) and in accordance with the instructional standards and District approved curriculum. "Instructional Materials" shall mean any book, or book substitute, which includes hardcover or paperback books, workbooks or manuals, any coursework or other content-based instructional materials in an electronic format, as such terms are defined in the regulations of the commissioner.

### II. Selection of Resource Materials

- A. The Board will provide resource materials to implement District and school educational goals and objectives as student needs dictate and District resources permit. Such material shall include reference books, other supplementary titles, maps, library print and non-print materials, and other sources of information for use by students which are not designated as textbooks.
- B. The professional personnel is responsible for the selection and maintenance of all resources materials and shall apply the following standards in selecting:
  - 1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
  - 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - 3. To provide a background of information that will enable students to make intelligent judgments in their daily lives and foster attitudes which will carry into adult life.
  - 4. To provide materials on opposing sides of controversial issues so students develop critical reading and thinking.
  - 5. To provide materials that represent many religious, ethnic, and cultural groups and their contributions to the American heritage.

SELECTION OF TEXTBOOKS AND RESOURCE MATERIALS

6. To provide materials with quality and durability appropriate to their intended use and longevity.
7. To provide materials that are related to, support, and enrich the courses of study adopted by the Board.
8. Pursuant to Section 200.2 of the Commissioner's Regulations, the District gives preference in the purchase of instructional materials to vendors who agree to provide such instructional materials in alternative formats for students with disabilities.

## III. Controversial Materials

- A. The Board has the authority to determine what books will be used. Parents or persons in parental relation of a student cannot compel the use or the discontinued use of a particular textbook.
- B. For all other parent/guardian objections to the study of specific materials, the Superintendent, or their designee, has the authority to determine what instructional materials will be used. The decision will be based on ensuring compliance with the curricula and standards as set forth by the New York State Department of Education. In the event an objection is substantiated, alternate materials will be provided. Parents or persons in parental relation of a student cannot compel the use or the discontinued use of particular instructional materials.

## IV. Duty of the Superintendent

The Superintendent or designee shall:

- A. Develop procedures for the selection of textbooks and resource materials that provide for the effective consultation of teaching staff members at all appropriate levels.
- B. Evaluate the effectiveness and utility of materials currently in use.
- C. Assure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program.
- D. Assure that the inventory of resource materials is well-balanced and well-rounded in coverage of subject, types of material, and variety of content.



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INSTRUCTION

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SELECTION OF TEXTBOOKS AND RESOURCE MATERIALS

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Sauquoit Valley Central School District

Legal Ref: NYS Education Law §§ 701, 702, 704, 3204; NYS Religious Corporations Law § 2; 8 NYCRR 21.1, 21.4, 200.2(b)(9); 20 USC 6321(c)(2)

Adopted: 3/11/25

# Oneida-Herkimer-Madison BOCES School District Calendar 2025-2026

SEPTEMBER 2025					OCTOBER 2025					NOVEMBER 2025					DECEMBER 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	(2)	(3)	4	5			1	2	3	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	6	7	8	9	(10)	10	11	12	13	14	8	9	10	11	12
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
29	30				27	28	29	30	31						29	30	31		

JANUARY 2026					FEBRUARY 2026					MARCH 2026					APRIL 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	16	17	18	19	(20)	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30						30	31				27	28	29	30	

MAY 2026					JUNE 2026					JULY 2026					AUGUST 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31	31				

First day of school for students:  
September 4, 2025

Final day of school for students:  
June 26, 2026

<b>STUDENT DAYS</b>	
September	19
October	21
November	16
December	15
January	19
February	15
March	21
April	16
May	20
June	19
<b>Total Student Days</b>	<b>181</b>

<b>STAFF DAYS</b>	
September	21
October	22
November	16
December	15
January	19
February	15
March	22
April	16
May	20
June	19
<b>Total Staff Days</b>	<b>185</b>

## STUDENT VACATION DAYS

### SEPTEMBER

1 Labor Day  
2 Superintendent's Conference Day  
3 Superintendent's Conference Day

### OCTOBER

10 Superintendent's Conference Day  
13 Columbus Day

### NOVEMBER

11 Veterans Day  
26-28 Thanksgiving Recess

### DECEMBER

22-31 Winter Recess

### JANUARY

1-2 Winter Recess  
19 Martin Luther King Jr. Day  
20-23 Regents Test Days

### FEBRUARY

16-20 Mid-Winter Recess  
17 Lunar New Year

### MARCH

20 Superintendent's Conference Day

### APRIL

3 Good Friday  
3-10 Spring Recess

### MAY

25 Memorial Day

### JUNE

9-10, 17-18 Regents Test Days  
19 Juneteenth  
22-26 Regents Test Days

### AUGUST

18-19 Regents Test Days



Oneida • Herkimer • Madison

# BOCES

Superintendent's Conference Day = parentheses

Vacation Days = boxed

Regents Test Days = underlined

BOARD APPROVED 2/12/25