

FARNSWORTH TECHNOLOGY CENTER
2072 CURRY ROAD
SCHENECTADY, NY 12303

JUNE 21, 2022
BOARD MEETING 6:30 PM

AGENDA BOARD OF EDUCATION MEETING

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Communications
 - 1. Superintendent
 - 2. Public (Privilege of the Floor)
 - 3. Board of Education
 - a. Discussion regarding policies 7552, 8110, 8320, and 8330
- E. Old Business
 - 1. Request for Approval of Second Reading and adoption of Board Policies
- F. New Business
 - Instructional
 - 1. Request for Approval and Arrangement for the Committee on Special Education Recommendations and Student Placements and Committee on Pre-School Special Education and 504 Committee
 - Business/Personnel
 - 1. Request Approval of Budget Re-appropriation – Emergency Connectivity Fund
 - 2. Request Approval of the 2022-2023 Board of Education Meeting Dates
 - 3. Request Approval for Tax Refund – Wood Stone Holdings IV Rotterdam, LLC
 - 4. Request Approval to Enter into a Contract with Shannon Ryan, for Athletic Trainer services in the 2022-23 School Year
 - 5. Request for Approval of Health and Welfare Contract with the City School District of Albany
 - 6. Request Approval of Contract with Northern Rivers Family Services– Northeast Parent & Child Society for the term of July 1, 2022 to June 30, 2023
- G. Other Items
 - 1. Approval of Minutes (June 6, 2022)
 - 2. Financial Reports - April
 - 1. Treasurer's Report
 - 2. Appropriation Status Report
 - 3. Revenue Status Report
 - 4. Payment of Claims -Warrants #10P & #11
 - 5. Claims Auditor Report for April
 - 6. Collateralization Report
 - 7. Cash Flow Analysis/General Fund Report

8. Cafeteria Financial Status
 3. Financial Reports - May
 1. Treasurer's Report
 2. Appropriation Status Report
 3. Revenue Status Report
 4. Payment of Claims -Warrants #11P & #12
 5. Claims Auditor Report for May
 6. Collateralization Report
 7. Cash Flow Analysis/General Fund Report
 8. Cafeteria Financial Status
 4. Personnel
- H. Executive Session *(only if needed)*
- I. Adjournment

ROTTERDAM MOHONASEN CENTRAL SCHOOL DISTRICT

F. INSTRUCTION #1

June 21, 2022

TO: Board of Education

FROM: Shannon C. Shine., Superintendent

SUBJECT: Request for Approval and Arrangement for the Committee on Special Education Recommendations and Student Placements, Committee on Pre-School Special Education and Section 504 Committee

BACKGROUND INFORMATION

Procedures and definitions pertaining to Special Education are embodied under Part 200 of Commissioners' Regulations and Article 89 of New York Education Law. They mandate that Boards of Education provide appropriate education programs and services for pupils with handicapping conditions upon receipt of recommendations and student placements from the Committee on Special Education (CSE), Committee on Pre-School Special Education (CPSE) and Section 504 Committee on 04/05/2022, 04/11/2022, 04/13/2022, 04/25/2022, 04/26/2022, 04/27/2022, 05/04/2022, 05/06/2022, 05/09/2022, 05/10/2022, 05/11/2022, 05/12/2022, 05/20/2022, 05/23/2022, 05/26/2022, 05/31/2022, 06/02/2022, 06/03/2022, 06/06/2022, 06/07/2022, 06/08/2022, 06/09/2022, 06/10/2022, 06/13/2022, 06/15/2022.

EVALUATION/ANALYSIS

5584129	5585602	5581356	5585000	5584251	5583858
5585353	5581719	5582562	5580148	000558064	5582252
5585367	5583994	5579252	5584157	005579259	5586070
005579298	5585002	5585667	5584878	5584699	5584433
5585933	5586040	5585309	5581839	5586058	5585084
5584129	5585331	5585602	5581356	5585000	5584251
5583585	5585895	5581719	5585703	5585433	5585527
5585653	5582215	5580918	5585040	5583004	5584245
5583262	5581990	5586051	5585277	5585793	5582835
5582357	5585036	5583732	5586106	5585822	5584614
5585939	5585945	5581729	5585820	5583035	5586070
5585422	5585386	5584345	5583215	5581477	5585852
5582606	5581018	5581998	5585920	5581405	5582053
5583534	5583537				

All students are residents of Mohonasen Central School district; all parents are in agreement with the recommendations, and all recommendations are for the least restrictive environment based on students' educational needs. All mandated members were present at the CSE, CPSE and 504 meetings.

RECOMMENDATION

That the Board of Education approve and arrange for the recommendations of the Committee on Special Education, Committee on Pre-School Special Education and 504 Committee on 04/05/2022, 04/11/2022, 04/13/2022, 04/25/2022, 04/26/2022, 04/27/2022, 05/04/2022, 05/06/2022, 05/09/2022, 05/10/2022, 05/11/2022, 05/12/2022, 05/20/2022, 05/23/2022, 05/26/2022, 05/31/2022, 06/02/2022, 06/03/2022, 06/06/2022, 06/07/2022, 06/08/2022, 06/09/2022, 06/10/2022, 06/13/2022, 06/15/2022.

SCS/ld

Attachment

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #1

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent 

SUBJECT: Request Approval of Budget Re-appropriation – Emergency Connectivity Fund

BACKGROUND INFORMATION

The Emergency Connectivity Fund was established to assist districts in providing technology to provide remote instruction for their students. The District has applied for, and received, funding for various technology items, including chromebooks and wifi hot spots.

EVALUATION/ANALYSIS

This is the second re-appropriation of the year and encompasses two different purchases. These purchases totaled 1,600 chromebooks and \$469,236.00. In order to properly account for these costs the budget must be amended to account for both the expense and the revenue.

RECOMMENDATION

That the Board of Education amend the 2021-22 budget as follows:

Increase A4285	Federal Funds	\$469,236.00
Increase A2630.220	State Aided Computer Hardware	\$469,236.00

SCS/CJR:kb

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #2

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent



SUBJECT: Request Approval of the 2022-2023 Board of Education Meeting Dates

BACKGROUND INFORMATION

Each year, the Board of Education approves a schedule of meeting dates for the following year. The district administration develops a proposed meeting dates, times, and place for special and regular monthly board meetings.

EVALUATION/ANALYSIS

The proposed 2022-2023 Board meeting dates has been developed as indicated above. It has been reviewed by the Board of Education.

RECOMMENDATION

That the Board of Education approve the 2022-2023 meeting dates.

Organizational Meeting

July 6, 2022 – 6:00 PM

Business Meeting

August 15, 2022 – 6:00 PM

<u>Instructional Presentations</u> <u>6:30</u>	<u>Business Meetings</u> <u>6:30</u>
September 12, 2022	September 26, 2022
Tuesday, October 11, 2022	October 24, 2022
November 7, 2022	November 21, 2022
December 12, 2022	
January 9, 2023	January 23, 2023
February 6, 2023	February 27, 2023
March 13, 2023	March 27, 2023
	Wednesday, April 19, 2023 (BOCES Vote)
May 8, 2023	Tuesday, May 16, 2023 (Annual Budget Vote)
June 5, 2023	Tuesday, June 20, 2023

Organizational Meeting

July 10, 2023 – 6:00 PM

Business Meeting

August 14, 2023 – 6:00 PM

SCS/kb

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #3

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent 

SUBJECT: Request Approval for Tax Refund – Wood Stone Holdings IV Rotterdam, LLC

BACKGROUND INFORMATION

The district has received a Consent Order and Judgement regarding properties owned by Wood Holdings IV Rotterdam, LLC.

EVALUATION/ANALYSIS

Wood Stone Holdings IV Rotterdam, LLC filed an appeal for review of their assessment for tax years 2020 and 2021 for properties located at 1400 – 1428 Altamont Ave (59.6-6-3.111/1 and 59.6-6-3.111/3). The proposed Settlement of the case reduces the assessed value for the properties by a total of \$900,000 for 2020 and \$1,530,000 in 2021. These reductions result in a total refund of \$17,387.11 in 2020 and \$29,721.60 in 2021, for an overall total of \$47,108.71 for both years.

RECOMMENDATION

That the Board of Education authorize the change in assessment for 2020 and 2021 and the resulting total refund of \$47,108.71.

SCS/CJR:kb

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #4

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent 

SUBJECT: Request Approval to Enter into a Contract with Shannon Ryan, for Athletic Trainer services in the 2022-23 School Year

BACKGROUND INFORMATION

During the 2022-23 school year, the District will be required to provide Athletic Training services to District athletes in preparation for games, at games and at practices. In addition, the athletic trainer provides rehabilitation services for athletes who are injured or recovering from injuries.

EVALUATION/ANALYSIS

During the 2022-23 school year, in order for the District to provide the required services delineated above, the District will need to hire a certified Athletic Trainer. In 2021-22 the District contracted with Top Form, Inc to provide these services. Shannon Ryan provided these services through Top Form and the District has been very pleased with her services. Ms. Ryan will now be able to provide these services directly. Compensation will be \$56,100.00 for August 1, 2022 through June 30, 2023. Ms. Ryan will also be compensated at the rate of \$35/hour for approved time as needed in July 2022 to prepare for the year.

RECOMMENDATION

That the Board of Education enter into a contract with Shannon Ryan to provide the full range of Athletic Training services for the District, for a contract rate of \$56,100 for the period of August 1, 2022 through June 30, 2023 and an hourly rate of \$35/hour for July 2022.

SCS/CJR/kb

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #5

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent 

SUBJECT: Request for Approval of Health and Welfare Contract with the City School District of Albany

BACKGROUND INFORMATION

Section 912 of the Education Law permits a school district to enter into a contract for the purpose of providing health and welfare services for children residing in a school district, and attending non-public schools located in a different school district.

EVALUATION/ANALYSIS

A review of district records indicates ten (10) students residing in the Mohonasen Central School District received health and welfare services from the City School District of Albany in 2021-2022. The cost of these services is \$927.93 per student for the 2021-2022 school year, at a total of \$9,279.30. The district should now enter into a contract with the City School District of Albany, for a total amount of \$9,279.30.

RECOMMENDATION

That the Board of Education approve a health and welfare contract with the City School District of Albany, for a total amount of \$9,279.30 for the 2021-2022 school year.

SCS/CJR:kb

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

F. BUSINESS/PERSONNEL #6

JUNE 21, 2022

TO: Board of Education

FROM: Shannon C. Shine, Superintendent 

SUBJECT: Request Approval of Contract with Northern Rivers Family Services– Northeast Parent & Child Society for the term of July 1, 2022 to June 30, 2023

BACKGROUND INFORMATION

In accordance with 14 NYCRR part 599 and Office of Mental Health standards of care, Northeast Parent and Child Society, an affiliate of Northern Rivers, will operate satellite mental health centers on campus to provide services to District students.

EVALUATION/ANALYSIS

Northern Rivers Family Services (Northeast Parent & Child Society) will provide mental health services to district resident students. Northern Rivers will provide these services during the period of July 1, 2022 to June 30, 2023. District contribution for services is \$49,000 per clinician assigned for the term, for a total of \$98,000. These services are billed through Capital Region BOCES and thus the District does receive BOCES aid on these expenses.

RECOMMENDATION

That the Board of Education approves a contract with Northern Rivers Family Services (Northeast Parent & Child Society) at a cost of \$98,000 for the term of July 1, 2022 -June 30, 2023 for mental health services.

SCS/kb



Mohonasen Central School District

*Minutes of Meeting of the Board of Education
Monday, June 6, 2022
Farnsworth Technology Center/Mohonasen High School*

Call to Order

The Board meeting was called to order by the President, Mr. Abbott, at 6:00 PM. Mr. Abbott requested those present to stand and join in the Pledge of Allegiance to the Flag.

Roll Call

Board Members Present: Wade Abbott, Chad McFarland, Julie Power, Deborah Escobar, Ericka Montagino and Stacy MacTurk
Board Members Absent: Lisa Gaglioti

Executive Session

MOTION made by Mrs. Montagino, seconded by Mr. McFarland, that an Executive Session be convened for the purpose of discussing superintendent evaluation and contract. The motion was passed unanimously, six members present and voting.

MOTION made by Mrs. Power, seconded by Mr. McFarland, that the Executive Session be adjourned at 6:25 PM.

Return to Public Session

The Board meeting was called to order by the President, Mr. Abbott, at 6:36 PM. Mr. Abbott requested those present to stand and join in the Pledge of Allegiance to the Flag.

Roll Call

Board Members Present: Wade Abbott, Chad McFarland, Julie Power, Deborah Escobar, Ericka Montagino and Stacy MacTurk

Board Members Absent: Lisa Gaglioti

Administrators Present: Shannon Shine and Chris Ruberti

Others In Attendance: Bill Vacca, Sara Lewis, Criag Chandler, Daniella DeLuca, Thomas O'Connor, Rick Arket, Alyssa Zito, Jason Thompson, Leslie Smith, Dave Bertram, Deborah Kavanaugh, Katie Lossi, Christina Patterson (MTA President), Stephanie D'Annibale, Katie Bartone, Lori Giatinano, Maureen Geagan, Lauren Berezowski, Leisha Sherman, Amie Espinola, Maria Andrew Maggie Hurne (PTO) and 3 members of the community.

Approved Personnel Recommendations

Mr. McFarland made a motion to have the personnel section to the beginning of the meeting. Mrs. Montagino seconded the motion.

MOTION made by Mr. McFarland, seconded by Mrs. Montagino, that the Board of Education approve the following personnel recommendations at the beginning of the meeting:

The motion was passed unanimously, six members present and voting. Mr. Shine welcomed the newly appointed, Amie Espinola and Maria Andrew.

Retirements

Lisa Karandy
Appointment: Typist
Effective Date: June 10, 2022

Appointments

Brian Atwell
Appointment: Long Term Substitute
Assignment: Physical Education
Date of Commencement: May 6, 2022
Expiration Date: June 24, 2022
Certification Status: Physical Education
Salary: Step 1

Cathy Scheer Appointment: Long Term Substitute
Assignment: AIS Math Draper
Date of Commencement: September 1, 2022
Expiration Date: June 23, 2023
Certification Status: Mathematics 7-12 Professional Certificate
Salary: Step 1 plus Graduate Credits

Kaitlin Gaug
Appointment: Long Term Substitute
Assignment: AIS Reading
Date of Commencement: September 1, 2022
Expiration Date: June 24, 2023
Certification Status: Early Childhood Education (B-2) Initial Certificate
Childhood Education (Grades 1-6) Initial Certificate
Salary: Step 2 plus graduate credits

Lorena Hurst
Appointment: Long Term Substitute
Assignment: AIS Writing
Date of Commencement: September 1, 2022
Expiration Date: June 30, 2023
Certification Status: Pre-Kindergarten, Kindergarten And Grades 1-6
Permanent Certificate
Salary: Step 9 plus Graduate Credits

Kelsi Clark
Appointment: Probationary
Position: Science Teacher
Tenure Area: Science
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Biology 7-12 Professional Certificate
Salary: Step 5 plus Graduate Credits

Elizabeth Ciccone

Appointment: Probationary
Position: Kindergarten Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Pre-Kindergarten and Grades 1-6, Permanent
Salary: Step 4 plus Graduate Credits

Katherine Maggs

Appointment: Probationary
Position: 2nd Grade Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Literacy (Birth-Grade 6) Professional Certificate
Salary: Step 7 plus Graduate Credits

Amie Espinola

Appointment: Probationary
Position: 6th Grade
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Childhood Education (Grade 1-6) initial Certificate
Salary: Step 1 plus Graduate Credits

Elizabeth Kelly

Appointment: Probationary
Position: 2nd Grade Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2025
Certification Status: Nursery, Kindergarten & Grades 1-6 Permanent
Salary: Step 4 plus Graduate Credits

Briana Tiernan

Appointment: Probationary
Position: Library Media Specialist
Tenure Area: School Media Specialist
Date of Commencement: September 1, 2022
Expiration Date: January 23, 2026
Certification Status: Pending Certification
Salary: Step 2 plus Graduate Credits

Evan Denning
Appointment: Probationary
Position: Social Studies
Tenure Area: Social Studies
Date of Commencement: September 1, 2022
Expiration Date: March 13, 2026
Certification Status: Social Studies 7-12 Initial Certificate
Salary: Step 2 plus Graduate Credits

Danielle Tyler
Appointment: Probationary
Position: 3rd Grade Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Childhood Education (Grades 1-6), Initial Certificate
Salary: Step 2 plus Graduate Credits

Brianne Clark
Appointment: Probationary
Position: 5th Grade Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Childhood Education (Grades 1-6) Initial C
Salary: Step 4 plus Graduate Credits

Leah Kruzinski
Appointment: Probationary
Position: 3rd Grade Teacher
Tenure Area: Elementary Pre K-6
Date of Commencement: September 1, 2022
Expiration Date: August 31, 2026
Certification Status: Certification Pending
Salary: Step 2 plus Graduate Credits

Maria Savallo

Appointment: Long Term Substitute
Assignment: Grade 1
Date of Commencement: September 1, 2022
Expiration Date: June 23, 2023
Certification Status: Early Childhood Education (Birth-Grade 2) Ir
Status:
Salary: Step 2 plus Graduate Credits

Stephanie D'Annibale

Appointment: Long Term Substitute
Assignment: Guidance Attendance Interventionist
Date of Commencement: September 1, 2022
Expiration Date: June 23, 2023
Certification Status: School Counseling and Guidance
Certification pending
Salary: Step 1 plus Graduate Credits

Maria Andrew

Appointment: Long Term Substitute
Assignment: Grade 2
Date of Commencement: September 1, 2022
Expiration Date: June 23, 2023
Certification Status: Early Childhood Education (Birth-Grade 2
Status: Certificate
Salary: Step 1 plus Graduate Credits

Nicole Ouelette

Appointment: Long Term Substitute
Assignment: Alternative Ed. Counselor
Date of Commencement: September 1, 2022
Expiration Date: June 23, 2023
Certification Status: School Counselor NYS Certification Pending
Status:
Salary: Step 6 plus Graduate Credits

Chelsea Gonzalez

Appointment: Substitute Cafeteria Aide
Date of Commencement: May 31, 2022
Salary: \$13.20 per hour

Rebecca Singh
Appointment: Teaching Assistant
Assignment: P/T Teaching Assistant (6 hours)
Date of Commencement: December 8, 2021
Salary: Step 5

Morgan Redmond
Appointment: Teaching Assistant
Assignment: P/T Teaching Assistant (6 hours)
Date of Commencement: January 3, 2022
Salary: Step 1

Brian Atwell
Appointment: Teaching Assistant
Assignment: P/T Teaching Assistant (6 hours)
Date of Commencement: November 3, 2021
Salary: Step 2

Michelle Goss
Appointment: 12 Month School Nurse
Effective: June 29, 2022
Salary: Step 16

Elaine Reder
Appointment: Teaching Assistant (6 hours)
Effective: June 8, 2022
Salary: Step 1

Dina Carroll
Appointment: Substitute IPS 1
Effective: May 16, 2022
Salary: \$26.31 an hour

Adam Ziobrowski
Appointment: Groundsman
Effective Date: June 1, 2022 (*amended from May 9, 2022*)
Hourly Rate: \$17.00

Katey Kohler
Appointment: Teaching Assistant
Assignment: P/T Teaching Assistant (6 hours)
Date of Commencement: January 3, 2022
Salary: Step 3

Mark Mullens
Appointment: Teaching Assistant
Assignment: P/T Teaching Assistant (6 hours)
Date of Commencement: January 11, 2022

Salary: Step 4

Ben Pelton

Appointment: Teaching Assistant

Assignment: P/T Teaching Assistant (6 hours)

Date of Commencement: January 11, 2022

Salary: Step 2

Emily Orr

Appointment: Teaching Assistant

Assignment: P/T Teaching Assistant (6 hours)

Date of Commencement: January 11, 2022

Salary: Step 17

Kristie Tomaselli

Appointment: IPS 1

Date of Commencement: June 2, 2022

Salary: \$32,036

Mary Lowery

Appointment: Substitute Food Service Helper

Date of Commencement: May 27, 2022

Salary: \$13.20/hour

Charlie Moran

Appointment: Lifeguard

Date of Commencement:

Salary: \$13.20

2022 AP Proctors

Name	Rate
Courtney Sebring	\$25.68/hour

Professional Development (Pinewood)

Name	Assignment	Hours
Kristen Taylor	Teacher	Up to 8 hrs
Erika MacDormand	Teacher Assistant	Up to 8 hrs
Tiffany Varma	Teacher Assistant	Up to 8 hrs

2021-2022 Intramurals

Name	Building
Douglas Hallberg	Draper Middle School
Nicole Schaap	Draper Middle School
Kevin Deviero	Draper Middle School

Spring Coaching Appointments 2022

Team and Level	Name	Stipend
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Unified Basketball	Diane Blinn	\$1,000
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2021-2022 High School PM School/Review Session

Name	Assignment
Evan Denning	Tutor
Emily Orr	Tutor
Brett Hilko	Tutor
Danielle Hunt	Tutor
Karen Smith	Tutor
Rebecca Shea	Tutor

2022-2023 -Expedition Academy Coordinator**2022-2023 Enhanced Grant**

Name	Position	Stipend
Lauren Berezowski	Expedition Academy Coordinator	\$2500

2021-2022 Draper PM School Tutoring (\$50.00/Hour)

Name:	Assignment
Carolyn Lundy	Tutor

2021-2022 Draper Review Session Tutoring (\$50.00/Hour)

Name:	Assignment
Christie Lee	Tutor

2022 Summer Work Guidance Counselors

Name	# Days
Kyra Grimsley	10
Angie Santabarbara	10
Deborah Wood	10
Duane Wood	10
Danielle Conway	10
Amy Huszar	10
Hannah Simms	10
Stephanie D'Annibale	10

Esports Coaches 2021-2022

Name	Stipend
Andrew Cancilla	\$545
Logan Morrissey	\$545

**2022 Summer School-Special Education July 5, 2022 -
August 12, 2022 (Mon-Fri)**

Name	Assignme nt	Program	Buildi ng	Step
Kathryn Salo	Teacher	Developmental Skills	Bradt	1
Ben Pelton	Teaching Assistant	Developmental Skills	Bradt	1
Tina Nordstrom	Teaching Assistant	Developmental Skills	Bradt	10
Sabrina DePaolo	Teacher Aide	Developmental Skills	Bradt	1
Krista Zajesky	Teacher	Integrated Co Teaching	Bradt	8
Jo-Ann Berning	Teaching Assistant	Integrated Co Teaching	Bradt	10
Kitty Sansone	Teacher	Academic Skills	Bradt	10
Brian Atwell	Teaching Assistant	Academic Skills	Bradt	1
Morgan Redmond	Teaching Assistant	Academic Skills	Bradt	1
Cody LaBadia	Teaching Assistant	Academic Skills	Bradt	2
Emily Felter	Teacher	Self-Contained	Bradt	5
Kate Daggett	Teacher	Self-Contained	Bradt	5
Luigi Mastroianni	Teaching Assistant	Self-Contained	Bradt	6
Jackie Landolfo	Teaching Assistant	Self-Contained	Bradt	3
Chris Deconno	Teacher	Developmental Skills	Bradt	1
Linda Beeler	Teaching Assistant	Developmental Skills	Bradt	1
Katey Kohler	Teaching Assistant	Developmental Skills	Bradt	1
Matthew Fitzpatrick	Teacher	Developmental Skills	Bradt	1
Becky Singh	Teacher Assistant	Developmental Skills	Bradt	1
Melissa Tracy	Substitute Teacher	All Programs	Bradt	1
Amanda Brousseau	Substitute Teacher	All Programs	Bradt	1

Heather McDonough	Substitute Teacher Assistant	All Programs	Bradt	1
Katie Hamblet	Substitute Teacher Assistant	All Programs	Bradt	1
Amy Chevalier	Substitute Teacher Assistant	All Programs	Bradt	1
Graham Macbeth	Substitute Teacher Assistant	All Programs	Bradt	1
Cody LaBadia	Substitute Teaching Assistant	All Programs	Bradt	1
Toni Galuzzo	Substitute Teaching Assistant	All Programs	Bradt	1

2022 Summer School-Special Education July 5, 2022 – August 12, 2022 (Mon-Fri)

Name	Assignment	Days	Step
Karli Johnson	Speech Therapy	2 days/week	5
Michelle Fraser	Speech Therapy	3 days/week	4
Danielle Coffey	Occupational Therapy	4 days/week (7/5-7/22/22)	5
Lori Burke	Occupational Therapy	4 days/week (7/25-8/12/22)	5

2022 Summer Student Teacher

Name	Bldg.	Assignment	Dates
Jennifer Karp	Bradt	Summer Program	7/5/22 – 7/28/22

2022-2023 APEX 7/11/22 – 8/04/22 (Monday – Thursday)

Name	Assignment	Days	Step
Erin Degnan	Teacher	17	2
Kelly Fahrenkopf	Teacher	17	4
Chris Patterson	Teacher	17	3
MaryAnn Nickloy	Teacher	17	10
Fred Saccoccio	Teacher	17	10
Jen Fahsel	Teacher	17	2
Amanda Jasinski	Teacher	17	2

Melissa Gregg	Teacher Substitute	17	1
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2022-2023 Expedition Academy 7/11/22 - 8/04/22 (Mon-Thurs) F2110.150-22ENH

Name	Assignment	Days	Step
Kim Trestick	Teacher	17	10
Jen McGuire	Teacher	17	6
Kayla Martinez	Teacher	17	1
Brittany Jory	Teacher	17	1
Paola Cummings	Teacher	17	2
Angie Santabarbara	Teacher	17	2
Kyra Grimsley	Teacher	17	2
Deb Wood	Teacher	17	2
Emily Rose	Teacher	17	1
Michael Atkinson	Teacher	17	2
Mark Mullens	Teacher Assistant	17	1
Melissa Gregg	Teacher Substitute	17	1

2022-2023 Pinewood Summer Stars 7/5/22 - 7/28/22 (Monday - Thursday)

Name	Assignment	Days	Step
Marsha Elliott	Teacher Summer Stars	15.5	2
Melissa Roggio	Teacher Summer Stars	15.5	1
Amy Chevalier	Teacher Summer Stars	15.5	1
Brytni Doak	Teacher Summer Stars	15.5	6
Liesha Sherman	Teacher Summer Stars	15.5	3
Tianna Gannon	Teacher Summer Stars	15.5	1
Mary Karl	Teacher Summer Stars	15.5	1
Leah Kruzinski	Teacher Summer Stars	15.5	1
Jolie Smith	Teacher Summer Stars	15.5	1
Kristen Adams	Teacher Summer Stars	15.5	1
Carly Benedict	Teacher Summer Stars	15.5	1
Sarah Kransler	Librarian	4.5	2
Tammy Pangman	Substitute Teacher	15	1
Michelle Tracy-Evans	Substitute Teacher	15	1

2022-2023 Summer Program Pinewood 7/5/22 - 7/28/22 (Monday - Friday)

Name	Assignment	Days	Rate
Liz Hayes	Nurse	15	Sub Rate

**2022-2023 Bradt Summer Stars 7/5/22 – 7/28/22
(Monday – Thursday)**

Name	Assignment	Days	Step
Susan Yates	Teacher Summer Stars	15.5	10
Paige Natole	Teacher Summer Stars	15.5	2
Michele Hackett	Teacher Summer Stars	15.5	5
Rachel Schlude	Teacher Summer Stars	15.5	2
Stephanie Resila	Teacher Summer Stars	15.5	1
Amanda Ross	Teacher Jump Start	15.5	10
Melissa Antonini	Teacher Jump Start	15.5	5
Chloe Bellcourt	Teacher Jump Start	15.5	2
Elizabeth Rocco	Reading Specialist	15.5	10
Megan Hackett	Reading Specialist	15.5	1
Phyllis DelVecchio	Teacher Assistant	15	7
Heather McDonough	Teacher Assistant	15	5

**2022-2023 Bradt Summer Program 7/5/22 – 8/12/22
(Monday – Friday)**

Name	Assignment	Days	Step
Brittney Willsie	Teacher ICT/Summer Stars Program	30	2

2022-2023 High School Summer Program 7/5/22 – 8/11/22 (Monday – Thursday)

Name	Assignment	Days	Step
Anya Makovik	Teacher Math	23	1
Amanda Wells	Teacher Math	23	2
Molly Brem	Teacher Science	23	1
Dawn Aulita	Teacher Science	23	2
Malachi Martin	Teacher Social Studies	23	6
Jeff Laudenschlager	Teacher Social Studies	23	1
Evan Denning	Teacher Social Studies	23	1
Richard Burega	Teacher English	23	10
Tara Halliday	Teacher English	23	5
Jennifer Spore	Teacher English	23	2

Marc Sullivan	Teacher English	23	2
Briana Tiernan	Library	23	1
Milvia Mendez	Teacher Spanish	23	2
Kathryn Pierson	SPED Support	23	4
Jodi Scalise	SPED Support	23	4
Allison Vaughn	Teacher Studio Art	23	1
Stephanie D'Annibale	Teacher Assistant	23	4
Chad Grajales-Passage	Teacher Assistant	23	1
Ann Valdes	Teacher Assistant	23	2
Katie Hamblet	Teacher Assistant	23	4

2022-2023 Summer Program 7/5/22 - 8/11/22 (Monday - Friday)

Name	Assignment	Days	Rate
Melody Fazio	Monitor	23	22-23 Rate
Laurie Regina	Monitor	23	22-23 Rate

2022 Bradt Summer Curriculum Work - \$190.62/Day July 1 - August 31, 2022

Name	# Days
Amy Varano	1
Colleen Palleschi	3
Elizabeth Ciccone	7
Elizabeth Kelly	8
Elizabeth Rocco	1
Emily Burns	2
Jen Groth	2
Jen Palleschi	3
Jennifer Groth	2
Jennifer Hurst	1
Jessica Filarecki	2
Kerrienne Pace	2
Krista Zajesky	1
Katherine Maggs	7
Kathleen Sansone	1
Laura Eggleston	5

Laurie Dennis	2
Lori Lynch-TA	3
Maria Andrew	5
Maria Savallo	5
Marriane Masick	2
Melisa Goard	6
Melissa Tracy	1
Michelle Hackett	2
Paige Natole	1
Rachel Schlude	4
Rebecca Milano	1.5
Rita McGuire	1
Sharon Berschwinger	6
Shylo Mosier	2
Susan Yates	1
Taylor Lagace	1
Teresa Bancheri	1

**2022 Pinewood Summer Curriculum Work - \$190.62/Day
July 1 – August 31, 2022**

Name	# Days
Amanda Gauvin	4.5
Amie Tannuzzo	4
Amy Stannard	2
Anthony Amitrano	1
Betsy MacMaster	6
Brian Coughlin	1
Brianne Clark	4.5
Bryttni Doak	4.5
Carrie Townsend	1.5
Christine Altomer	4.5
Christine Cipriano	1
Cristina Wheeler	2.5

Danielle Tyler	9
Debra Kuebler	6
Diane Krawiecki	2
Heidi DePiero	2
Julie Varley	2
Kristen Gaug	4
Kristen Taylor	13
Lauren Neale	3
Leah Kruzinski	6
Liesha Sherman	7
Lisa Smith	.5
Lorena Hurst	5
Marie Furlong	6
Marina Strang	8
Marsha Elliott	3
Michelle Evans	9
Michelle Gaffney	1
Michelle Howard Grade	2
Rebecca Pollick	2.5
Rebecca Pollick	1
Tammy McCabe	2
Tammy Pangman	6
Tara Wolfanger	4.5

2022 Draper Summer Curriculum Work - \$190.62/Day July 1 - August 31, 2022

Name	# Days
Amanda Jasinski	5
Amanda Larkin	3
Angie Santabarbara	2
Becky Sokolowski	3
Bill VanWie	4
Brittney Jory	3

Carolyn Lundy	5
Casey Coffey	6
Cheryl Donovan	1
Christie Lee	3
Dan Hoke	2
Danielle Grainer	1
Deb Wood	1
Erika Pangburn	1
Erin Degnan	8
Esther Vrooman	1
Faith Faas	1
Fred Saccocio	1
Jason Varga	2
Jen McGuire	8
Jenna Niles	7.5
Joanna Keith	5
Josh Sawicki	5
Josh Whipple	4
Kathy Fiozo	1
Kathy Scheer	3
Kayla Martinez	3
Kim Coelho	2
Kim Trestick	4
Kyra Grimsley	2
Lauren Berezowksi	2
Linda Breen	5
Lisa Davieor	1
Mark DiCocco	4
Mary Gorton	1
MaryAnn Nickloy	4.5
Maureen Geagan	6

Melissa Gregg	1
Melyssa Burega	2
Nicole Gabriel	1
Paola Cummings	2
Rachel Geracitano	1
Renee Gandrow	3
Rose Dorado	6
Sara Bach	5

**2022 High School Summer Curriculum Work - \$190.62/Day
July 1 - August 31, 2022**

Name	# Days
Adam Barr	5
Alex Niedbalec	6
Autumn Wallace	2
Brett Hilko	3
Brian Galati	5
Brian Shaffer	2
Cory Gregg	2
Danielle Hunt	3
Dawn Aulita	4
Deborah Capullo	3
Evan Denning	2
Greg Massaroni	3
Jeff Hayes	2
Jeffrey Laudenschlager	2
Jennifer Spore	2
Karen Smith	6
Kathleen Derochie	2
Katie Bartone	5
Kelsi Clark	7
Kristen Vachon	2
Malachi Martin	2

Marc Sullivan	2
Marvin Veeder	2
Maureen Conway	2
Meredith Eberz	3
Meredith McCleod	5
Priscilla Perry	2
Rebecca Bartlett	2
Rebecca Shea	2
Richard Burega	2
Rob Buehler	3
Robert Higgins	3
Rochelle Obie	1
Scott Sabourin	2
Stephanie Bruhn	3
Tara Halliday	2
Victoria O'Hare	2

2022 SPED Summer Curriculum Work - \$190.62/Day July 1 - August 31, 2022

Name	# Days
Amanda Brooks	2
Amanda Kuhn	2
Amanda Larkin	3
Amanda Rider	2
Antonella Ricco	1
Ashley Geyer	2
Ben Pierson	1
Brittney Jory	3
Christina Mathieu	2
Christine Cipriano	2
Deb Wood	2
Emily Felter	5

Emily Gibson	5
Erica Restifo	2
Holly Powell	1
Jen Fahsel	4
Jessica Rau	1
Karolyn Devito	1
Kate Daggett	5
Kelly Fahrenkopf	2
Kevin Olsen	1
Kitty Sansone	2
Krista Zajesky	2
Liz Haynesworth	1
Lori Giattino	4
Lori Moore	1
Paige Natole	.5
Stephanie Arnold	1
Steve Blais	2
Wendy Wood	2

**2022 District Summer Curriculum Work - \$190.62/Day July 1
- August 31, 2022**

Name	# Days
Alexandria Lupo	2
Allison Vaughn	1
Amanda Jasinski	2
Amy Stannard	2
Bianca Bojarczuk	1
Brenda Riehlman	2
Briana Tiernan	2
Diane Blinn	10
Elizabeth Hayesworth	2
Faith Rorick	2

Hannah Simms	1
Katherine Winslow	2
Laura Eggleston	2
Lindsey Steenland	3
Mary Frances Gorton	2
Melissa Gregg	3
Mike York	1
Sarah Kransler	2
Savanah Crouch	2
Steve Blais	1

Resignations

Shane McBride
 Appointment: Cleaner
 Effective Dates: May 16, 2022

Jessica Carlotti
 Appointment: Cafe Aide/Food Service Helper
 Effective Date: May 9, 2022

Theodora Kirker
 Appointment: Food Service Helper
 Effective Date: June 24, 2022

Amanda Wells
 Appointment: Math Teacher
 Effective Date: Close of business June 1, 2022

Leave of Absence

Brian Atwell
 Appointment: Teacher Assistant
 Effective Dates: March 17, 2022 – June 24, 2022
 Reason: Leave of Absence

Stephanie D'Annibale
 Appointment: Teacher Assistant
 Effective Dates: July 1, 2022 – June 30, 2023
 Reason: Leave of Absence

**Communications -
Superintendent**

Mr. Shine informed the Board that the plan to recognize the E-Sports team would be postponed to a later date.

Student representatives updated on the Board on events happening at each of the schools. Olivia Tedford told the Board that Brant school had an ABC Countdown program, the second graders visited their soon-to-be school, Pinewood, the PTO held a talent show and Pinewood held a career day and received some new playground equipment from the PTO; Benedetto Fusco spoke about Draper Middle School's eventful Medieval Day with a metal forger, a falconer, and archers and described how the 6th grade students all dressed up in medieval attire; in the High School Zionna Perez-Tucker said they were named a No Place for Hate Gold School, the Rocket E-Sports Team reached 4th in the nation, and varsity baseball made it to sectional finals. Mr. Abbott presented the student representatives with letters and certificates thanking them for their service on the board and wishing them well on their future endeavors.

MTA president, Chris Patterson, thanked the Board and Mr. Shine for their continued support and for their hard work in providing Mohonasen students with the best educational experience possible. MTA representatives then passed out tokens of appreciation to the Board and District Office administrators.

Mr. Bertram thanked the Board and Mr. Shine for their support of the Athletics Department then presented the Annual Athletics Report. He told them that the number of student athletes participating in sports increased every season for the 2021-2022 school year. He reported that several Mohonasen athletes had very notable seasons including Zionna Perez-Tucker in Track, Loren Cuomo in Tennis, and Rachel Miller in Cross Country. Mr. Bertram also informed the Board that 28 school records were broken this school year.

Mr. Ruberti updated the Board on the status of a Capital Project. He indicated that although the bids came in well over the projected \$3.25 million budget that the District was still able to award some of the work via state contract. He also indicated that the District was working with the CS Arch to reduce some of the scope of the project and will rebid the most time sensitive components. Mr. Ruberti indicated that he would update the Board throughout the process.

**Public Privilege of the
Floor**

No one wished to address the Board.

**Communications -
Board of Education**

Mr. McFarland made a motion to table the discussion of policies 7552, 8110, 8320, and 8330 until the next meeting on June 21, 2022. The motion was seconded by Mrs. Powers. The motion was passed unanimously, six members present and voting.

The Board discussed the schedule of meetings for 2022-2023 Mr. Shine explained that most Boards have one to two meetings a month and Mohonasen usually has two. Mr. McFarland noted that he thought the presentations and having two meetings a month, with some flexibility, are important. Mrs. Montagino asked why there was not a 2nd meeting in April. Mr. Shine responded that there was a compression with the weeks being so close together. Mr. Abbott added that two meetings a month is a good balance.

Mrs. Power wished to recognize the Mohonasen Music Department accomplishments from the youngest students all the way up to the teachers. Mr. Shine agreed and added that key hires have sustained the legacy.

Mr. McFarland expressed his concern after the recent events in Uvalde, Texas. He said that every parent has concerns and would like to see their children's schools "hardened" against security threats. He asked to discuss the concept of one school resource officer (SRO) for the District and wished to know more about the compensation structure. Mr. Shine responded that the District pays 100% of his salary while he is at the school. Mr. Shine added that a few months ago the SRO conducted a safety and security audit with suggestions on areas that can be improved which has already resulted in some upgrades to the security structure of the District. Mr. McFarland and Mrs. Montagino said they would like to hear more about funding for more SROs at the elementary schools. Mr. McFarland said he would like to hear from the administrators and teachers about their safety concerns. Mr. Abbott pointed out that situations like this show just how important social and emotional well-being is for our students. It was suggested by Mrs. Montagino that the SRO do an audit every year to identify areas of security risks. It was agreed that the details of security measures and risks should not be discussed in public forums.

**New Business -
Instructional**

*Approval of
Recommendations of the
Committees on Special
Education and Committee
on Pre-School Special
Education*

**Request for Approval of Recommendations of the Committees on
Special Education and Committee on Pre-School Special
Education**

MOTION made by Mrs. MacTurk, seconded by Mr. McFarland that the Board of Education approve and arrange for the recommendations of the Committee on Special Education and the Preschool Special Education for meetings held on March 23 and 31, April 6, 7, 11, 12, 13, 14, 26, 27, 28, and 29 and May 2, 4, 5, 6, 9, 10, 11, 12, 16, 17, 18, 19, 20, 23, 24, 25, and 26.

The motion was passed unanimously, six members present and voting.

New Business

Business/Personnel

Approval of Health and Welfare Contract with North Colonie Central School District

Approval of Health and Welfare Contract with Averill Park Central School District

Approval of Contract with St. Joseph's Addiction and Recovery Center

Approval of First Reading of Board Policies

Acceptance of a grant to MohonCARES by the Wright Family Foundation

Request for Approval of Health and Welfare Contract with North Colonie Central School District

MOTION made by Mr. McFarland, seconded by Mrs. Power that the Board of Education approve the health and welfare contract with North Colonie Central School District.

The motion was passed unanimously, six members present and voting.

Request for Approval of Health and Welfare Contract with Averill Park Central School District

MOTION made by Mrs. Montagion, seconded by Mrs. Power that the Board of Education approve the health and welfare contract with Averill Park Central School District.

The motion was passed unanimously, six members present and voting.

Request Approval of Contract with St. Joseph's Addiction and Recovery Center

MOTION made by Mrs. Montagino, seconded by Mrs. Escobar that the Board of Education approve the contract with St. Joseph's Addiction and Recovery Center.

After some discussion the motion was passed unanimously, six members present and voting.

Request for Approval of First Reading of Board Policies

MOTION made by Mr. McFarland, seconded by Mrs. Escobar that the Board of Education approve the first reading of Board policies.

After some discussion, the motion was passed unanimously, six members present and voting.

Request for Acceptance of a grant to MohonCARES by the Wright Family Foundation

MOTION made by Mrs. Montagino, seconded by Mrs. Montagino that the Board of Education accept a grant to MohonCARES by the Wright Family Foundation.

The motion was passed unanimously, six members present and voting.

Approved Minutes
(May 9, 2022 and May
17, 2022)

MOTION made by Mrs. Montagino, seconded by Mrs. Escobar, that the Board of Education approve the minutes of May 9, 2022 and May 17, 2022.

The motion was passed unanimously, six members present and voting.

Adjournment

MOTION made by Mrs. Montagino, seconded by Mrs. Escobar, that the Board of Education meeting be adjourned at 9:05 PM.

The motion passed unanimously, six members present and voting.

A handwritten signature in dark ink, appearing to read "CHRISTOPHER RUBERTI", is written over a horizontal line.

Christopher Ruberti

Clerk - Board of Education

Assistant Superintendent for Business

ROTTERDAM-MOHONASEN CENTRAL SCHOOL DISTRICT

G. PERSONNEL RECOMMENDATIONS #2

JUNE 21, 2022

TO: Board of Education
FROM: Shannon C. Shine, Superintendent
SUBJECT: Personnel Recommendations

BACKGROUND INFORMATION

The attached document represents personnel recommendations for the District, which have been processed through appropriate departments and brought forward by the Superintendent.

RECOMMENDATION

That the Board of Education approves the attached personnel recommendations:

- A. Appointments**
- B. Resignations**
- C. Leave of Absence**

A. Appointments

Danielle Heidcamp

Appointment: Probationary

Position: Math

Tenure Area: Mathematics Academic Areas

Date of Commencement: September 1, 2022

Expiration Date: August 31, 2026

Certification Status: Mathematics 7-12 Initial Certificate

Salary: Step 5 plus Graduate Credits

Abigail Sery

Appointment: Probationary

Position: Music

Tenure Area: Music

Date of Commencement: September 1, 2022

Expiration Date: August 31, 2026

Certification Status: Music Professional Certificate

Salary: Step 6 plus Graduate Credits

Cloë Shan

Appointment: Probationary

Position: Music

Tenure Area: Music

Date of Commencement: September 1, 2022

Expiration Date: August 31, 2026

Certification Status: Music Initial Certificate

Salary: Step 1 plus Graduate Credits

Jeanna Stapleton

Appointment: Teacher on Special Assignment (Library Media Specialist)

Effective date: September 1, 2022 – June 30, 2023

Salary: Step 3 plus Graduate Credits

Daniel McConnelee

Appointment: Assistant Transportation Director

Effective Date: July 8, 2022

Salary: \$70,000

Deanna Francisco

Appointment: Food Service Leader - Bradt

Effective Date: July 1, 2022 - June 30, 2023

Salary: Per MSSA Contract

Laurie Sefcovic

Appointment: Food Service Leader - Pinewood

Effective Date: July 1, 2022 - June 30, 2023

Salary: Per MSSA Contract

Marion Lotano

Appointment: Food Service Leader - Draper

Effective Date: July 1, 2022 - June 30, 2023

Salary: Per MSSA Contract

Rebekah Valachovic

Appointment: Food Service Leader - High School

Effective Date: July 1, 2022 - June 30, 2023

Salary: Per MSSA Contract

Kelsey Wyld

Appointment: Substitute Food Service Helper

Effective Date: September 1, 2022

Salary: \$13.20/hour

Gerald Barr

Appointment: Bus Driver

Effective Date: June 7, 2022

Salary: \$19.29/hour

Mary Kathryn Conway

Appointment: Lifeguard

Effective Date: July 5, 2022

Salary: \$14.20/hour

Abigael O'Donnell

Appointment: Water Safety Instructor

Effective Date: July 5, 2022

Salary: \$15.60/hour

Lanette DeAngelo

Appointment: Lifeguard

Effective Date: July 5, 2022

Salary: \$14.20/hour

Blake Gannon

Appointment: Student Worker

Effective Date: June 27, 2022

Salary: \$13.20/hour (June 27-30, 2022) \$14.10/hour (effective July 1, 2022)

Tyrell M. Lilley
 Appointment: Cleaner
 Effective Date: July 1, 2022
 Salary: \$27,562

Vicki Britten
 Appointment: Cleaner
 Effective Date: June 27, 2022
 Salary: \$13.20/hour (June 27-30, 2022) \$14.10/hour (effective July 1, 2022)

Francesca E. DiNola
 Appointment: Cleaner
 Effective Date: June 27, 2022
 Salary: \$13.20/hour (June 27-30, 2022) \$14.10/hour (effective July 1, 2022)

Jed John Simonds
 Appointment: Student Worker
 Effective Date: July 1, 2022
 Salary: \$13.20/hour (June 27-30, 2022) \$14.10/hour (effective July 1, 2022)

Secondary Continuum Curriculum work

Name	Hours	Rate
Betty Young	2	\$188.55

2022 Summer Monitors (rate per contract)

Name	Building
John Cook	Pinewood
Laurie Regina	Draper
Mel Fazio	High School
Claudia Capitummino	Bradt

2022 Summer Substitute Monitors (rate per contract)

Name	Building
Joe Angerami	As needed
Rebecca Muller	As needed
Joe Pugliese	As needed

2022 Summer Food Distribution

Name	Rate	Days
Diane Blinn	\$24.05/per hour	Up to 6 days
Autumn Wallace	\$24.05/per hour	Up to 6 days
Stephanie D'Annibale	\$24.05/per hour	Up to 2 days

Supervision hours

Name	Hours	Rate
Dan Hoke	12 hours	\$23.69

2022 Summer Curriculum Work - \$190.62/Day July 1 – August 31, 2022

Name	# Days
Kim Kondenar	2
Michael Salamone	2
Michelle Evans	2
Marybeth Gunn	1
Christine Baumann	1
Krista Zajesky	1

2022 Bradt Summer Curriculum Work - \$190.62/Day July 1 – August 31, 2022

Name	# Days
Amanda Ross	4
Amber Newman	4
Andrea Pigliavento	2.5
Anna Dagostino	3
Ashley Ferraro	2
Ashley Geyer	2
Brenda Riehlman	2
Brittney Willsie	4
Carmello Fusco	3
Cassandra Mastracy	2
Chloe Bellcourt	1

Christine Baumann	1
Kerriane Pace	.5
Laura Eggleston	.5

2022 High School Summer Curriculum Work - \$190.62/Day July 1 – August 31, 2022

Name	# Days
Jim Huggins	2
Lori Moore	2
Kevin Daviero	2
Karolyn DeVito	2

Intramurals 2021-2022

Name	Building
Lori Moore	High School

B. Resignations

Robert Stranahan
 Appointment: Health Teacher
 Effective Dates: Close of Business August 15, 2022

Josh Peck
 Appointment: Student Assistance Counselor/School Social Worker
 Effective Dates: Close of Business August 12, 2022

Danielle Tyler
 Appointment: Teacher Assistant
 Effective Date: Close of business June 8, 2022

Kevin Conkling
 Appointment: Cleaner
 Effective Date: Close of business June 8, 2022

D. Leaves of Absence

Graham Macbeth
 Appointment: Teacher Assistant
 Effective Dates: August 1, 2022 – June 24, 2023
 Reason: Unpaid Leave of Absence

SUBJECT: SOCIAL SERVICE TRAINED FACILITY DOGS

The Rotterdam-Mohonasen Central School District supports the use of social service trained facility dogs by teachers or other qualified school personnel ("Owner") for the benefit of students subject to the conditions of this policy.

A "Social Service Trained Facility Dog", often referred to narrowly as a "therapy dog", is a dog that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship to school district students. For the purposes of this policy, Social Service Trained Facility Dogs are not "service animals" as defined within the American with Disabilities Act.

Social Service Trained Facility Dogs are personal property of the teacher or employee and are not owned by the school district.

Social Service Trained Facility Dog Standards and Procedures

The following requirements must be satisfied before a Social Service Trained Facility Dog will be allowed in school buildings or on school grounds:

A. *Requests:*

All individuals who wish to bring a Social Service Trained Facility Dog for the benefit of students to District property must submit a written application to the superintendent or his/her designee. A copy of the application is attached. The request must be renewed each school year or whenever a different Social Service Trained Facility Dog will be used.

B. *Training and Certification:*

The Owner must submit certification of AKC Good Citizen Title or Therapy Certification from one of the following AKC recognized organizations:

- [Alliance of Therapy Dogs](#) (formerly Therapy Dogs, Inc.)
- [Bright and Beautiful Therapy Dogs](#)
- [Love on a Leash](#)
- [Pet Partners](#) (previously Delta Society)
- [Therapy Dogs Incorporated](#) (TD Inc.) – new name is Alliance of Therapy Dogs

- [Therapy Dogs International](#)

C. Health and Vaccination:

The Social Service Trained Facility Dog must be clean, well groomed, in good health, housebroken, and immunized against disease common to dogs **including rabies**. The Owner must submit proof of current licensure from the local licensing authority and proof of the Social Service Trained Facility Dog's current vaccinations and immunizations from a licensed veterinarian.

D. Control:

A Social Service Trained Facility Dog must be under the control of the Owner through the use of a leash or other tether unless the use of a leash or other tether would interfere with the Social Service Trained Facility Dog's safe, effective performance of its services for students such as might be the case in a closed controlled environment such as a classroom or office.

The Social Service Trained Facility Dog must not disrupt the educational process by barking, seeking attention, or engaging in any other disruptive behavior.

E. Identification:

The Social Service Trained Facility Dog must have appropriate identification clearly indicating that it is a Social Service Trained Facility Dog.

F. Health and Safety:

The Social Service Trained Facility Dog must not pose a health and safety risk to any student, employee, or other person at school.

G. Supervision and Care of Social Service Trained Facility Dog s:

The Owner is solely responsible for the supervision and care of the Social Service Trained Facility Dog , including any feeding, exercising, and clean up while the animal is in a District building or on district property. The District is not responsible for providing any care, supervision, or assistance for a Social Service Trained Facility Dog .

H. Authorized Area(s):

The Owner shall only allow the Social Service Trained Facility Dog to be in areas in District buildings or on District property that are authorized by District administrators.

I. *Exclusion or Removal from School:*

A Social Service Trained Facility Dog can be excluded from a District building or District property if a District Administrator determines any of the following:

1. The Owner does not have control of the Social Service Trained Facility Dog ;
2. The Social Service Trained Facility Dog is not housebroken
3. The Social Service Trained Facility Dog presents a direct and immediate threat to others in the District building or on district property; or
4. The Social Service Trained Facility Dog's presence otherwise interferes with the educational process.

The Owner shall be required to remove the Social Service Trained Facility Dog from the District building or District property immediately upon such determination.

Allergic Reactions

If any student or school employee assigned to a classroom in which a Social Service Trained Facility Dog is permitted, suffers an allergic reaction to the Social Service Trained Facility Dog , the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries

The owner of the Social Service Trained Facility Dog is solely responsible and liable for any damage to a district building or District property or injury to personnel, students, or others caused by the animal.

Adoption Date 6/21/22

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent or his/her designee(s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

Social Media Use by Employees

The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages the use of District approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the School District community which do not fall within the District's electronic technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, blog sites, etc.). The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The School District takes no position on an employee's decision to participate in the use of. However, personal use of these media during District time or on District-owned equipment is allowed on a limited basis. In addition, employees are encouraged to maintain the highest levels of professionalism. They have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Personal Devices: Staff and students may use personal devices to access the District Network. These devices include, but are not limited to, laptop computers, smart phones, tablet computers, iPads, netbooks, and mp3 players. All activities conducted on the District Network using a personal device including messages, e-mails, communications, information and Internet

access, are subject to monitoring, inspection, copying, review, access and storing by the district. There is no expectation of privacy, regardless of whether a personal or district-issued device is used to access the District Network. The district will not be liable for and damages, expenses or costs associated with the use of the personal device to access the District Network or in the event that a personal device is lost, damaged or stolen.

Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Technology Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the DCS will be private.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 7/3/12 Revised: 6/21/22

SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system, such as Lotus Notes or Microsoft Exchange, for all business email, including emails in which students or student issues are involved.

Employee Acknowledgement

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources, including email usage.

Classified and Confidential

District employees and authorized users may NOT:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage should be directed to a Principal/supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted, if possible. File protection passwords shall not be communicated via email correspondence in any event.
- d) Send or forward email with comments or statements about the District that may negatively impact it.

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, there is no expectation of privacy in email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users shall not use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/supervisor. The District's email system shall not be used for personal gain or profit.

Email Accounts

All email accounts on the District's system are the property of the School District. Employees and authorized users shall not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network. Personal accounts and instant messaging shall not be used to conduct official business.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform their Principal/supervisor immediately.

Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Archival of Email

All email sent and received to an employee's email account should be archived by the District for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

Training

Employees/authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.
- b) Confidentiality of emails.
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.
- d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Notification

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Confidentiality Notice

A standard Confidentiality Notice will automatically be added to each email as determined by the District.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information

#3420 -- Non-Discrimination and Anti-Harassment in the School District

#5670 -- Records Management

#6410 -- Staff Use of Computerized Information Resources #8271 -- Internet Safety/Internet Content Filtering Policy

Adopted; 7/3/12 Revised 6/21/22

SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Personnel Records

Administrative regulations will be developed to implement the terms of this policy to maintain a personnel file for each teacher, administrator and support staff member employed by the District.

Regulations and procedures will be developed addressing the inspection by District employees of their personnel files.

Release of Personnel Information

All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

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

Release of Information Concerning Former Employees

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

Disclosure of Information Regarding Individuals to Unauthorized Persons

Discussion by staff members of accidents, injuries, or other incidents that might be the subject of litigation against staff members or the Board of Education is to be carried on only among those employees of the Board of Education and medical personnel whose knowledge of the details of the matter is essential to the care of the injured persons and by and between those school Board employees whose knowledge of the situation is necessary to the performing of official duties such as record keeping and discipline.

All staff members are to refrain from discussing such matters with persons other than authorized personnel employed by the Board of Education or medical personnel involved in the treatment of ill or injured employees or students. Inquiries, whether oral or written, directed at staff members by anyone other than medical personnel or appropriate School District employees are to be referred, without comment upon the details of the matter in question, to the office of the Superintendent of schools.

Nothing in this policy shall be construed as prohibiting any Board of Education employee from complying with an official summons to appear and testify in court.

Public Officers Law Section 87

8 New York Code of Rules and Regulations (NYCRR) Part 84

NOTE: Refer also to Policy #5673 -- Employee Personal Identifying Information

SUBJECT: EMPLOYEE ACTIVITIES

Political Activities

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

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

content of such speech when it materially imperils the efficient operation of the school.

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

Solicitations by Staff

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

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

Adopted: 7/3/12 revised 6/21/22

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE

The District will comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents or guardians and noncustodial parent(s) whose rights are not limited by court order or formal agreement, of a student under 18, or a student who is 18 years of age or older, or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the District.

Education Records

The term "education records" is defined all records, files, documents, and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for that agency or institution. This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public school district, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA and they are subject to the confidentiality provisions of both Acts.

However, personal notes made by teachers or other staff are not considered education records if they are:

- a. Kept in the sole possession of the maker;
- a. Not accessible or revealed to any other person except a temporary substitute; and
- b. Used only as a memory aid.

Additionally, FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

Access to Student Records

Administrative regulations and procedures will be developed to comply with the provisions of federal law relating to the availability of student records. The purpose of these regulations and procedures is to make available to the parents or guardians of students and noncustodial

parent(s) whose rights are not limited by court order or formal agreement, or students who are 18 years of age or older, or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of these records with respect to third parties.

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information (PII) contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that the signature:

- a. Identifies and authenticates a particular person as the source of the electronic consent; and
- a. Indicates the person's approval of the information contained in the electronic consent.

Exceptions

Without the consent of a parent or eligible student, the District may release a student's information or records when it is:

a. **Directory Information and Limited Directory Information**

"Directory information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

"Limited Directory Information Disclosure" means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, honor roll lists, graduation programs, and playbills, but restrict disclosure for more potentially dangerous purposes. The District will limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance..

b. **To School Officials who have a Legitimate Educational Interest**

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. An educational interest includes the behavior of a student and disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of the student, other students, or other members of the school community. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

c. To Another Educational Institution

The District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the disclosure is purposes related to the student's enrollment or transfer. Parental consent is not required for transferring education records if the school's annual FERPA notification indicates that these disclosures may be made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, the District will provide a copy of the information disclosed and an opportunity for a hearing.

d. For Health and Safety Emergency Reasons

The District must balance the need to protect students' PII with the need to address issues of school safety and emergency preparedness. Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency. The District may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials, and medical personnel. The District's determination that there is an articulable and significant threat to the health or safety of a student or other individuals will be based upon a totality of the circumstances, including the information available, at the time the determination is made. The District must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

e. To Juvenile Justice Systems

Information may be disclosed to state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the

juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. In these cases, the official or authority must certify in writing that the information will not be disclosed to any other party except as provided under law without prior written consent.

f. To Foster Care Agencies

The District may release records to an agency caseworker or other representative of a state or local child welfare agency, who has the right to access a student's case plan, when the agency or organization is legally responsible, for the care and protection of the student. This does not give a child welfare agency the right to look into any non-foster care student's records, without parental consent, when there has been a mere allegation of abuse or maltreatment, absent an order or subpoena.

g. Pursuant to a Subpoena or Court Order

When the District receives a subpoena or court order for the release of records, it will make a reasonable effort to notify the parent or guardian or eligible student of the order or subpoena in advance of compliance. This allows the parent or guardian or eligible student to seek protective action against the subpoena or order before the release of the records.

The District may disclose a student's records without first notifying parents or guardians or eligible students if the disclosure is:

1. Based on a subpoena in which the court orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;
2. In accordance with a judicial order in cases where the parents are a party to a court proceeding involving child abuse or maltreatment or dependency matters, and the order is issued in the context of that proceeding; or
3. Made to a court (with or without an order or subpoena) when the District is involved in a legal action against a parent or student and the records are relevant to the matter.

h. For Financial Aid Purposes

Pertinent information may be released in connection with the determination of eligibility, amount, conditions, and enforcement of terms of a student's financial aid.

i. To Accrediting Organizations

Disclosure of a student's records may be made to an organization in which that student seeks accreditation, in order to carry out their accrediting function.

j. To Parents of a Dependent Student

Even when a student turns 18 years of age or older the District may disclose education records to that student's parents, without the student's consent, if the student is claimed as a dependent for federal income tax purposes by either parent.

k. For Audit/Evaluation Purposes

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, federal, state, or local educational authorities.

Under this exception, PII from education records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal legal requirements that relate to those education programs.

The District may occasionally disclose PII from education records without consent to authorized representatives of the entities listed above. The District may also designate its own authorized representative who may access PII without consent in connection with an audit or evaluation of an education program within the District. As an example, the District might designate a university as its authorized representative in order to disclose, without consent, PII from education records on its former students to the university. The university could then disclose, without consent, transcript data on those former students attending the university to allow the District to evaluate how effectively the District prepared its students for success in postsecondary education.

l. For Conducting Studies

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts, or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction.

The District may disclose PII from education records without consent to these organizations conducting studies for the District, in accordance with its obligations under FERPA.

In addition, other entities outside of the District may occasionally disclose PII from education records that the District has previously shared with that entity, to organizations conducting studies on behalf of the District. For example, a State Education Agency (SEA) may disclose PII from education records provided by the District without consent to an organization for the purpose of conducting a study that compares program outcomes across school districts to further assess the effectiveness of these programs with the goal of providing the best instruction.

Required Agreements for the Studies or Audit/Evaluation Exceptions (see items k and l)

To the extent required by law, the District will enter into a written agreement with organizations conducting studies for the District, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the District. In the event that the District discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program within the

District, it will use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

Challenge to Student Records

Parents or guardians of a student under the age of 18, or a student who is 18 years of age or older or who is attending an institution of post-secondary education, will have an opportunity for a hearing to challenge the content of the school records and to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his or her child and release this information upon request. If the custodial parent

wishes to limit the noncustodial parent's access to the records, it is his or her responsibility to obtain and present to the school a legally binding instrument that prevents the release of information related to the child.

Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g

34 CFR Part 99

Education Law § 2-d

NOTE: Refer also to Policies #5676 - Privacy and Security for Student Data and Teacher and Principal Data

#7241 - Student Directory Information

#7242 - Military Recruiters and Institutions of Higher Education

#7643 -- Transfer Students with Disabilities

Adopted: 6/1/2020 Revised 6/21/2022

SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following **eight protected areas**:

- a. Political affiliations or beliefs of the student or the student's parent/guardian;
- a. Mental or psychological problems of the student or the student's family;
- b. Sex behavior or attitudes;
- c. Illegal, anti-social, self-incriminating, or demeaning behavior;
- d. Critical appraisals of other individuals with whom respondents have close family relationships;
- e. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- f. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- g. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

General Provisions

The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). Further, PPRA does not supersede any of the requirements of the Family Educational Rights and Privacy Act (FERPA).

The rights provided to parents/guardians under PPRA transfer from the parent/guardian to the student when the student turns eighteen (18) years old or is an emancipated minor under applicable State law.

The School District may use funds provided under Part A of Title V of the Elementary and Secondary Education Act of 1965 to enhance parental/guardian involvement in areas affecting the in- school privacy of students.

Annual Parental Notification of Policies/Prior Written Consent/"Opt Out" Provisions

The School District shall provide for reasonable notice of the adoption or continued use of this policy directly to parents/guardians and eligible students enrolled in the District. At a minimum, the District shall provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

Further, in the notification, the District shall offer an opportunity for parents/guardians to provide written consent or opt their child out of participation in the following activities in accordance with law and the surveys conducted:

- a. The administration of **any survey** containing one or more of the **eight protected areas**.
 1. **U.S. Department of Education-Funded Surveys: Prior written consent from parents must be obtained** before students are required to submit to the survey.
 2. **Surveys funded by sources other than U.S. Department of Education:** Notification may indicate the specific or approximate dates during the school year when surveys will be administered and provide an opportunity for the parent to opt his/her child out of participating upon receipt of the notification.
- a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- b. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Specific Notification

In the event that the District does not identify the specific or approximate dates of the activities or surveys to be administered in the general annual notification, it shall "directly" notify, such as through U.S. Mail or email, the parents of students who are scheduled to participate in the specific activities or surveys prior to participation and provide an opportunity for the parent to provide written consent or opt his/her child out of participation in accordance with law and the surveys conducted.

U.S. Department of Education-Funded Surveys

In compliance with the Protection of Pupil Rights Amendment (PPRA), the School District is committed to protecting the rights and privacy interests of parents/guardians and students with regard to surveys funded in whole or part by any program administered by the U.S. Department of Education (DOE).

The District shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the School District shall obtain prior written parental/guardian consent before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning any of the eight protected areas.

Surveys Funded by Sources Other than U.S. Department of Education

The School District has developed and adopted this Board policy, in consultation with parents/guardians, regarding the following:

- a. The right of the parent/person in parental relation to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student. Requests by parents/guardians to inspect such surveys are to be submitted, in writing, to the Building Principal *at least ten (10) days prior to the administration or distribution of any survey. Further, the District shall grant a request by the parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received by the District.

- a. Arrangements shall be provided by the District to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas, including the right of the parent/guardian
- b. of the student to inspect, upon request, any survey containing one or more of the eight protected areas. Such requests must be submitted by the parent/guardian, in writing, to the Building Principal at least ten (10) days prior to the administration or distribution of any survey.
- c. Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time (defined by the School District, for the purposes of this policy, as thirty [30] days) after such request is received by the District. Requests shall be submitted by parents/guardians, in writing, to the Building Principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- d. The administration of physical examinations or screenings that the School District may administer to a student.

Further, this law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings that are permitted without parental notification.

In the implementation of this provision regarding the administration of physical examinations or screenings that the school may administer to the student, the School District incorporates by reference Board policies that address student health services, as applicable, including but not limited to policies regarding the administration of medication, immunization of students, and student physicals.

- e. Unless mandated/authorized in accordance with Federal or State law and/or regulation, it is policy of the Board of Education, to not permit the collection, disclosure, or use of personal information (the term "personal information" is defined as individually identifiable information including a student's or

parent/guardian's first and last name; home address; telephone number; or Social Security number) collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), unless otherwise exempted pursuant to law as noted below. Questions regarding the collection, disclosure, or use of personal information collected from students for such marketing purposes may be referred to the school attorney as deemed necessary by the Superintendent/designee.

This law is not intended to preempt applicable provisions of State law that require parental/guardian notification.

These requirements do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or other postsecondary education recruitment, or military recruitment*;
**Military recruiter access to student information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the National Defense Authorization Act for Fiscal Year 2002.*
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- a. Curriculum and instructional materials used by elementary schools and secondary schools;
- a. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- a. The sale by students of products or services to raise funds for school-related or education- related activities;
- a. Student recognition programs.

Family Educational Rights and Privacy Act of 1974, as amended by the No Child Left Behind Act of 2001, 20 United States Code (USC) Sections 1232h(b) and 1232h(c)

34 Code of Federal Regulations (CFR) Part 98

POLICY

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NOTE: Refer also to Policies #7121 -- Diagnostic Screening of Students

#7242 -- Military Recruiters' Access to Secondary School Students and Information on Students

#7511 -- Immunization of Students #7512 -- Student Physicals

#7513 -- Administration of Medication

Adopted: 7/3/12 Revised 6/21/2022

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying district's acceptable use policy and regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Districts Acceptable Use Policy

Personal Devices: Staff and students may use personal devices to access the District Network. These devices include, but are not limited to, laptop computers, smart phones, tablet computers, iPads, netbooks, and mp3 players. All activities conducted on the District Network using a personal device including messages, e-mails, communications, information and Internet

access, are subject to monitoring, inspection, copying, review, access and storing by the district. There is no expectation of privacy, regardless of whether a personal or district-issued device is used to access the District Network. The district will not be liable for damages, expenses or costs associated with the use of the personal device to access the District Network or in the event that a personal device is lost, damaged or stolen.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. (refer to District Code of Conduct) This policy does not articulate all required and/or acceptable uses of the DCS; nor does it define all inappropriate usage.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

Privacy Rights

Students should have no expectation of privacy in terms of information stored on the PCs.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policy #8271 -- Children's Internet Protection Act: Internet Content Filtering/Safety Policy

Adoption Date: 7/3/12

Revised: 3/6/17

Revised 6/21/2022

SUBJECT: ELECTRONIC COMMUNICATION BY STUDENTS

Electronic means for communication by students with other students or any other third party, whether in the school building, on school grounds, or away from the building on any school-related activity, shall be prohibited unless expressly approved by the Building Principal upon written request by the student's parent or legal guardian.

Electronic means of communication shall include, but not be limited to, beepers, cellular telephones and "walkie talkies".

Deleted: 6/21/22

SUBJECT: BULLYING IN THE SCHOOLS

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *District Code of Conduct* for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Although this Policy focuses on the bullying of a student by another student, it should be noted that bullying against any individual is strictly prohibited. This includes bullying of staff members against students, students against staff members, staff members against other staff members, and bullying by or against any parents, persons in parental relation, volunteers, visitors or vendors who may be on school property or at school sponsored events as defined above.

Engages in Cyberbullying Behavior

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

(Continued)

SUBJECT: BULLYING IN THE SCHOOLS (Cont'd.)

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "*Tinker*" standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [*Tinker v. Des Moines Indep. Sch. Dist.* 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

Reports of Allegations of Bullying/Cyberbullying Behavior

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall promptly, thoroughly and equitably investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly and equitably investigated and will be treated as confidential and private to the extent possible within legal constraints.

Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

(Continued)

SUBJECT: BULLYING IN THE SCHOOLS (Cont'd.)

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Civil Service Law Section 75-B

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#3420 -- Non-Discrimination and Anti-Harassment in the School District
#7551 -- Sexual Harassment of Students
#7553 -- Hazing of Students
District Code of Conduct

Adopted: 7/3/12 Deleted 6/21/22

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the District's chief information officer, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

- a. Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of such students;

- a. Monitoring logs of access in order to keep track of the websites visited by students as a measure to restrict access to materials harmful to minors;
- b. In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- c. Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District shall provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations and guidelines, the District recognizes it is impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District shall ensure it provides reasonable public notice and holds at least one (1) public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 United States Code (USC) Sections 254(h) and 254(l)

47 Code of Federal Regulations (CFR) Part 54

Education Law Section 814

*NOTE: Refer also to Policy #7315 -- Student Use of Computerized Information Resources
(Acceptable Use Policy)*

District Code of Conduct on School Property

Adopted: 7/3/12

Revised 6/21/2022

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 - 2. Courseware or other content-based instructional materials in an electronic format.

Overview of Instructional Materials

Textbooks

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

The District participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the District participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each District school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

(Continued)

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

Objectives in the Selection of Instructional Materials

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

20 USC §§ 1412, 1474, and 6311

34 CFR § 300.172

34 CFR Part 300, Appendix C

Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602

8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials
#8110 -- Curriculum Development, Resources, and Evaluation
#8330 -- Objection to Instructional Materials and Controversial Issues

Adoption Date 6/21/22