AGENDA
REGULAR BUSINESS MEETING

I. Meeting Start-Up
   A. Call Meeting to Order
   B. Pledge of Allegiance
   C. Board President’s Remarks
   D. Approval/Amendment of Agenda
   E. Approval of July 9, 2019 Minutes
   F. Approval of July 31, 2019 Minutes

II. Special Presentations
   A. Capital Project Update – Kevin Arilotta

III. Privilege of the Floor

IV. Program
   A. Action Item
      1. Committee on Special Education Recommendations
      2. Modifications to the Following Policies:
         8330 Objection to Instructional Materials
         8340 Textbooks/Workbooks
         8350 Use of Copyrighted Materials
         8430 Independent Study
      3. Elimination of the Following Policies:
         8331 Teaching About Controversial Issues
         8332 Curriculum Areas in Conflict with Religious Beliefs/School Ceremonies & Observances
      4. Band and Orchestra Overnight Field Trip to Virginia Beach
      5. Social Studies Textbook
   
   B. Discussion
      1. Modifications to the Following Policies:
         7315 Teacher Removal of Disruptive Students from the Classroom
         7340 Bus Rules and Regulations
         7411 Student Publications

V. Personnel
   A. Action Items
      1. Certified Personnel Actions
      2. Classified Personnel Actions
B. Discussion
1. None

VI. Business
A. Action Items
1. Pool Scoreboard Change Order
2. 2019-20 Organization Chart
3. Budget Transfer for Nursing Services
4. Monroe County Sheriff’s Fuel Agreement
5. Set Tax Rate
6. Breakfast and Lunch Prices for 2019-20
7. Year-End Budget Transfers
8. District-Wide Safety Plan
9. Modifications to Policy 5670 Records Management
10. Elimination of Policy 5620 Inventories
11. FLASH Donations

B. Discussion
1. Overview of Open and Closed Capital Projects
2. Modifications to the Following Policies:
   3290 Rules and Regulations for the Operation of Student/Staff/Community Motor Vehicles on District Property
   5621 Accounting of Fixed Assets
   5672 Information Security Breach and Notification
   5681 School Safety Plans
   5683 AEDs
   5691 Communicable Diseases
   5692 Human Immunodeficiency Virus (HIV) Related Illnesses
   5710 Transportation Program
   5730 Transportation of Students
   5750 School Bus Safety Program
   5761 Drug and Alcohol Testing for School Bus Drivers & Other Safety Sensitive Employees
3. Elimination of the Following Policies:
   5682 Crisis Response
   5720 Scheduling and Routing
   5731 Special Use of School Buses
   5740 Use of Buses by Community Groups
4. Policies Reviewed Summary

VII. Privilege of the Floor

VIII. Board Member Committee Participation & Event Reports

IX. Executive Session*
*The Board may choose to enter into Executive Session to discuss confidential information regarding collective bargaining negotiations, a legal issue or the employment history of a particular individual.

X. Adjournment

Important Dates:
Tuesday, August 27: BOE Workshop, 5 pm, PD Rm A
Tuesday, September 3: Special BOE Meeting, 7:30 a.m., SHS Rm. 1104
CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
July 9, 2019
139 Fairbanks Rd, Churchville, NY 14428

5:45 PM PICNIC

MEMBERS PRESENT
Kristen Brumbaugh, Kathleen Dillon, Michael Grabowski, Steve Hogan, Michael Iacucci, Jonathan Payne, Cheryl Repass, Leon Tucker and Amy Wilson

MEMBERS ABSENT
None

OTHERS PRESENT
Lori Orologio, Frank Nardone, Matthew DeAmaral, Kevin Arilotta, Brian Bellaire, Mary Torcello, Bill Sanborn, Josh Schultz

PICNIC
The Board of Education shared a picnic dinner with members of the security staff.

6:30 PM
REORGANIZATION MEETING
Administrative Board Room – Room 3808

MEMBERS PRESENT
Kristen Brumbaugh, Kathleen Dillon, Michael Grabowski, Steve Hogan, Michael Iacucci, Jonathan Payne, Cheryl Repass, Leon Tucker and Amy Wilson

MEMBERS ABSENT
None

OTHERS PRESENT
Lori Orologio, Frank Nardone, Matthew DeAmaral, Kevin Arilotta, Brian Bellaire, Mary Torcello

I.  CALL TO ORDER by F. Nardone, District Clerk

II.  PLEDGE OF ALLEGIANCE

III.  OATH OF OFFICE – NEW BOARD MEMBERS
Kathy Dillon, Steve Hogan, and Michael Grabowski were sworn in for terms beginning July 1, 2019 through June 30, 2022.

IV.  ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2019-2020
Oath of Office – C. Repass was nominated by K. Dillon and seconded by M. Iacucci
YES:   All________
NO:   None
ABSTAINED:  1, C. Repass  Motion carried

Cheryl Repass was sworn in by F. Nardone, District Clerk.

V.  ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2019-2020
Oath of Office – K. Dillon was nominated by A. Wilson and seconded by J. Payne

YES:   All
NO:   None
ABSTAINED:  1, K. Dillon  Motion carried

K. Dillon was sworn in by F. Nardone, District Clerk.

VI.  OATH OF OFFICE, SUPERINTENDENT OF SCHOOLS AND DEPUTY TREASURER, 2019-2020
L. Orologio was sworn in by C. Repass, Board President.

OATH OF OFFICE, DISTRICT CLERK, PURCHASING AGENT AND TAX COLLECTOR, 2019-2020
F. Nardone was sworn in by C. Repass, Board President

VII.  APPOINTMENTS

BE IT RESOLVED, that the below listed appointments be approved for the 2019-2020 school year, retroactive to July 1, 2019, with ratification for their acts performed in the ordinary course of their duties.

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

BE IT RESOLVED that the District Audit Committee shall consist of three members of the Board of Education to be assigned by the Board President for the 2019-2020 school year. Additional Board members who are not Audit Committee members are welcome to attend Audit Committee meetings. Meetings will be re-scheduled if a quorum of Audit Committee members is not available to attend the meeting.

DISTRICT CLERK  Franklin C. Nardone, CPA  No additional compensation
ASSISTANT DISTRICT CLERK  Mary C. Torcello  $6,500.00
DISTRICT TREASURER  Matthew DeAmaral, CPA  per agreement
DEPUTY TREASURER  Loretta J. Orologio  No additional compensation
PURCHASING AGENT  Franklin C. Nardone, CPA  No additional compensation
ROCHESTER AREA SCHOOL HEALTH PLAN 1 (RASHP1)  Franklin C. Nardone, CPA  No additional compensation
BOARD OF DIRECTORS
ROCHESTER AREA SCHOOL HEALTH PLAN 2 (RASHP2)  Franklin C. Nardone, CPA  No additional compensation
BOARD OF DIRECTORS
ROCHESTER AREA WORKERS  Franklin C. Nardone, CPA  No additional compensation
COMPENSATION PLAN
(RAWCP) BOARD OF DIRECTORS
TAX COLLECTOR
Franklin C. Nardone, CPA
No additional compensation
DISTRICT PHYSICIANS
Workfit Medical, LLC
per agreement
Occupational Safety Onsite, Inc.
per agreement
INTERNAL AUDITOR
EFPR Group, CPAs
per agreement
EXTERNAL AUDITOR
Raymond Wager, CPA, PC,
A Division of Mengel, Metzger, Barr & Co
INTERNAL CLAIMS AUDITOR
Daniel Hendricks
per agreement
FINANCIAL CONSULTANT
Bernard P. Donegan, Inc.
per agreement
TREASURER, EXTRACLASS ACTIVITIES
Nancy Sucy
No additional compensation
ATTORNEYS FOR DISTRICT
Monroe 2 Orleans BOCES,
Harris Beach PLLC; Osborn,
Reed, & Burke, LLP; and Bond,
Schoeneck & King, PLLC
Ferrara Fiorenza PC
BOND COUNCIL
Firms of Timothy McGill;
Harris Beach PLLC
per hour
DISTRICT LEAD ARCHITECT
Gian-Paul Plane
per agreement
RECORDS MANAGEMENT OFFICER
Franklin C. Nardone, CPA
No additional compensation
RECORDS ACCESS OFFICER
Franklin C. Nardone, CPA
No additional compensation
FOIL APPEALS OFFICER
Lori Orologio
No additional compensation
TITLE I, II, & III COORDINATOR
Giulio Bosco, Jr.
No additional compensation
TITLE VI, VII & IX COORDINATOR
Lawrence M. Vito
No additional compensation
TITLE VI, VII & IX COMPLAINT OFFICERS
Lawrence M. Vito,
Sue Witter
No additional compensation
Scott Wilson
No additional compensation
Mary P. Leach
No additional compensation
Carl Christensen
No additional compensation
Kim Hale
No additional compensation
David A. Johnson
No additional compensation
Todd S. Yunker
No additional compensation
DIGNITY ACT COORDINATORS
Scott Wilson
No additional compensation
Mary P. Leach
No additional compensation
Carl Christensen
No additional compensation
Kim Hale
No additional compensation
David A. Johnson
No additional compensation
Todd S. Yunker
No additional compensation
COORDINATOR OF FEDERAL PROJECTS
Franklin C. Nardone, CPA
No additional compensation
RESIDENCY DETERMINATION OFFICER
Lori Orologio
No additional compensation
ATTENDANCE OFFICER
Giulio Bosco, Jr.
No additional compensation
CENSUS ENUMERATOR
Giulio Bosco, Jr.
No additional compensation
TEST SECURITY- INTEGRITY OFFICER
Giulio Bosco, Jr.
No additional compensation
ADA COMPLIANCE OFFICER
Nicole Livingston-Neal
No additional compensation
MEDICAID COMPLIANCE OFFICER
Karen Coykendall
No additional compensation
SECTION 504/ADA COORDINATOR
Nicole Livingston-Neal
No additional compensation
SECTION 504/ADA COMPLAINT OFFICER
Nicole Livingston-Neal
No additional compensation
LIAISON FOR HOMELESS YOUTH AND CHILDREN DESIGNATED EDUCATION OFFICIAL
Nicole Livingston-Neal
No additional compensation
NEGLECTED AND DELINQUENT TRANSITION LIAISON
Nicole Livingston-Neal  No additional compensation

LEAD EDUCATION AGENCY TRANSITION LIAISON
Nicole Livingston-Neal  No additional compensation

FOSTER CARE POINT OF CONTACT
Nicole Livingston-Neal  No additional compensation

DRUG AND ALCOHOL LIAISON
Tracie Swalbach  No additional compensation

LEA ASBESTOS DESIGNEE
Joe Valenti/Valerie Lunger  No additional compensation

CHEMICAL HYGIENE OFFICER
Joe Valenti  No additional compensation

AHERA LOCAL EDUCATIONAL AGENCY DESIGNEE
Joe Valenti  No additional compensation

SCHOOL PESTICIDE REPRESENTATIVE
Joe Valenti  No additional compensation

CHIEF EMERGENCY OFFICER FOR DISTRICT-WIDE SAFETY PLAN
Franklin C. Nardone, CPA  No additional compensation

CHAIRPERSON OF ELECTIONS
Mary Torcello  No additional compensation

INSURANCE CONSULTANT
Gary Johnson  No additional compensation

REVIEWING & VERIFICATION OFFICIAL FOR CHILD NUTRITION PROGRAM
Roberta J. D’Agostino  No additional compensation

HEARING OFFICIAL FOR CHILD NUTRITION PROGRAM
Franklin C. Nardone, CPA  No additional compensation

IMPARTIAL HEARING OFFICER APPOINTER
BOE President & Vice President  N/A

COMMITTEE ON SPECIAL EDUCATION & PRESCHOOL SPECIAL EDUCATION
(See below)  No additional compensation

LEA REPRESENTATIVES:
Nicole Livingston-Neal, Director of Pupil Services
Jennifer Dixon, CPSE Chairperson/Assistant Elementary Principal
Karen E. Coykendall, Coordinator of Special Education
Cristin M. Del Gaizo, Special Education Teacher Liaison, SHS /CSE & 504 Chairperson
Aaron Twigg, School Psychologist, 7-9 MS/HS CSE & 504 Chairperson
Paula Schneider, School Psychologist, CES/CSE Chairperson

PSYCHOLOGISTS
Timothy Young, SHS 10-12
Aaron Twigg, NGA Gr 9 & CSE Chairperson
Michelle Sunday, MS 5-8 Green House
Paula Schneider, CES & CSE Chairperson
Pamela A.Slawetsy, CRS & Autism Consultant
Donna Pope, FRS & Music Therapy
Lindsay Reimer MS 5-8 Blue House
Aimee Wade, MS 5-8 Red House

PARENT REPRESENTATIVES
Sue Smout

COUNSELOR – TBD, based upon student
SPECIAL EDUCATION TEACHER - TBD, based upon student
REGULAR EDUCATION TEACHER - TBD, based upon student
SPEECH THERAPIST, OCCUPATIONAL THERAPIST, MUSIC THERAPIST, ART THERAPIST, PHYSICAL THERAPIST, SOCIAL WORKER, AUTISM CONSULTANT - TBD, based upon student

2019-2020 LEAD EVALUATORS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bosco Jr., Giulio</td>
<td>Assistant Superintendent for Instruction</td>
</tr>
<tr>
<td>Christensen, Carl</td>
<td>MS Executive Principal</td>
</tr>
<tr>
<td>Cline, Jason</td>
<td>SHS Assistant Principal</td>
</tr>
<tr>
<td>Colabufo, Steve</td>
<td>SHS Assistant Principal</td>
</tr>
<tr>
<td>Coykendall, Karen</td>
<td>Coordinator of Special Education</td>
</tr>
<tr>
<td>Christie DeWald</td>
<td>SHS Assistant Principal</td>
</tr>
<tr>
<td>Daly, Kate</td>
<td>MS Blue House Administrator</td>
</tr>
<tr>
<td>Dixon, Jennifer</td>
<td>Assistant Elementary Principal</td>
</tr>
<tr>
<td>Hale, Kimberly</td>
<td>CRS Principal</td>
</tr>
<tr>
<td>Johnson, David</td>
<td>CES Principal</td>
</tr>
<tr>
<td>Leach, Mary</td>
<td>NGA House Administrator</td>
</tr>
<tr>
<td>Livingston-Neal, Nicole</td>
<td>Director of Pupil Personnel Services</td>
</tr>
<tr>
<td>Moore, Terry</td>
<td>MS Green House Administrator</td>
</tr>
<tr>
<td>Murray, Michael</td>
<td>Director of Health, PE and Athletics</td>
</tr>
<tr>
<td>Orologio, Lori</td>
<td>Superintendent of Schools</td>
</tr>
<tr>
<td>Polhamus, Jamie</td>
<td>Assistant Elementary Principal</td>
</tr>
<tr>
<td>Smith, Jeffrey</td>
<td>Director of Fine Arts</td>
</tr>
<tr>
<td>Wideman, Megan</td>
<td>MS Red House Administrator</td>
</tr>
<tr>
<td>Wilson, Scott</td>
<td>SHS Executive Principal</td>
</tr>
<tr>
<td>Witter, Sue</td>
<td>Director of Curriculum, Assessments &amp; Prof. Dev.</td>
</tr>
<tr>
<td>Yunker, Todd</td>
<td>FRS Principal</td>
</tr>
</tbody>
</table>

VIII. DESIGNATIONS

BE IT RESOLVED that the following banks and institutions be authorized as depositories for District funds and/or authorized as institutions that the District may invest funds with up to a maximum of $80,000,000 each:

Manufacturers and Traders Trust Co. (M & T)
J. P. Morgan/Chase
The Bank of Castile
Genesee Regional Bank (GRB)
New York Liquid Asset Fund (NYLAF)

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2019-2020 school year and the Annual Election/Budget:

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

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>August 27, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>September 10, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>September 24, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>October 8, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>October 22, 2019</td>
<td>6:30 PM</td>
<td></td>
</tr>
</tbody>
</table>
BE IT RESOLVED that the Suburban news (Westside News), the Gates-Chili News (Messenger Post) and the Democrat and Chronicle be designated as the official newspapers for legal notices for the 2019-2020 school year. The Democrat and Chronicle will be used occasionally as a backup only on an as needed basis.

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District, formally recognizes the clubs listed below for the 2019-2020 school year for the purpose of providing support to our students and to raise funds for specific school activities and events. These organizations must adhere to all District policies and having formal approval does not relieve these organizations from gaining approval from administration prior to the start of any fundraising activities.

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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standard Work Day</th>
<th>Term Begins/Ends</th>
<th>Days/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Officials</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointed Officials</td>
<td>Assistant District Clerk</td>
<td>Mary C. Torcello</td>
<td>8.0 hours/day</td>
<td>7/1/19 – 6/30/20</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Hours/Day</td>
<td>Start-Date</td>
<td>End-Date</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------</td>
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<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Events Coordinator</td>
<td>Mary C. Torcello</td>
<td>8.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>District Treasurer</td>
<td>Matthew DeAmaral</td>
<td>8.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Continuing Ed Director</td>
<td>Wendy J. Reese</td>
<td>8.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Parent Involvement Coordinator</td>
<td>Wendy J. Reese</td>
<td>8.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Water Safety Instructor</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Life Guard</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Swim Aide</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Student Helper</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Continuing Ed Instructor</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
<tr>
<td>Strength &amp; Conditioning Trainer</td>
<td></td>
<td>6.0</td>
<td>7/1/19</td>
<td>6/30/20</td>
</tr>
</tbody>
</table>

IX. **AUTHORIZATIONS:**

**BE IT RESOLVED**, that the Assistant Superintendent for Business Services, and in his absence, the Superintendent, be authorized to certify payrolls for the 2019-2020 school year.

**BE IT RESOLVED**, that the Assistant Superintendents and the Superintendent, be authorized to approve attendance of staff members at school conferences for the 2019-2020 school year.

**BE IT RESOLVED**, that the establishment of Petty Cash Funds, as listed below, be approved for the 2019-2020 school year.

- Senior High School  SHS Exec. Principal  $100.00
- Middle School  MS Exec. Principal  $100.00
- Chestnut Ridge Elementary  CRS Principal  $25.00
- Churchville Elementary  CES Principal  $25.00
- Fairbanks Road Elementary  FRS Principal  $25.00
- Superintendent – CO  Superintendent  $100.00
- District Treasurer – CO  Treasurer  $100.00
- Operations & Maintenance  O & M Secretary  $100.00
- Transportation  Dir. of Transportation  $50.00
- Continuing Education  Dir. of Continuing Education  $100.00

**BE IT RESOLVED**, that the establishment of Change Funds, as listed below, be approved for the 2019-2020 school year.

- Nutritional Services  Nut. Serv. Director  $400.00
- Athletics  Dir. of Athletics  $100.00
- Athletics - Section V  Dir. of Athletics  $350 as needed
- Performing Arts  Dir. of Fine Arts  $300.00
- Tax Collector  Appointed Tax Collector  $150.00

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

**BE IT RESOLVED**, that a safe deposit box shall be maintained at the Bank of Castile, Churchville branch in the name of the Churchville-Chili Central School District, and that the District Clerk, the Superintendent, and the District Treasurer are authorized to have access to the box.
BE IT RESOLVED, that the District Clerk and the Director of Nutritional Services be authorized to sign agreements, reports and claims with the State Education Department in connection with the operation of the National Lunch Program in the schools in this district.

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

BE IT RESOLVED, that the education tutoring rate be $30.00 / hour for the 2019-2020 school year.

BE IT RESOLVED, that the rental fee for musical instruments will be $30 for the 2019-2020 school year and $10 for the summer following the 2019-2020 school year.

BE IT RESOLVED, that the rate of $5.75 per mile or a minimum of $70 per trip be charged for outside use of school buses for the 2019-2020 school year.

BE IT RESOLVED, that the District’s purchasing agent is authorized to enter into any and all cooperative bidding arrangements with other school districts/BOCES, the County of Monroe, the State of New York and/or municipalities as authorized by law during the 2019-2020 school year for the purpose of obtaining goods and services at the best possible price.

BE IT RESOLVED, that the District may charge fees for Freedom of Information Law (FOIL) requests per the following schedule:
1. Photocopying - $0.25 per page
   CD or DVD - $10.00 (copy only)
2. Compilation* of data from several records - $15 per hour for clerical time
   - $40 per hour for administrative time
   * District is not obligated to compile records

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

BE IT RESOLVED, that an annual amount of $213 for cell phones with data plans or $69 for cell phones with voice only will be deducted from each employee who is issued a District-owned cell phone for 2019-2020 and will be divided equally over 21 paychecks as per policy #5570.

BE IT RESOLVED, that an annual amount of $398.88 for cell phones with data plans or $127.68 for cell phones with voice only will be paid to each employee who is using an employee-owned cell phone to conduct District business for 2019-2020. This amount will be paid equally over 21 paychecks and subject to the appropriate taxes as per policy #5570.

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

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

BE IT RESOLVED, that the Board of Education re-adopts the current policy manual for the 2019-2020 school year, with revisions as needed throughout the year.
BE IT RESOLVED, that the Board of Education approves the Inter-municipal Agreement for shared services such as: renting, leasing of machinery and equipment, exchanging, borrowing and lending of materials and supplies; and authorizes the Superintendent to directly contract with the highway superintendents and school district superintendents, with the net difference in cost to be billed to the respective unit.

BE IT RESOLVED, that the authority to perform the duties of the Board with regard to correction of errors on tax rolls and refund of taxes based on such errors is hereby delegated to Franklin C. Nardone, CPA, Assistant Superintendent of Business Services; this delegation of authority is applicable only where the recommended correction or refund does not exceed $3,000, specified in sections 554 and 556 of the real property tax law.

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

BE IT RESOLVED, that the Board of Education President, the Superintendent of Schools, and the District Clerk be authorized to execute and sign contracts for health services between the Churchville-Chili Central School District and other local districts for the 2019-2020 school year.

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

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District is authorized to participate in a cooperative bid with the Greece Central School District for gasoline and diesel fuel for the 2019-2020 school year.

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

WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes public entities, including boards of education, to adopt supplemental defense and indemnification and save harmless provisions in addition to those contained in the Education Law; and WHEREAS, that Section 18 authorizes boards of education to defend, indemnify and save harmless, members of boards of education and officers, agents and employees of the boards of education and also volunteers, including parent volunteers on school-based planning and shared-decision making committees, with respect to any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the individual was acting within the scope of his or her office/employment or
duties, including the amount of any judgment, state or federal, in any civil action or proceeding, or in the 
amount of any settlement of any such claim, provided that the act or omission, or alleged act or 
omission, on which the judgment or claim arose occurred while the individual was acting within the 
scope of the individual’s office/employment or duties; and further provided that in the case of a 
settlement indemnification and save harmless shall apply only upon the approval of the settlement by 
the Board of Education, THEREFORE, BE IT RESOLVED, that the Board of Education of the 
Churchville-Chili Central School District hereby adopts the supplemental defense and indemnification 
and hold harmless provisions of Section 18 of the Public Officers Law for its Board members, officers, 
agents and employees, and also for parent volunteers on school-based planning and shared decision 
making committees. In order to obtain defense or indemnification and save harmless, the individual 
shall comply with the requirements in Section 18 of the Public Officer Law. This coverage shall 
supplement and shall be in addition to the coverage available to such employees under any other 
enactment or law, including but not limited to, the Education Law of the State of New York.

WHEREAS, the Superintendent, the Assistant Superintendent for Business Services and the District 
Treasurer of the Churchville-Chili Central School District are required to include personally identifying 
information when submitting mandated reporting information to various government agencies; 
WHEREAS, due to these submissions there exists a need of a professional service contract for identity 
theft protection for the aforementioned members of the Churchville-Chili Central School District; 
THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School 
District upon the recommendation of Franklin C. Nardone, CPA & Assistant Superintendent for 
Business Services, authorizes the District to enter into a contract with LifeLock, Inc. to provide identity 
theft protection services at an annual rate not to exceed a total of $1,000.00, effective July 1, 2019 
through June 30, 2020.

X. BOARD COMMITTEE APPOINTMENTS

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

A. Monroe County School Boards Association Committees
   1. Legislative
   2. Labor Relations
   3. Information Exchange
   4. Executive Board (President)
   5. Steering Committee (appointed by MCSBA)

B. New York State School Boards Association Legislative Liaison

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

Moved by S. Hogan and seconded by A. Wilson to approve the re-organization appointments, designations, 
authorizations and resolutions as stated above, for the 2019-2020 school year.

YES: All

NO: None          Motion carried
BUSINESS MEETING
Administrative Board Room – Room 3808

MEMBERS PRESENT
Kristen Brumbaugh, Kathleen Dillon, Michael Grabowski, Steve Hogan, Michael Iacucci, Jonathan Payne, Cheryl Repass, Leon Tucker and Amy Wilson

MEMBERS ABSENT
None

OTHERS PRESENT
Lori Orologio, Frank Nardone, Matthew DeAmaral, Mary Torcello Kevin Arilotta, Brian Bellaire, Steve Ginovsky

CALL TO ORDER
Cheryl Repass, board president, called the meeting to order at 6:37 p.m.

PLEDGE OF ALLEGIANCE

PRESIDENT’S REMARKS
Cheryl Repass, President, informed the public that the board shared dinner with members of the security staff prior to this meeting. Cheryl welcomed new board member Michael Grabowski. She congratulated the Class of 2019 and wished them well. She then informed the board that there was a Personnel Actions addendum at their table that would need to be approved at the same time as the ones that were in their packet. She also asked to amend the agenda to add a Business Discussion item on BOE Committee participation. Cheryl then asked for approval of the agenda as amended.

AGENDA APPROVAL
Moved by M. Iacucci and seconded by K. Brumbaugh to approve the agenda as amended.

YES: All
NO: None Motion carried

APPROVAL OF MINUTES
Moved by A. Wilson and seconded by K. Brumbaugh to approve the June 25, 2019 minutes as presented.

YES: 8
NO: None
ABSTAINED: 1, M. Grabowski Motion carried
SPECIAL PRESENTATIONS

CAPITAL PROJECT UPDATE
Kevin Arilotta shared with the Board the construction progress of our capital projects. Lori Orologio, Superintendent, requested of the Board a consideration for a larger scoreboard by the pool so spectators could better see it from across the room. President Cheryl Repass polled the Board and all members were interested in pursuing this.

PRIVILEGE OF THE FLOOR
Resident Steve Ginovsky approached the Board with a request to increase Continuing Education program fees for non-residents.

PROGRAM ACTIONS

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS

YES:   All
NO:    None   Motion carried

POLICY 8110 CURRICULUM DEVELOPMENT, RESOURCES AND EVALUATION
Moved by M. Iacucci and seconded by J. Payne to approve changes to policy 8110 Curriculum Development, Resources and Evaluation which were presented at the June 25, 2019 meeting for a first reading (detail on file in the administrative office).

YES:   All
NO:    None   Motion carried

POLICY 8250 EVALUATION OF THE INSTRUCTIONAL PROGRAM
Moved by S. Hogan and seconded by A. Wilson to eliminate policy 8250 Evaluation of the Instructional Program which was presented at the June 25, 2019 meeting for a first reading (detail on file in the administrative office).

YES:   All
NO:    None   Motion carried
PROGRAM DISCUSSION

MODIFICATION TO VARIOUS POLICIES
Changes were presented to the following policies for a first reading (details on file in the administrative office):
- 8330 Objection to Instructional Materials
- 8340 Textbooks/Workbooks
- 8350 Use of Copyrighted Materials
- 8430 Independent Study

ELIMINATION OF THE FOLLOWING POLICIES
The following policies were recommended for elimination for a first reading:
- 8331 Teaching About Controversial Issues
- 8332 Curriculum Areas in Conflict with Religious Beliefs/School Ceremonies & Observances

PERSONNEL ACTIONS

CERTIFIED AND CLASSIFIED PERSONNEL ACTIONS
Moved by A. Wilson and seconded by J. Payne to adopt the following resolution:

BE IT RESOLVED, that the Churchville-Chili Central School District Board of Education, upon the recommendation of the Superintendent of Schools, does hereby approve the subsequent certified and classified personnel actions.

I. RESIGNATIONS
A. Certified
   Elizabeth Candeias, employed by the District as a School Counselor at Chestnut Ridge Elementary School since September 1, 2016 has submitted her resignation effective at the end of the day on August 16, 2019.

   Christie Ricker, employed by the District as a Music Teacher at the Middle School North since February 1, 1998, has submitted her resignation effective at the end of the day January 24, 2020.

   Kathryn Knight, employed by the District as a Reading Teacher, most recently at Fairbanks Road Elementary School, since September 1, 1999, has submitted her resignation effective June 30, 2019.

   Kathryn Krysty, employed by the District as a School Counselor at the Senior High School since June 28, 2016 has submitted her resignation effective July 3, 2019.

   Kenneth Gill, employed by the District as a Teaching Assistant at Fairbanks Road Elementary School since December 3, 2018, has submitted his resignation effective June 30, 2019.

B. Classified - none
C. Coaches - none
D. Extraclass Activities - none
E. Instructional Leaders - none

F. Tutors – none

II. TERMINATIONS
A. Certified - none

B. Classified - none

C. Coaches - none

D. Extraclass Activities - none

E. Teacher Leaders – none

F. Tutors – none

III. LEAVE OF ABSENCE - none

IV. CHANGE IN EMPLOYMENT STATUS
A. Certified

Timothy Young, recently hired as a Probationary School Psychologist at the Senior High School, change to an earlier start date from August 19, 2019 to August 7, 2019.

Katie Armstrong
1.0 FTE Social Studies Teacher
Assignment 0.6 Senior High School / 0.4 Middle School
Effective September 1, 2019 (Previously cleared by a fingerprinting check)
Certification Social Studies (7-12) / Special Education w/Social Studies (7-12) / Health (K-12) / Physical Education (K-12) - Professional
Type of Appointment Probationary
Tenure Area Social Studies
Tenure Date September 1, 2022

B. Classified - none

C. Coaching - none

D. Extraclass Activities – none

E. Other

SALARY ADJUSTMENTS FOR 2019-2020
NON-CONTRACT EMPLOYEES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute Security Worker*</td>
<td>$12.75/hr.</td>
<td>$15.00/hr.</td>
<td>$16.00/hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$17.00/hr.</td>
<td>$18.00/hr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>retired law enforcement</td>
<td>active/retired law enforcement</td>
</tr>
</tbody>
</table>

*2% increase for substitutes who worked a minimum of 30 days in the prior year
V. APPPOINTMENTS

A. Certified

Jill Mullen 1.0 FTE School Counselor
Assignment Senior High School
Effective July 10, 2019 (previously cleared by a fingerprinting check)
Certification School Counselor - Permanent
Type of Appointment Probationary
Tenure Area School Counselor
Tenure Date July 10, 2023

Laura Campisi 1.0 FTE School Counselor
Assignment Chestnut Ridge Elementary School
Effective August 1, 2019 (previously cleared by a fingerprinting check)
Certification School Counselor - Provisional
Type of Appointment Probationary
Tenure Area School Counselor
Tenure Date August 1, 2023

B. Substitute and Part-time Teachers and Administrators

<table>
<thead>
<tr>
<th>NAME</th>
<th>FTE</th>
<th>BLDG</th>
<th>GRADE/AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilma Richardson</td>
<td>0.5</td>
<td>DW</td>
<td>Volunteer Coordinator</td>
</tr>
<tr>
<td>(Eff 9/1/19 – 6/30/20)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Reese</td>
<td></td>
<td>DW</td>
<td>Parent Involvement Coordinator</td>
</tr>
<tr>
<td>(Eff 9/1/19 – 6/30/20)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Department Liaisons – none

D. Classified - none

E. Classified Substitutes and Part-time - none

F. Interim Administrator – none

G. Coaches & Athletic Activities

<table>
<thead>
<tr>
<th>Volleyball – Girls</th>
<th>JV</th>
<th>Candice</th>
<th>Laboy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>JV</td>
<td>Michael “Shayne”</td>
<td>Sudol</td>
</tr>
</tbody>
</table>

H. Extra-Curricular Activities & Clubs - none

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson
L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title/Course</th>
<th>Rate</th>
<th>Fingerprinting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboy</td>
<td>Candice</td>
<td>Instructor- Girls Volleyball</td>
<td>$21.75/hour</td>
<td>On File</td>
</tr>
<tr>
<td>Reber</td>
<td>Karensa</td>
<td>Instructor- Nature and Adventure Camp</td>
<td>$21.75/hour*</td>
<td>On File</td>
</tr>
<tr>
<td>Starbird</td>
<td>Jared</td>
<td>Instructor- Girls Volleyball</td>
<td>$21.75/hour</td>
<td>On File</td>
</tr>
<tr>
<td>Bailey</td>
<td>Caleb</td>
<td>Youth Assistant- Various</td>
<td>$11.80/hour</td>
<td>N/A- CC Student</td>
</tr>
<tr>
<td>Viscardi</td>
<td>Christopher</td>
<td>Instructor – Speed Training</td>
<td>$21.75/hour</td>
<td>On File</td>
</tr>
</tbody>
</table>

* Rate is retroactive to 7/8/2019

YES: All

NO: None Motion carried

MEMORANDUM OF AGREEMENT (MOA) WITH CHURCHVILLE-CHILI EDUCATION ASSOCIATION

 Moved by K. Brumbaugh and seconded by K. Dillon to adopt the following resolution to approve an MOA with the CCEA:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Churchville-Chili Education Association;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Lori Orologio, Superintendent, have entered into a Memorandum of Agreement (MOA) with the Education Association regarding extra class activities effective beginning the 2019-2020 school year.

YES: All

NO: None Motion carried
MEMORANDUM OF AGREEMENT (MOA) WITH CHURCHVILLE-CHILI EDUCATION ASSOCIATION
Moved by J. Payne and seconded by A. Wilson to adopt the following resolution to approve an MOA with the CCEA:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Churchville-Chili Education Association;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Lori Orologio, Superintendent, have entered into a Memorandum of Agreement (MOA) with the Education Association regarding a coaching position effective July 1, 2019 through June 30, 2020.

YES: All
NO: None Motion carried

MEMORANDUM OF AGREEMENT (MOA) WITH CHURCHVILLE-CHILI EDUCATION ASSOCIATION
Moved by K. Brumbaugh and seconded by S. Hogan to adopt the following resolution to approve an MOA with the CCEA:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Churchville-Chili Education Association;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Lori Orologio, Superintendent, have entered into a Memorandum of Agreement (MOA) with the Education Association regarding K.K. effective June 30, 2019.

YES: All
NO: None Motion carried

PERSONNEL DISCUSSION
None

BUSINESS ACTIONS

MODIFICATION TO VARIOUS POLICIES
Moved by S. Hogan and seconded by A. Wilson to approve changes to the following policies which were presented at the last meeting for a first reading.

1330 Appointments, Designations & Authorizations by the Board pg. 17
5560 Use of Federal Funds for Political Expenditures
5565 Fiscal Accountability
5571 Use of the District Credit Card
5575 Audit Committee

YES: All
NO: None Motion carried

MEDICAID SERVICES CONTRACT
Upon the recommendation of Frank Nardone, Assistant Superintendent for Business Services, K. Dillon moved and J. Payne seconded to approve the District entering into a contract with DMP Consulting Services to provide Medicaid billing services for the 2019-2020 school year for a fee of $36,500.

YES: All
NO: None Motion carried

BUSINESS DISCUSSION

POLICY 5670 RECORDS MANAGEMENT
Frank Nardone, Assistant Superintendent for Business Services, presented recommended modifications to policy 5670 Records Management for a first reading.

POLICY 5620 INVENTORIES
Frank Nardone, Assistant Superintendent for Business Services, recommended elimination of policy 5620 Inventories for a first reading.

POLICY REVIEW
Lori Orologio, Superintendent, shared with the Board policies that she and her Executive Cabinet are in the process of reviewing. The following were reviewed and did not require any changes (detail available in the administrative office):

The following policies have had no changes made (see attached):

| 5580 Allegations of Fraud (renumber to 5571 only; no content change) | 5610 Insurance |
| 5631 Educational Specifications | 5632 Closing of Facilities |
| 5680 Safety and Security |

The following policies are in the process of being revised:

<p>| 1330 Appointments, Designations and Authorizations by the BOE (2nd reading 7/9/19) | 3290 Operation of Motor-Driven Vehicles on District Property (Driver’s Ed class is developing a video for students to watch prior to permission to park on campus) |
| 5560 Use of Federal Funds for Political Expenditures (2nd reading 7/9/19) | 5565 Financial Accountability (2nd reading 7/9/19) |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5571</td>
<td>Use of the District Charge Cards; modifications including renumbering to 5321 (2nd reading 7/9/19)</td>
</tr>
<tr>
<td>5575</td>
<td>Audit Committee (2nd reading 7/9/19)</td>
</tr>
<tr>
<td>5621</td>
<td>Accounting of Fixed Assets – Frank consulting with attorney Joe Shields</td>
</tr>
<tr>
<td>5670</td>
<td>Records Management (1st reading 7/9/19)</td>
</tr>
<tr>
<td>5673</td>
<td>Internal Audit Function – Eliminate as the information is included in policy 1340 (2nd reading 7/9/19)</td>
</tr>
<tr>
<td>5680</td>
<td>Inventories – recommend elimination – 1st reading 7/9/19</td>
</tr>
<tr>
<td>5682</td>
<td>Information Security Breach and Notification; 1st reading 8/13/19</td>
</tr>
<tr>
<td>5683</td>
<td>AEDs 1st reading 8/13/19</td>
</tr>
<tr>
<td>5684</td>
<td>Crisis Response; recommend elimination – 1st reading 8/13/19</td>
</tr>
<tr>
<td>5685</td>
<td>AEDs 1st reading 8/13/19</td>
</tr>
<tr>
<td>5690</td>
<td>Records Management (1st reading 7/9/19)</td>
</tr>
<tr>
<td>5810</td>
<td>School and Class Attendance (awaiting input from administrators; will incorporate 7122 &amp; 7122.1 in it)</td>
</tr>
<tr>
<td>7122</td>
<td>Attendance Records (Recommend Elimination on hold; awaiting input from administrators)</td>
</tr>
<tr>
<td>7122.1</td>
<td>Excuses and Absences (Recommend Elimination on hold; awaiting input from administrators)</td>
</tr>
<tr>
<td>7122.2</td>
<td>Release of Students/Rights of Custodial Parents (renumber to 7122) (awaiting input from administrators)</td>
</tr>
<tr>
<td>7214</td>
<td>Student Membership in the National Honor Society (Lori &amp; Giulio reviewing with Administrators)</td>
</tr>
<tr>
<td>7215</td>
<td>Response to Intervention – being revised by Sue, Giulio and Nicole</td>
</tr>
<tr>
<td>7312</td>
<td>Student Dress Code – hold until after subcommittee survey results</td>
</tr>
<tr>
<td>7315</td>
<td>Teacher Removal of Disruptive Students from the Classroom (Erie 1 BOCES no longer has this policy; Lori reviewing with administrators)</td>
</tr>
<tr>
<td>7340</td>
<td>Bus Rules &amp; Regulations (being reviewed by administrators)</td>
</tr>
<tr>
<td>7610</td>
<td>Programs for Students with Disabilities (hold till this summer; Nicole writing a Spec Ed District Plan)</td>
</tr>
<tr>
<td>7617</td>
<td>Pre-referral Intervention Strategies in Regular Ed, Prior to Referral to Spec Ed (Giulio, Sue &amp; Nicole working on; going to cabinet meeting wk of 7/1/19)</td>
</tr>
<tr>
<td>8110</td>
<td>Curriculum Development, Resources &amp; Evaluation (2nd reading 7/9/19)</td>
</tr>
<tr>
<td>8250</td>
<td>Evaluation of the Instructional Program (recommend elimination – 2nd reading 7/9/19)</td>
</tr>
<tr>
<td>8300</td>
<td>Objection to Instructional Materials; 1st reading 7/9/19</td>
</tr>
<tr>
<td>8331</td>
<td>Teaching About Controversial Issues; recommend elimination; 1st reading 7/9/19</td>
</tr>
<tr>
<td>8332</td>
<td>Curriculum Areas in Conflict with Religious Beliefs/School Ceremonies &amp; Observances; recommend elimination – 1st reading 7/9/19</td>
</tr>
<tr>
<td>8340</td>
<td>Textbooks/Workbooks; 1st reading 7/9/19</td>
</tr>
<tr>
<td>8350</td>
<td>Use of Copyrighted Materials – 1st reading 7/9/19</td>
</tr>
<tr>
<td>8430</td>
<td>Independent Study; 1st reading 7/9/19</td>
</tr>
</tbody>
</table>

**BOE COMMITTEE APPOINTMENTS**

President Cheryl Repass led a discussion regarding participation by Board Members in Committees. K. Dillon moved that the Committee Participation be acted upon which was seconded by M. Iacucci. All Board members present agreed.

**BUSINESS ACTION**

**BOE COMMITTEE APPOINTMENTS**
Moved by M. Iacucci and seconded by K. Dillon to approve board participation on the following committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Board Member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Committee</td>
<td>Steve Hogan, Mike Grabowski</td>
</tr>
<tr>
<td>Dignity for All</td>
<td>Cheryl Repass, Mike Iacucci</td>
</tr>
<tr>
<td>FLASH</td>
<td>Amy Wilson</td>
</tr>
<tr>
<td>Grading &amp; Report Card 9-12 Advisory</td>
<td>Leon Tucker</td>
</tr>
<tr>
<td>Instructional Leaders Grades 9-12</td>
<td>Leon Tucker</td>
</tr>
<tr>
<td>Grading &amp; Report Card 5-8 Advisory</td>
<td>Leon Tucker</td>
</tr>
<tr>
<td>Instructional Leaders Grades 5-8</td>
<td>Leon Tucker</td>
</tr>
<tr>
<td>Instructional Leaders Grades K-4</td>
<td>Kathy Dillon</td>
</tr>
<tr>
<td>Memorials Committee</td>
<td>Amy Wilson, Mike Iacucci</td>
</tr>
<tr>
<td></td>
<td>Kathy Dillon (Alternate)</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>Jonathan Payne</td>
</tr>
<tr>
<td></td>
<td>Amy Wilson</td>
</tr>
<tr>
<td></td>
<td>Mike Grabowski (Alternate)</td>
</tr>
<tr>
<td>Title 1 Parent Involvement Advisory</td>
<td>Amy Wilson</td>
</tr>
<tr>
<td>Monroe County School Board Association Information Exchange</td>
<td>Mike Iacucci</td>
</tr>
<tr>
<td></td>
<td>Jon Payne</td>
</tr>
<tr>
<td>Monroe County School Board Association Labor Relations</td>
<td>Kristen Brumbaugh</td>
</tr>
<tr>
<td></td>
<td>Steve Hogan</td>
</tr>
<tr>
<td>Monroe County School Board Association Legislative</td>
<td>Kathy Dillon</td>
</tr>
<tr>
<td>Monroe County School Board Association Steering</td>
<td>Kathy Dillon</td>
</tr>
<tr>
<td>Monroe County School Board Association Board Presidents</td>
<td>Cheryl Repass</td>
</tr>
</tbody>
</table>

YES:   All

NO:   None    Motion carried

**PRIVILEGE OF THE FLOOR**

None

**COMMITTEE & EVENT REPORTS**

CHERYL REPASS, AMY WILSON, KATHY DILLON, MIKE IACUCCI, LEON TUCKER, STEVE HOGAN, KRISTEN BRUMBAUGH – attended the graduation ceremony

KATHY DILLON – requested the BOE’s input on topics for the Monroe County School Boards Association meetings for the 2019-20 school year.

**ADJOURNMENT**

Moved by M. Iacucci and seconded by K. Brumbaugh to adjourn the meeting at 7:24 p.m.
YES: All
NO: None Motion carried
MEMBERS PRESENT
Michael Grabowski, Jonathan Payne, Cheryl Repass, Leon Tucker and Amy Wilson

MEMBERS ABSENT
Kristen Brumbaugh, Kathleen Dillon, Steve Hogan, Michael Iacucci

OTHERS PRESENT
Lori Orologio, Frank Nardone, Larry Vito, Mary Torcello

CALL TO ORDER
President Cheryl Repass called the meeting to order at 7:32 a.m.

PERSONNEL ACTIONS

CERTIFIED AND CLASSIFIED PERSONNEL ACTIONS
Moved by L. Tucker and seconded by A. Wilson to adopt the following resolution:

BE IT RESOLVED, that the Churchville-Chili Central School District Board of Education, upon the recommendation of the Superintendent of Schools, does hereby approve the subsequent certified and classified personnel actions.

I. RESIGNATIONS
A. Certified
   Jeffrey House, employed by the District as a Technology Teacher at the Middle School since September 1, 2003, has submitted his resignation effective at the end of the day June 30, 2019.

   Nicole Versace, appointed by the District as the 2019 ELL Summer School Lead Teacher/Program Coordinator on June 26, 2019, has submitted her resignation effective July 19, 2019.

B. Classified
   Michelle Mesiti, employed by the District as a Bus Driver since December 10, 2014, has submitted her resignation effective at the end of the day July 15, 2019.

   Kathleen Tavernese, employed by the District as a Clerk II since November 9, 2015, has submitted her resignation effective at the end of the day July 26, 2019.
Stephanie Stella, employed by the District as a Senior Purchasing Clerk since March 12, 2014, has submitted her resignation effective at the end of the day August 13, 2019.

Patricia Lucarelli, employed by the District as a School Aide since October 30, 2000, has submitted her resignation effective at the end of the day December 26, 2019.

C. Coaches
Ricky Krebs, previously appointed by the District as the Girls Assistant Swimming Coach has submitted his resignation effective July 1, 2019.

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

II. TERMINATIONS
A. Certified - none
B. Classified - none
C. Coaches - none
D. Extraclass Activities - none
E. Teacher Leaders – none
F. Tutors – none

III. LEAVE OF ABSENCE - none

IV. CHANGE IN EMPLOYMENT STATUS
A. Certified - none
B. Classified
Kimberly Clendenning, previously employed as a Teaching Assistant, has submitted her resignation as of July 30, 2019 in order to accept a position as a Senior Library Clerk at Chestnut Ridge Elementary School effective September 3, 2019.
C. Coaching - none
D. Extraclass Activities - none

V. APPOINTMENTS
A. Certified
Danielle Mulley 1.0 FTE Special Education Teacher
Assignment Fairbanks Road Elementary School
Effective September 1, 2019 (previously cleared by a fingerprinting check)
Certification Special Education (1-6) / Elementary (1-6) - Initial
Type of Appointment  Probationary
Tenure Area   Special Education (1-6)
Tenure Date   September 1, 2023

Richard Cravatta  1.0 FTE Art Teacher
Assignment   Senior High School
Effective   September 1, 2019 (previously cleared by a fingerprinting check)
Certification   Art - Professional
Type of Appointment  Probationary
Tenure Area   Art
Tenure Date   September 1, 2022

B. Substitute and Part-time Teachers and Administrators
Kristen Ockrin  0.5 FTE Reading Intervention Teacher
Assignment   Churchville Elementary School
Effective   September 3, 2019 through June 26, 2020 or earlier at the
discretion of the Board of Education (previously cleared by a fingerprinting check)
Certification   Elementary (Prek-6) / Reading (K-12)
Type of Appointment  Part-time
Tenure Area   N/A
Tenure Date   N/A

C. Department Liaisons – none

D. Classified
Kim Furchill  Bus Monitor
Assignment   Transportation
Effective   September 3, 2019 (previously cleared for employment after a fingerprinting check)
Type of Appointment  Probationary

Barbara Hoak  Bus Monitor
Assignment   Transportation
Effective   September 3, 2019 (conditional upon New York State Department of Education’s notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment  Probationary

Timothy Balonek  Bus Monitor
Assignment   Transportation
Effective   September 3, 2019 (conditional upon New York State Department of Education’s notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment  Probationary

Bonnie Reukauf  Office Clerk II
Assignment   Central Office
Effective   August 5, 2019 (previously cleared by a fingerprinting check)
Type of Appointment  Provisional
Reason Replacement for Susan DeFrancesco’s previous position

Katherine Lupia  Bus Monitor
Assignment  Bus Garage
Effective  September 3, 2019 (previously cleared by a fingerprinting check)
Type of Appointment  Probationary

E. Classified Substitutes and Part-time
Eldred Smith  Bus Monitor
Assignment  Transportation
Effective  September 3, 2019 (conditional upon New York State Department of Education’s notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment  Substitute

F. Interim Administrator – none

G. Coaches & Athletic Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls Volleyball Program Assistant</td>
<td>Karen Benedict</td>
</tr>
<tr>
<td>Girls Modified B Swimming Coach</td>
<td>Chelsea Carl</td>
</tr>
<tr>
<td>Boys Volunteer Soccer Assistant Coach</td>
<td>Robert (BJ) Dunham</td>
</tr>
<tr>
<td>Boys Volleyball Program Assistant</td>
<td>Shelby Gear</td>
</tr>
<tr>
<td>Girls Diving Coach</td>
<td>Ricky Krebs</td>
</tr>
<tr>
<td>Girls Modified B (2) Soccer Coach</td>
<td>Mohammed Munasser</td>
</tr>
</tbody>
</table>

H. Extra-Curricular Activities & Clubs - none

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other - none

YES: All (5)
NO: None Motion carried
MOA WITH UPSEU
Moved by A. Wilson and seconded by M. Grabowski to adopt the following resolution regarding a Memorandum of Agreement (MOA) with the United Public Service Employees Union, Churchville-Chili Transportation Unit:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the United Public Service Employees Union, Churchville-Chili Transportation Unit;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Lori Orologio, Superintendent, have entered into a Memorandum of Agreement (MOA) with the United Public Service Employees Union, Churchville-Chili Transportation Unit regarding S. V. effective August 1, 2019.

YES: All (5)

NO: None Motion carried

MOA WITH UPSEU
Moved by L. Tucker and seconded by M. Grabowski to adopt the following resolution regarding a Memorandum of Agreement (MOA) with the United Public Service Employees Union, Churchville-Chili Transportation Unit:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the United Public Service Employees Union, Churchville-Chili Transportation Unit;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Lori Orologio, Superintendent, have entered into a Memorandum of Agreement (MOA) with the United Public Service Employees Union, Churchville-Chili Transportation Unit regarding driver run packages effective July 31, 2019 through July 30, 2020.

YES: All (5)

NO: None Motion carried

ADJOURNMENT
Moved by L. Tucker and seconded by J. Payne to adjourn the meeting at 7:35 a.m.

YES: All (5)

NO: None Motion carried
SPECIAL PRESENTATIONS

A. Capital Project Update – Kevin Arilotta
PROGRAM

A. Action Items
1. Committee on Special Education Recommendations
2. Modification to the Following Policies:
   8330 Objection to Instructional Materials
   8340 Textbooks/Workbooks
   8350 Use of Copyrighted Materials
   8430 Independent Study
3. Elimination of the Following Policies:
   8331 Teaching About Controversial Issues
   8332 Curriculum Areas in Conflict with Religious Beliefs/School Ceremonies & Observances
4. Band and Orchestra Overnight field Trip to Virginia Beach
5. Social Studies Textbook

B. Discussion Items
1. Modification to the Following Policies:
   7315 Teacher Removal of Disruptive Students from the Classroom
   7340 Bus Rules and Regulations
   7411 Student Publications
SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS

Any criticism of instructional materials that are in the schools should be submitted in writing to the Superintendent, who will inform the Board of Education. A committee, including the librarian and building principal, will be designated by the Superintendent to investigate and judge the challenged material according to the principles and qualitative standards stated in Policy #8320 Selection of Library and Multimedia Materials.

Study of Specific Materials/Conflict with Religious Beliefs

In accordance with applicable law and regulation, a student may be excused from the study of specific materials relating to health and hygiene if these materials are in conflict with the religion of his or her parents or guardians. Alternatives may be provided that are of comparable instructional value.

Controversial Issues

Controversial issues may be studied as part of the curriculum and teachers will present these issues in their classrooms in an impartial and objective manner.

from policy 8331 which is being eliminated:

The Board of Education recognizes that controversial issues deal with matters about which there are varied levels of opposing views, biases, emotions and/or conflict. Therefore, it is essential that the classroom teacher have guidelines in order to prepare and execute lessons that will be as objective as possible while considering the nature of the subject matter. It is important that students and staff recognize the following responsibilities:

a) In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction. Such issues shall be neither sought nor avoided.

b) When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.

c) When materials dealing with controversial topics are to be used, assigned or recommended, such materials shall be appropriate to the maturity level of the students and within the curriculum area under study.

d) Before a guest speaker is permitted to address the students, approval must be granted by the building principal, who must be informed of the scheduling of all guest speakers at least three (3) days prior to their presentation.

Adopted: 7/10/2001
Target revision: July 2019
SUBJECT: TEXTBOOKS/WORKBOOKS-INSTRUCTIONAL MATERIALS

The term "textbook" shall refer to a book supplied to a student for a fixed period of time for his/her personal use and basic to the study of a subject.

The Board of Education shall make provision for funds to be budgeted for the purchase of textbooks and related instructional materials.

Upon the recommendation of the Superintendent of Schools, the Board of Education shall designate the textbooks to be used.

Students will be required to pay for lost books or for excessive damage to books.

Textbooks for Resident Students Attending Private Schools

Resident students attending private schools will be supplied non-sectarian textbooks in accordance with the requirements of Education Law. However, the textbooks shall remain the property of the District, and if requested, shall be returned at the end of the nonpublic school's year. If lost or destroyed, the textbook shall be paid for in the same fashion as the students attending District schools.

Workbooks

The Board of Education shall approve the expenditure of funds for the purchase of workbooks and manuals.

The term "workbook" shall refer to the type of book that provides spaces to write in and is consumed each year. It is usually paper-covered and designed to be used in connection with a textbook.

Textbooks

The term "textbook" refers to a book supplied to a student for a fixed period of time for his or her personal use and basic to the study of a subject. The Board will make provision for funds to be budgeted for the purchase of textbooks and related instructional materials.

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 participates in the National Instructional Materials Access Center (NIMAC). The District will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. 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).

(Continued)
SUBJECT: INSTRUCTIONAL MATERIALS (CONT’D.)

Students will be required to pay for lost books or for excessive damage to books.

Textbooks for Resident Students Attending Private Schools

Resident students attending private schools will be supplied non-sectarian textbooks in accordance with the requirements of Education Law. The District may ask for evidence that the selected textbook is used in one or more public school districts in the state. This evidence may include an authenticated list of public school districts using the textbook from the publisher.

Workbooks

The term "workbook" refers to the type of book that provides spaces to write in and is consumed each year. It is usually paper-covered and designed to be used in connection with a textbook. The Board must approve the expenditure of funds for the purchase of workbooks and manuals.

Calculators

The District can require students to provide their own "supplies" such as pencils, pens, paper, etc. Calculators do not fall into this category and must be considered like classroom teaching materials for which the District is authorized to levy a tax. In addition, the District may purchase, and must still provide, calculators even if operating under a contingent budget if the calculators are required for participation in an educational program. The New York State Education Department requires the use of calculators for intermediate and high school level mathematics and science assessments. Students will not be charged for a calculator or otherwise required to purchase one in order to participate in an educational program of the District.

Instructional Computer Hardware

Loan to Students Attending Nonpublic Schools in the District

The District will loan, upon request of an individual or a group of individual students, to all students legally attending nonpublic elementary or secondary schools located in the District, instructional computer hardware in accordance with applicable law and regulations.

Instructional computer hardware will be loaned free of charge, subject to rules and regulations as are or may be prescribed by the Board of Regents and school authorities, and will be required for use as a learning aid in a particular class or program. Instructional computer hardware containing computer software programs which are religious in nature or content will not be purchased or loaned by the District.

(Continued)
SUBJECT: INSTRUCTIONAL MATERIALS (CONT’D.)

Instructional Computer Hardware (Cont’d.)

The District is not required to loan instructional computer hardware to nonpublic school students in excess of that acquired in accordance with Education Law Section 753 and will be loaned on an equitable basis to children attending nonpublic schools in the District and to students with disabilities residing in the District who attend approved programs. However, the District will not be required to loan instructional computer hardware purchased with local or federal funds or with state funds, other than Instructional Computer Hardware Aid funds.

School authorities will specify a date by which written requests for the purchase and loan of instructional computer hardware must be received by the District. This date will not be earlier than the first day of June of the school year prior to that for which instructional computer hardware is being requested. For a child not attending a nonpublic school prior to June first, the parent or guardian may submit a written request for instructional computer hardware within 30 days after the child is enrolled in the nonpublic school. In no event, however, will a request made later than the times otherwise provided in accordance with Education Law Section 754 be denied where a reasonable explanation is given for the delay in making the request. All nonpublic schools in the District will be notified of the specified date.

The form of request used by a lending District may provide for a guarantee by a parent or guardian for the return of the hardware or, in the case of loss or damage, for payment of its value.

20 USC § 1474(e)(3)(B)
Education Law §§ 2(12), 701 et seq., 753, 754, 3602(6), 3602(26), 4401(2)(c), 4401(2)(e), 4401(2)(g), 4401(2)(i) and 4401(2)(l)
8 NYCRR §§ 21.3, 100.12, and 175.25

NOTE: Refer also to Policy #5412 -- Alternative Formats for Instructional Materials

Adopted 7/10/2001, Revised: 9/26/2006, target revision summer 2019
SUBJECT: USE OF COPYRIGHTED MATERIALS

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17 United States Code Section 101 et seq.).

All employees and students are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements, or the permission of the copyright proprietor.

Any person who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

A copyright officer may be appointed by the Superintendent to provide information for all personnel regarding current copyright law and to maintain copyright records. The copyright officer will also serve as the designated agent registered with the U.S. Copyright Office to expeditiously respond to any notices of claimed copyright infringement.

Regulations and procedures shall be developed by the administration detailing what can and cannot be copied. Appropriate copyright notices will be placed on or near all equipment used for duplication.

Digital Millennium Copyright Act (DMCA)
17 United States Code (USC) Sections 101 et seq., 512 and 1201 et seq.

Adopted: 7/10/2001,
Revised 7/11/2006, target revision spring 2019
SUBJECT: INDEPENDENT STUDY

Independent study, for credit, will be available to meet the individual needs of students in grades 9 through 12. The principal, after consultation with relevant faculty, may award transfer credit for work done through independent study. The decision should be based on whether the student's record indicates that the work is consistent with New York State commencement level learning standards and is of comparable scope and quality to that which would have been done in the school awarding the credit to the student based on successful completion of the independent study and demonstrated mastery of the learning outcomes of the subject. Credit shall be granted only for courses in the approved curriculum.

Students enrolled in the District, may earn a maximum of three (3) units of elective credit towards a Regents diploma through independent study. The student’s participation in independent study will be approved by a school-based panel consisting of, at a minimum, the Principal, a teacher in the subject area for which independent credit is sought, and a counselor.

Credit for independent study may be awarded for elective courses only and will not be awarded for courses required for the Regents diploma as specified in Commissioner’s Regulations.

8 New York Code of Rules and Regulations (NYCRR) Section §100.5(d)(5)(i)(b)(9)

Adopted: 7/10/2001
Revised: 7/11/2006, target revision spring 2019
SUBJECT: TEACHING ABOUT CONTROVERSIAL ISSUES

As a natural part of preparation for assuming an adult role in society, matters of a controversial nature will arise and should be dealt with as part of the student's learning experience.

The Board of Education recognizes that controversial issues deal with matters about which there are varied levels of opposing views, biases, emotions and/or conflict. Therefore, it is essential that the classroom teacher have guidelines in order to prepare and execute lessons that will be as objective as possible while considering the nature of the subject matter. It is important that students and staff recognize the following responsibilities:

a) In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction. Such issues shall be neither sought nor avoided.

b) When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.

c) When materials dealing with controversial topics are to be used, assigned or recommended, such materials shall be appropriate to the maturity level of the students and within the curriculum area under study.

d) Before a guest speaker is permitted to address the students, approval must be granted by the building principal, who must be informed of the scheduling of all guest speakers at least three (3) days prior to their presentation.

Adopted: 7/10/01
SUBJECT: CURRICULUM AREAS IN CONFLICT WITH RELIGIOUS BELIEFS/SCHOOL CEREMONIES AND OBSERVANCES

A student may be excused from the study of specific materials if these materials are in conflict with the religion of his/her parents or guardian. Alternatives may be provided that are of instructional value.

School Ceremonies And Observances

The Board of Education recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged.

The Board remains impartial with regard to religion and seeks neither to advance nor inhibit religion. Students, faculty and administration are reminded of the pluralism of religious beliefs and are urged to be conscious of and respect the sensitivities of others.

Notwithstanding, the Board recognizes that activities related to the celebration of religious holidays present an excellent opportunity to teach about religion and foster respect and understanding among students. In addition, educational goals motivated by secular purposes cannot always filter out religious aspects, and sometimes require the presentation of material with religious themes. Therefore, activities related to the observance of religious holidays will be permitted to the extent that they are conducted in an unbiased and objective manner and focus on the origins of the holiday, its history, and the generally agreed upon meaning of the holiday observance.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs.

NOTE: Refer also to Policy #8150 -- Religious Expression in the Public Schools.

Adopted: 7/10/2001
Revised: 3/11/2003
Recommend elimination spring 2019; this policy was replaced by our 8150, (Erie 1 BOCES # 8370)
CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
FIELD TRIP CHECKLIST

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

Club/Organization: SHS Band Council

Teacher/Advisor: Chipman, Mance, Hill  
Administrator Attending:

Purpose: Participation in the Fiesta-Val Music Festival, visiting William & Mary College to tour,

Day: Thur-Sun  
Date: 4/16-4/19/20  
Time: 6:00am  
From:  
To: 

Lodging Accommodations (if overnight):  

Chaperones:* Chipman, Mance, Hill, nurse, parents (1 per 10 students)

Student/Parent/Chaperone Meeting Date(s) 9/3/19, 4-6 (SHS Open House)

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

Itinerary (include an attachment showing details)

* Refer to Policy 8460 Field Trips for restrictions regarding chaperones

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

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

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

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

Field Trip Behavioral Contract (8460F.5)

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

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

District Transportation Request Form (8460F.6)

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

Insurance Verification Form (8460F.8)

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

Parent Letter/Student Responsibilities

FOR BUILDING USE:

Cafeteria Notification (if lunches will be affected)

Attendance Office Notification

Substitute Requests with Funding Source

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

Signature  
Date:  

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

Date 6/30/19

Club/Organization: SH Band Council

Teacher/Advisor: Chipman, Mance, Hill

Curriculum Connection - explain: Participation in the Fiesta-Val Music Festival, visiting William & Mary College to tour, see a rehe

Method of Transportation: Chart Bus
(Please complete appropriate transportation form 8460F.6, 8460F.7 or 8460F.8)

Date(s): 4/16/20-4/19/20 Day(s) of the week: Thursday-Sunday

Departure Time: 6:00am Return Time: Midnight

Point of Departure/Return: CC SHS

Destination: Virginia Beach, VA

Itinerary: (see attached)

Insurance Coverage: Travel Guard Insurance

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

Funding Sources: Fundraisers, student/family payments # of Students Attending 60-80

Chaperones (staff only) Est. 8, plus 3-4 directors

Parent Volunteer Help: Yes, based on room on charter buses

Substitute Needed: ☐ Yes ☐ No If yes, how many? 4

Approved ☐ Denied ☐

Principal/Director

Approved ☐ Denied ☐

Assistant Superintendent

☐ Approved ☐ Denied

Superintendent/Designee

BOE Approval Date

Copy to: Office of Instruction
Day 1/Thursday:

5:30 AM Two (2) Motorcoach(es) arrives for inspection at Churchville Chili High School. Boarding Begins
6:00 AM Depart for Hotel in Virginia Beach, VA
Breakfast & Lunch Stops en route (students bring bagged breakfast/lunch)
7:00 PM Approximate arrival at a Virginia Beach, VA hotel – Check In for three-night stay
Check In and Freshen Up for Dinner and free time to explore the boardwalk with dinner ($15 provided) this evening
10:30 PM Private Security at Hotel (2 Guards-6 hours)
11:00 PM Curfew/Chaperones to do bed check/tape rooms/Lights out

Day 2/Friday:

TBD Breakfast Buffet at Hotel.
TBD Possible Music Clinic (must have no additional fees required)
TBD Lunch ($10 provided)
TBD Festival Performance
5:30 PM Meet motorcoach(es) and depart for Norfolk, VA
DJ Dinner Cruise – Spirit of Norfolk. Boarding: 7:00 PM Cruise: 7:30 – 9:30 PM
10:00 PM Meet motorcoach(es) and depart for Hotel
11:00 PM Private Security at Hotel (2 guards-6 hours)
11:00PM Curfew/Chaperones to do bed check/tape rooms/Lights out

Day 3/Saturday:

9:00 AM Breakfast Buffet at Hotel
10:00AM Depart for All Day Admission – Busch Gardens Amusement Park, Williamsburg, VA
Lunch and Dinner at Busch Gardens ($30 provided)
Festival Awards Ceremony at the Park
10:00 PM Stay till the park closes/Meet motorcoach(es) and depart for Hotel
11:00 PM Private Security at Hotel (2 guards-6 hours)
11:00PM Curfew/Chaperones to do bed check/tape rooms/Lights out

Day 4/Sunday:

4 day/3-night Sample Quote
April 2020 / Virginia Beach / Williamsburg
Fiesta-Val Music Festival Company Package

Mailing Address: Location: Phone Numbers:
P. O. Box 950 West Main Commons Phone: (585) 762-6090
Batavia, NY 14021-0950 3080 West Main Road Fax: (585) 762-6081
Batavia, NY 14020
8:00 AM Breakfast Buffet at Hotel and Check Out
9:00 AM Free Time at the Beach (depending on weather)
11:00 AM Meet motorcoach(es) load luggage and depart for Home
    Lunch & Dinnerr Stops ($25 provided) en route home
Midnight Approximate arrival at Churchville Chili High School

Price Per Person: $705.00 student quad occupancy plus Travel Guard Insurance option #1 for $23.00 p/p
or option #2 for $36.80 p/p
$825.00 adult double occupancy plus Travel Guard Insurance

The above rate includes: All of the inclusions listed above in the package itinerary, round trip deluxe motorcoach transportation, Driver's Room and Gratuity and First Choice Educational Tour Manager with you for the entire trip/start to finish.

The above rate is based on a minimum of 80 paid passengers and 4 comps for your directors at double occupancy

This quote is subject to availability of motorcoach, hotel and attractions at the time of booking. Any questions, changes or wish to firm up this quote, please feel free to contact me. I look forward to working with you!

Sincerely,

Joanna Borrelli
First Choice Educational Tours

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

Location:
West Main Commons
3080 West Main Road
Batavia, NY 14020

Phone Numbers:
Phone: (585) 762-6090
Fax: (585) 762-6081
June 18, 2019

Churchville-Chili Central School District
Senior High School Instrumental Music Department
Mrs. Allison Chipman, Wind Ensemble Director
Ms. Chelsea Hill, String Orchestra Director
Mrs. Lisa Mance, Symphonic Band Director

Churchville-Chili Central School District
Board of Education
139 Fairbanks Rd
Churchville, NY 14428

Re: Spring 2020 Biennial Instrumental Music Trip for SHS Band & Orchestra Families

Dear Churchville-Chili Board of Education,

It is with great pleasure that we present the student voted Band Council trip proposal to Virginia Beach for April 16-19, 2020.

Pending approval from the Board of Education, a letter outlining important information will be sent home with students by the end of this school year. As additional details become available, they will be posted in each instrumental ensembles’ Google Classroom. Please find the letter introducing the trip to families, and the tentative itinerary designed by the Band Council, all three instrumental music teachers, and our travel agent Joanna Borrelli <joanna@tours4students.com>. This four day trip is $705/student which includes a four day trip, two performance opportunities, a college visit, almost all meals, and much more. Trip insurance will also be offered to families. For this purpose, district approved fundraisers are offered throughout each school to lower the overall cost.

Sincerely,

[Signatures]
Mrs. Allison Chipman
Wind Ensemble Director
Ms. Chelsea Hill
Orchestra Director
Mrs. Lisa Mance
Symphonic Band Director
June 10, 2019

Dear SHS Instrumentalists & Families,

It is with great pleasure that we present the student voted Instrumental Music trip proposal to Virginia Beach for Thursday, April 16 through Sunday, April 19, 2020. The cost will be $705/student, before fundraising. Trip insurance is available for $23/student.

To secure your seat on the motor coach to Virginia Beach, a $200 non-refundable deposit will be due by November 1 and a form will be sent home in September. Payment options include cash, check made out to C-C BAND COUNCIL, money order, and/or your individual fundraising account. This deposit covers all necessary up-front costs for the group, which is why it is non-refundable.

Students participating in the Churchville-Chili Senior High School Symphonic Band, String Orchestra and Wind Ensemble are invited to join in the fun! This trip was designed in collaboration with the instrumental teachers and the elected Band Council to motivate students to perform outside our community, strengthen instrumental retention and enhance camaraderie within our existing program.

The first of two performance opportunities will include the Fiesta-val Music Festival in Williamsburg, VA:

1. Written and digitally recorded comments by three qualified and recognized adjudicators
2. Trophies and awards
3. Fiesta-val Commemorative flag for the group
4. Fiesta-val T-Shirt for each student and chaperone
5. An official director's online handbook
6. A gala awards ceremony in Busch Gardens Amusement Park

The second performance opportunity will be planned at William & Mary College in Colonial Williamsburg. This experience will include:

1. A performance for a college clinician
2. An observation of a college level ensemble
3. A college tour
4. Interactions with collegiate level musicians

These opportunities are intermixed with down time too! In addition to a full day at Busch Gardens, we have set time aside on the beach and dining on a DJ dinner cruise in Norfolk.

The Board of Education voted to allow us to take the final step to travel. All students in the 9-12 Instrumental Music department will be encouraged take this opportunity.
At this time we have reserved a professional motor coach. There are 80 available seats for students to come along. These spots are first come first serve. 80 attendees will keep the trip at $705.00 per student. Also, everyone has the right to purchase trip insurance for $23.00 until December 1, 2019. Ultimately, the final price is dependent upon the number of students attending. Students will be able to apply all fund raising money toward the trip. There will be one chaperone for every ten students.

We sincerely hope that each of our students will be able to take part in this tremendous experience. We will be sending home forms in September for registration and the deposit will be due by November 1, 2019.

Sincerely,

[Signatures]
Mrs. Allison Chipman
Wind Ensemble Director

Ms. Chelsea Hill
Orchestra Director

Mrs. Lisa Mance
Symphonic Band Director
Virginia Beach Trip Registration Form 2020

Fiesta-val Music Festival & William & Mary College Clinic

Thursday, April 16 through Sunday, April 19, 2020

By Friday November 1st, 2019, please return (1) this registration, (2) your Code of Conduct form (attached), and (3) a $200 deposit.

All three must be turned in together, or we cannot guarantee your participation. Please make checks out to “CC Band Council.”

* Your deposit is non-refundable, since it secures your seat on the motorcoach and we must pay for the transportation months prior to our departure. Everyone has the right to purchase trip insurance for $23.00 until December 1, 2019.

Payment Schedule (plus or minus your fundraising efforts)

- **Deposit**: November 1, 2019 - $200 (non-refundable deposit)
- **Payment 1**: December 1, 2019 - $200, plus opt. trip insurance ($23)
- **Final Payment**: March 1, 2020 - Remaining amount

Fundraising Opportunities

- Chamber Music Fundraiser - June
- Can & Bottle Drive - TBD
- Fruit Sale - October
- Applebees’ Pancake Breakfast - June
- Color Fun Run/Walk - September
Churchville-Chili High School Instrumental Music Department
Virginia Beach Trip Registration Form 2020

By Friday November 1st, 2019, please return (1) this registration, (2) your Code of Conduct form (attached), and (3) a $200 deposit.

Please X which box applies to you:

_____ My son/daughter will attend the Music Festival trip to Virginia Beach from Thursday, April 16 through Sunday, April 19, 2020.

Date _____________

Print Student’s Name: ____________________________________________

Student’s Signature: ____________________________________________

Print Guardian’s Name: ____________________________________________

Guardian’s Signature: ____________________________________________

Parent Email: ____________________________________________

_____ I am interested in attending the trip as a chaperone.

Medical Training: ____________________________________________

Past or Current Jobs that you have had leadership positions in: ____________

________________________________________________________________________

There will be a MANDATORY Parent/Student Trip meeting approximately One month prior to the trip.

A more detailed permission slip asking for emergency numbers, student special needs, medical information, etc., will be passed out at the evening informational meeting for parents and students.
Student Expectations

1. To attend the trip, students must maintain an 80% in both their lesson grade & their overall band/orch grade.

2. All students are expected to conduct themselves in a mature, respectful manner during the entire trip.

3. All school rules will be in effect throughout the trip.

4. No smoking/vaping/drinking/drugs will be allowed at any time during the trip.

5. Luggage will be dropped off 2 days before the trip for security checks. Bags will also be checked upon bus boarding. Students found with illegal substances will lose their right to attend the trip without a refund.

6. Any illegal activities will result in immediate extraction from the group, parental contact, early cancellation of trip, and/or local law enforcement contact.

7. All personal listening devices on the bus must have headphones.

8. All chaperones are in a position of authority and their instructions must be respected.

9. Students are not to use any of the hotel room amenities and charge them to the room.

10. A curfew is set and enforced each night (unless modified by the directors). Students must remain in their assigned room during curfew hours unless escorted by his/her chaperone.

11. Quiet time begins 30 minutes after curfew. This means no calling other rooms, and no talking above a whisper.

12. Meeting time schedules will be crucial. Individual tardiness will greatly affect the promptness of the entire group.

13. All band/orchestra members will adhere to the arranged itinerary.

14. An inventory of hotel rooms will be taken by chaperones upon arrival. Any damage occurring after this inspection will be charged either to the responsible individual or the entire group.

15. A Remind account will be set up to inform parents of the approximate return home times of the buses.

16. All medications, over-the-counter or otherwise, must be given to and dispensed by your chaperone, unless special permission has been granted for the student to carry it themselves.

17. Students are allowed to bring DVDs to watch enroute, but only movies with ratings of "G" "PG" or "PG-13" will be allowed in accordance with district policy. All DVDs must be original, no burned DVDs will be played.

18. No glass bottles will be allowed on the busses.

19. For the safety of all concerned, any student not abiding by the above rules is subjected to the following:

   a. Minor infractions such as failure to take directions, breaking curfew rules, inappropriate behavior, etc., will result in limited freedom for the remainder of the trip. In addition, your rooming and/or student group assignment may be changed as a result.

   b. Major infractions such as possession and/or consumption of alcohol or any non-prescription drugs, smoking, willful destruction of property, or any actions considered unlawful will result in parents receiving a collect call from the Director. Upon return to Churchville the case will be presented to the proper school authorities for disciplinary action and final settlement.
CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
FIELD TRIP PERMISSION AND
MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION

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

PART I - Information for Field Trip:

Destination: Virginia Beach
Date: 4/16/20-4/19/20

Time: All day
Cost to Student: $625 + $23 travel insurance

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

Activities of Trip
Participation in the Fiesta-Val Music Festival, visiting William & Mary College to tour, see a rehearsal, meet w

PART II – Parent/Guardian Permission

Date: ____________

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

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

Student Signature: __________________________ Date: ____________

Parent/Guardian Printed Name: __________________________

Parent/Guardian Signature: __________________________ Date: ____________

PART III – Medical Information

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

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

___________________________________________________________________________________

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

___________________________________________________________________________________

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

___________________________________________________________________________________

E. Date of last tetanus vaccination ____________________________________________

**PART IV - Medication Authorization**

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

Name of Student: __________________________ Date of Birth: __________________________

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dosage</th>
<th>Time/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Check one:

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

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

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

☐ **Student will require a licensed health professional to administer his/her medication.**
PART V - Parent/Guardian Contact Information in Event of Emergency

Parent/Guardian Phone #s: work___________ home___________ mobile___________

Parent/Guardian Phone #s: work___________ home___________ mobile___________

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

Name: ___________________________ Mobile Phone: ___________________________

Relationship to student ___________________________ Home Phone: ___________________________

Insurance Policy - Provider ___________________________

Policy # ___________________________

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

Parent/Guardian Signature ___________________________

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

Print or type name of person signing: ___________________________

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

Sworn to and subscribed before me this ______day of _______________ 20_____ 

Notary Public, State of New York ___________________________ Expires ____________

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

Revised: 6/13/2017, 9/18/2018
FIELD TRIP BEHAVIORAL CONTRACT

To be completed by the student:

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

_________________________  ________________________
Student signature                Date

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

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

_________________________  ________________________
Parent or Guardian signature                Date

_________________________
Telephone number
CHURCHVILLE-CHILI CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT

CHARTER OR RENTAL VEHICLE TRIP INFORMATION FORM

SCHOOL: CC SHS
TEACHER: Chipman, Mance, Hill
TRIP TO: Virginia Beach
DATE OF TRIP: 4/16/20-4/19/20

CHARTER OR RENTAL COMPANY: Grand Tours
ADDRESS: 5355 Junction Road, Lockport, NY 14094
COMPANY PHONE NUMBER: 716-625-9214

HOW MANY STUDENTS AND PARENTS GOING ON TRIP?

STUDENTS: Est. 80
PARENTS: Est. 8
STAFF/FACULTY: Est. 4

IF RENTAL, DESCRIBE VEHICLE: Large charter bus (seating 40-50)

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

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

A copy of this form should be returned to the Transportation Director, at least 4 weeks prior to the trip's initial date.
# CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
## TEXTBOOK RECOMMENDATION/ASSESSMENT FORM
### PART I - GENERAL INFORMATION

<table>
<thead>
<tr>
<th>TITLE OR SERIES</th>
<th>Economics</th>
<th>COURSE</th>
<th>Economics 12</th>
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<tbody>
<tr>
<td>AUTHOR(S)</td>
<td>Meek, Morton, Schug</td>
<td>SUBJECT</td>
<td>Social Studies</td>
</tr>
<tr>
<td>PUBLISHER</td>
<td>Houghton Mifflin Harcourt</td>
<td>EDITION</td>
<td>COPYRIGHT DATE 2018</td>
</tr>
<tr>
<td>Hardcover</td>
<td>Paperback</td>
<td>Electronic X</td>
<td>Workbook/Manual</td>
</tr>
<tr>
<td>READABILITY</td>
<td>1120</td>
<td>Formula used</td>
<td>Lexile provided by publisher</td>
</tr>
</tbody>
</table>

**Intended Use:** Classroom and Home Textbook Purchase:  
Current School Price $80.15 per textbook 6 year license  
Total Cost $14305.75

**Current Text:**  
Economics Principles & Practices  
**AUTHOR(S):** Gary Clayton  
**PUBLISHER:** 2005  
**DATE OF BOE APPROVAL:** prior to 2001  
**PUBLICATION DATE:** 2001  
**EDITION/YEAR PURCHASED:** 2005

**Other Texts Seriously Considered:**  
**TITLE:** Economics  
**AUTHOR(S):** Arthur O'Sullivan & Steven Sheffrin  
**PUBLISHER:** Pearson Publishers  
**COMMENT:** 2016 edition, fear that it was dated already, doesn’t support the New York framework or Churchville-Chili curriculum as succinctly; web platform was less user-friendly.

**TITLE:** Understanding Economics  
**AUTHOR(S):** Gary Clayton  
**COMMENT:** 2018 McGraw Hill; The flow of the text seemed off from our course objectives. 3\textsuperscript{rd} choice of the committee compared to the other two

### PART 2 - GENERAL ASSESSMENT

**Names of Committee Members Making This Recommendation Including One Administrator:** Elizabeth Hoelpel, Scott Zenkert, Loren Inglese, Ed Smith, Eric Trendel, Jason Cline

**Date of Recommendation:** 6/19/2019
A. TEXTBOOK INFORMATION

Title Economics

Author(s) Sally Meek, John Morton, Mark Schug

Year Published 2018     Edition Total Number Pages 609 plus appendices

Publisher Houghton Mifflin Corporation

Publisher Address 9205 South Park Center Loop Orlando, FL 32819

Publishing Company Representative Chereeze Hall chereeze.hall@hmhco.com

Publishing Company Phone 585.305.2891

Replacing:

Title Economics Principles & Practices

Author(s) Gary Clayton

Publisher McGraw Hill-Glencoe

Year Published 2005 Year Purchased 2005 (updated from earlier edition)

We actually own both 2005 and 2001 editions of our previous text in order to have enough copies.

B. INTENDED USE OF TEXTBOOK

X Basic Textbook          □ Workbook
□ Supplemental Textbook   □ Lab Manual
□ Reference Book          □ Review Book
□ Classroom Reference Set □ Resource Book
□ Other (Describe)

C. FOR USE IN

Specific Course/Subject Economics

Grade Level(s) 12th

D. READABILITY GRADE LEVEL

□X Readability check performed. Grade level is 10th-12th

Formula used 1120 Lexile ________________________________

Readability check performed by publisher provided; see attached ______
PART 3 - SPECIFIC ASSESSMENT

A. BIAS
The book shows no evidence of bias in the following areas
X Job Defamation    X Ethnic Bias
X Sex-Role Stereotyping    X Religious Bias
X Age Discrimination    X Objectionable Advertising
X Racial Bias    X Other (Briefly explain)

Is the material sufficiently free of bias to justify its use in the classroom?
X Yes    □ No

B. ACCURACY
To what extent is the content:

Objective and Accurate?
X Excellent    □ Satisfactory    □ Below Average

Timely and Up-To-Date?
X Excellent    □ Satisfactory    □ Below Average

Clear and Complete?
X Excellent    □ Satisfactory    □ Below Average

C. APPROPRIATENESS
To what extent is the content:

Appropriate for the target subject and grade?
X Excellent    □ Satisfactory    □ Below Average

Relevant to the total subject matter area?
X Excellent    □ Satisfactory    □ Below Average

Relevant to New York State Standards and District Curriculum Please see attached
X Excellent    □ Satisfactory    □ Below Average

D. VERBAL AND VISUAL FLUENCY
To what extent is the material:

Appealing to the learner?
X Excellent    □ Satisfactory    □ Limited

Organized so as to be easy to follow?
X Excellent    □ Satisfactory    □ Limited

Interesting and stimulating?
X Excellent    □ Satisfactory    □ Limited

Updated: October 28, 2013
E. **USEFULNESS AND VERSATILITY**
To what extent:

Can the material be used with learners having varying needs?
- X Excellent  □ Satisfactory  □ Limited

Can the material be used in a variety of classroom organizational patterns?
- X Excellent  □ Satisfactory  □ Limited

Is cost and packaging of the material consistent with the degree of usability?
- X Excellent  □ Satisfactory  □ Limited

The textbook and support materials are available online. The publisher will provide teacher resource materials via a digital management center online as well.

F. **VALIDATION AND RECOMMENDATION**
The overall assessment of material
- X Excellent  □ Satisfactory  □ Limited  □ Unacceptable

Have you used this material in your classroom?
- X Yes  □ No

Does the material require training for effective use?
- □ Yes (explain)  X  No

Are consultant services available to provide training?
- X Yes (explain)  □ No

Chereeeze Hall is the sales representative for our region and is available to come to a department meeting to introduce the digital resources.

Has any type of validation been done on this material (e.g., learner verification, pre-post tests, ratings, etc.)?
- □ Yes (explain)  X  No

G. **ADDITIONAL EXPENSES**
Are there yearly follow-up expenses essential to the continued use of this material? (Check all that apply.)
- □ Workbooks  □ Manipulative Materials
- □ Masters  □ Supplemental Textbooks
- □ Media (Films/Tapes/Slides/Online)  □ Charts or Graphs
- □ Other (Briefly explain)

H. **HOW MANY YEARS DO YOU PROJECT THIS ADOPTION TO BE USED?** 6 YEARS DIGITAL LICENSE
PART 4 - SELECTION PROCESS

ASSESSOR
Name of Person Completing this Form: Elizabeth Hoelperl
Teaching Location: SHS

Please describe in detail the process used in selecting this textbook.
I reached out to numerous publishers and asked for samples of their Economics program. Over the course of several department meetings and in the department office, economics teachers perused the options. We received a digital login for most of the choices. Teachers narrowed their preferences down to three choices and then we considered the advantages of the three remaining.

Reasons that this textbook is being selected instead of others reviewed:
The text chosen aligns most clearly to the 2015 New York State Framework for Social Studies. The examples and case studies in our current text are very dated and do not allow for the same connections and real-life application. We liked the digital presentation of this text as well. The readability is appropriate, and less challenging than some of the other options, an advantage given that much of this vocabulary is new.

REASONS FOR TEXTBOOK RECOMMENDATION:
Using the criteria listed in the Procedures for the Selection and Adoption of Textbooks (including electronic formats), provide in detail the reasons the proposed text is recommended for adoption. Include specifics regarding the match between the text and the course objectives. Detail the strengths of the proposed text in comparison to current text and others considered.

The textbook is well organized and easy for students to use. The textbook is arranged in seven major areas that correspond to the major objectives of the New York State Framework.
1) Economics and Choice
2) Market Economics at Work
3) Partners in the American Economy
4) Money, Banking, and Finance
5) Measuring and Monitoring Economics Performance
6) The Role of Government in the Economy
7) The Global Economy

Each chapter lists objectives and key terms and the beginning with additional notetaking strategies suggested as well. The text highlights new economic terms and utilizes graphic representations of the concepts. Most students have minimal exposure to economic principles before this course and the text adequately introduces these concepts in language that is appropriate.

Online Preview
https://www.hmhco.com/one/login
District: Preview-New York-91001632
Username: ehoelperl
Password: SocialStudies$1$
PART 5 – RECOMMENDATION AGREEMENT

INSTRUCTIONAL LEADER (teacher) RECOMMENDATION

I have reviewed and recommend this textbook.

DATE 4/26/19

Instructional Leader’s Signature

Elizabeth O. Hoelperl

Instructional Leader’s Name Printed

FORWARD TO BUILDING PRINCIPAL WITH EACH OF THE FOLLOWING:

• completed Textbook Recommendation/Assessment form
• copy of Recommended Text
• copy of text currently used (if any)
• outline of major course objectives, units

PRINCIPAL RECOMMENDATION:

DATE 7/19/19

Principal’s Signature

Scott Wilson

Principal’s Name Printed

Forward Recommendation forms to the Office of Instruction.

PART 6 - APPROVAL PROCESS

Office of Instruction:

DATE Reviewed 7/30/19

Assistant Superintendent’s Signature

Giulio Bosco

Assistant Superintendent’s Name Printed

Superintendent’s Review

Superintendent’s Signature

Board of Ed Review Date ____________

Board of Ed Approval Date ____________

Office of Instruction Approval Process:

_____ Approval Letter to Principal Date ____________

_____ Textbook Requisition form received

_____ Textbook Requisition form processed with Purchasing

BOE Stamp of Approval

Updated: October 28, 2013
# Requisition Form for Textbooks

**Churchville-Chili Central School District**  
_Requisition Form for Textbooks_  
_(Texts for Student use Only)_

**Date:** 6/25/2019  
**School:** Senior High School  
**Requisitioned by:** Elizabeth [Signature]  
**Publisher:** Houghton Muffin Harcourt Publishing Company  
**Publisher Address:** 9205 South Park Center Loop Orlando, FL 32819  
**Requisitioned by:** Elizabeth [Signature]  
**Publisher Phone/Fax:** 800-269-5232  
**Dept. Head Approval:** [Signature]  
**Principal Approval:** [Signature]  
**Date Needed:** Fall 2019  
**Central Office Approval:** [Signature]  
**Charge Code:** textbooks-08

### Books

<table>
<thead>
<tr>
<th>QUAN.</th>
<th>DESCRIPTION</th>
<th>CATALOG #</th>
<th>COPYRIGHT DATE</th>
<th>UNIT</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>
| 175   | Title of Book: Economics  
Digital textbooks  
Subject: Economics  
Author: Meek, Morton, Schug  
6 year license | 2018 | 80.15 | 14026.25 |
|       | Teacher Digital Management Center | | | 279.5 |
|       | | | | |

**Sub-Total:** 14305.75  
10% **Est. Ship:**  
**Actual Shipping:**  
**Total:** 14305.75
Houghton Mifflin Harcourt

Proposal
Prepared For
Churchville ChiliCtl Sch Dist
139 Fairbanks Rd
Churchville NY 14428

For the Purchase of:
HMH Economics 2018 Digital Package 6-years

Prepared By
Chereeze Hall
chereeze.hall@hmhco.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.
Proposal Date: 6/21/2019
Expiration Date: 8/5/2019

Proposal for
Churchville Chili Ctl Sch Dist
HMH Economics 2018 Digital Package 6-years

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Title</th>
<th>Price</th>
<th>Quantity</th>
<th>Value of all Materials</th>
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</thead>
<tbody>
<tr>
<td>9781328754660</td>
<td>2018 Economics Digital Student Resource Package 6 Year Digital Room</td>
<td>$80.15</td>
<td>175</td>
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<td>9780544928060</td>
<td>2018 Economics Teacher Digital Management Center 6 Year Digital</td>
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</table>

Total for Classroom Package: $14,305.75

Total for Economics: $14,305.75

Proposal Summary

Subtotal Purchase Amount: $14,305.75
Shipping & Handling (10.50%): $9.00
Total Cost of Proposal (PO Amount): $14,305.75

Attention: Elizabeth Hoelper
elhoelper@cccsd.org
HMH Confidential and Proprietary

Houghton Mifflin Harcourt

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 866-269-5232
k12orders@hmhco.com

6/21/2019 007292079 Sold:0000185784 Ship:0000185784 Page 2 of 3 Please submit this form with your purchase order.
Proposal Date: 6/21/2019

Proposal for
Churchville Chili Ctl Sch Dist
HMH Economics 2018 Digital Package 6-years

Total Cost of Proposal (PO Amount): $ 14,305.75

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

• Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
• Provide the exact address for delivery of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
• Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  o Point of Contact for Print materials
  o Point of Contact for Digital materials
  o Point of Contact for Scheduling Professional Development
• Please confirm that we have the correct ‘Ship to’ and ‘Sold to’ information on the cost proposal.
Ship to: Sold to:
Churchville Chili Cntrl Schl Dist
139 Fairbanks Rd
Churchville NY 14428-9782
Churchville Chili Cntrl Schl Dist
139 Fairbanks Rd
Churchville NY 14428-9782

• Please provide funding start and end dates.
• Please note that all products and services will be billed upon the processing of your purchase order.
• Our payment terms are 30 days from the invoice date.
• Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
• Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
• Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.
For greater detail, the complete Terms of Purchase may be reviewed here: http://www.hmhco.com/common/terms-conditions

Date of Proposal: 6/21/2019
Proposal Expiration Date: 8/5/2019

Houghton Mifflin Harcourt

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

Attention:
Elizabeth Hoelperl
ehoelperl@cccsd.org

Houghton Mifflin Harcourt

HMH Confidential and Proprietary
<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Program Name</th>
<th>Lexile® Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–8</td>
<td>World Civilizations © 2018</td>
<td>920</td>
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<tr>
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<td>Ancient Civilizations © 2019</td>
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<td>7–12</td>
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</tr>
<tr>
<td>9–12</td>
<td>World History © 2018</td>
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<td>9–12</td>
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<td>9–12</td>
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<tr>
<td>9–12</td>
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<td>9–12</td>
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</tr>
<tr>
<td>9–12</td>
<td>Sociology © 2018</td>
<td>1090</td>
</tr>
</tbody>
</table>
What do we mean by the word “readability”?  

The term “readability” refers to all the factors that affect success in reading and understanding a text. These factors include:

- The interest and motivation of the readers
- The legibility of the print and illustrations
- The complexity of words and sentences in relation to the reading ability

Though all of these factors combined affect the readability of a text, the last factor is the only factor that is calculated by common “Readability Formulas.” Detriments to readability can include material that is poorly printed, contains complex sentence structures and/or long words, or has too many entirely new ideas.

How can I calculate a “readability score” for a text that I’m reviewing?

There are many methods by which a “readability score” is determined for a text. The tests most commonly used for educational texts are described below.

**Original Dale-Chall Formula and Modified Dale-Chall Formula (1948)** — This formula calculates the number of “unfamiliar” words. Unfamiliar words are those not on a list of 3,000 common words. To calculate, count the unfamiliar words and the average sentence length of a sample of text (sample size will often vary; many readability tests suffer from “sampling error”—trying to estimate the whole of something by just measuring part of it), sum the two scores, add a constant, and look up the raw scores on a reading grade-level chart.

A “modified” Dale-Chall score is calculated by removing proper nouns from the text sample. It is important to remember, however, that the Dale-Chall Formula, based on a list of 3,000 common words, ignores the fact that such a list is highly subjective and, in many cases, outdated; furthermore, “common words” could differ widely depending on the region or population of any given community.

**New Dale-Chall (1995)** — The original formula was revised in 1995 in *Readability Revisited: The New Dale-Chall Readability Formula*. It expands the list of familiar words to 3,000, as the original Dale-Chall Formula had a list of 763 non-hard or familiar words. The formula now results at a grade level or grade-level range instead of the original floating decimal point score. New Dale-Chall can be run with and without a textbook glossary to have a corresponding “raw” and “modified” score.

**Degrees of Reading Power (1970s)** — Calculating a DRP score requires between three and fifteen 300-word samples, depending on the length of the book. DRP utilizes the two factors used in the original Dale-Chall Formula and adds a third factor: word length. Again, this test does not take into account the fact that syllables and sentence length often have no connection to the readability of a passage.
Lexile® (1996) — This is a number indicating the reading demand of the text in terms of the semantic difficulty (vocabulary) and syntactic complexity (sentence length). The Lexile scale ranges from 200 to 1700. Lexile is a readability test to determine how well students can comprehend materials found in the classroom—textbooks, literature, etc. Lexile assigns a number, which acts as a difficulty level of a reading passage. This level is meant to be understood at a 75% rate so that readers are engaged and somewhat challenged by the reading passage. Students can be tested to find their optimal Lexile readability score. Schools can then match textbooks and other reading materials to students’ scores for optimal reading comprehension.

How does it work, and who determines Lexile scores?
Completely automated, Lexile scores have to be determined by the company MetaMetrics®. Their computers randomly select up to 20 pages from the book and measure the number of words per sentence and the frequency of words in the American Heritage® Intermediate Corpus, a collection of about 5 million words determined to be familiar to school children from the ages of 7 to 15. Lexile scores are on a 0 to 2000 point scale; the higher the score, the higher the readability.

What do the Lexile scores mean?
Scores do not equal grade levels. There is a tremendous variance in reading ability from student to student within a classroom, much less a grade. Lexile scores allow teachers to select age-appropriate materials for varying reading abilities. Schools use materials tested above and below the average student readability; up to 50% of students read above and below these average ranges.

How has Common Core affected Lexile scoring?
The Common Core Standards focus on what students read and how they read. As students matriculate, they develop reading comprehension skills as they encounter more complex text. In addition, students must interact more fully and more in-depth with the text as they grow and encounter, to a greater degree, more text complexity at subsequent grade levels.

Common Core State Standards Initiative® uses Lexiles to determine text complexity. Common Core designates grade level Lexile Bands (or Lexile ranges) for reading comprehension development to ensure students are on track to meet the rigorous demands of college and career readiness. Due to the advent of Common Core, MetaMetrics has realigned their Lexile ranges to match the Common Core Standards text complexity grade bands, as well as raised the higher end of the band so that students are prepared for reading at the college and career-readiness level at the end of high school. This is why you will see two columns in the chart below: the original Lexile band and the new “Stretch” Lexile band, as students must “stretch” to read texts from the higher complexity band.

Where can I find more information about Lexile scores?
For more information about Lexile scores, please visit:
http://www.metametricsinc.com/lexile-framework-reading/
What are the drawbacks to relying solely on a readability score determined by a formula?

Readability Formulas were created in order to quickly determine the readability level of a textbook, for those times when it is impossible to review the textbook in its entirety; as such, they certainly serve a purpose. However, there are drawbacks involved in relying heavily on any readability formula to choose a textbook:

- All readability formulas are designed to calculate the readability of a text for an “average” student; as an educator, of course, it is more important to determine the readability of a text for each of your “real” students.
- Actual readability of a textbook is also affected by book length; length of a selection; peer, parent, and teacher attitudes; type of material; individual student motivation; and previous success in reading.
- Reading formulas do not take into account grammar, punctuation, clarity of writing, the repetition of certain words and phrases, the density of information, or whether the text is fiction or nonfiction.
- The information regarding word frequency in most of the readability texts is dated.
- Ease of use and incorporation of grade-level scale (Flesch-Kincaid, Fry Index, etc.)—not a particular effectiveness—are often the sole reasons that a particular readability is chosen.

How can I, as an educator, avoid falling into the trap of judging a textbook simply by a blanket “readability score”?

Look for the following factors, which reading experts agree serve to make a text more readable for students:

1. Size of type and length of a line
2. The use of color
3. The use of diagrams or charts
4. Page layout
5. The number of concepts per paragraph
6. An “interactive” text
7. Length of text
8. Student interest

Readabilities Conversion Table:

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<th>DRP Score</th>
<th>Lexile Score</th>
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<td>260–470</td>
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<td>3.6–4.0</td>
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<td>610–750</td>
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SUBJECT: TEACHER REMOVAL OF DISRUPTIVE STUDENTS FROM THE CLASSROOM

Disruptive Students

In accordance with Education Law, Commissioner's Regulations and the District's Code of Conduct, teachers shall have the power and authority to remove disruptive students from their classrooms consistent with discipline measures contained in the Code of Conduct. The term "disruptive student," as defined pursuant to law, shall refer to an elementary or secondary student under twenty-one (21) years of age who is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom.

Further, teachers shall abide by the provisions of the District's Code of Conduct with regard to the utilization of alternative classroom management techniques and student intervention services, as may be applicable and appropriate to the specific circumstances, prior to removal of the student from the classroom. Additionally, teachers shall have the authority to remove disruptive students from the classroom for each incident for a period of time no greater than as enumerated in the Code of Conduct (grades K-6: up to 1 one day and grades 7-12: up to 2 days).

Teachers must inform the student and the school principal/designee of the reasons for the removal.

a) In most instances, the teacher shall, prior to removing the disruptive student from the classroom, provide the student with an explanation of the basis for the removal and allow the student to informally present the student's version of the relevant events.

b) If the teacher finds that the disruptive student's continued presence in the classroom poses a continuing danger to persons or property or presents an ongoing threat of disruption to the academic process, the teacher shall provide the student with an explanation of the basis for the removal and an informal opportunity to be heard within twenty-four (24) hours of the student's removal.

No disruptive student shall return to the classroom until the principal/designee makes a final determination regarding the discipline imposed by the teacher and pursuant to the provisions enumerated in Education Law Section 3214 (3-a) or the period of removal expires, whichever is less. The District will ensure the provision of continued educational programming and activities for students removed from the classroom by a teacher.

The principal/designee shall inform the parents/person in parental relation to such student of the removal and shall, upon request, provide the student and the parent/person in parental relation an opportunity for an informal conference to discuss the reasons for the removal in accordance with the procedures enumerated in law. As applicable, the principal/designee shall render a determination regarding the discipline imposed by the teacher in accordance with the requirements mandated pursuant to law and/or regulation.

(Continued)
DISRUPTIVE STUDENTS (Cont’d.)

This policy, in accordance with statutory mandates, does not authorize removal of a student in violation of any state or federal law or regulation (e.g., IDEA, Section 504 of the Rehabilitation Act of 1973). It shall be the responsibility of the building principal/designee to ensure that teacher removal of students from the classroom complies with applicable laws and regulations.

VIOLENT STUDENTS

Teachers are required to immediately report and refer a violent student, as defined pursuant to Education Law, to the principal or Superintendent for a violation of the District's Code of Conduct and a minimum suspension period as determined by such Code, unless otherwise reduced by the suspending authority on a case by case basis to be consistent with any other state and federal law.

Education Law Sections 2801 and 3214 8 New York Code of Rules and Regulations (NYCRR) Section 100.2(2) and Part 201
Individuals with Disabilities Education Act (IDEA)
20 United States Code (U.S.C.) Sections 1400-1485
34 Code of Federal Regulations (CFR) Part 300
Section 504 of the Rehabilitation Act of 1973,
29 United States Code (U.S.C.) Section 794 et seq.

Adopted: 7/10/2001
Revised: 11/27/2001, target revision summer 2019
SUBJECT: BUS RULES AND REGULATIONS

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

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

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

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

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

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

Adopted: 7/10/2001
Revised: 3/28/2006, target revision summer 2019
SUBJECT: STUDENT PUBLICATIONS

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

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

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

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

Distribution of Literature

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

The Superintendent shall establish guidelines that are in keeping with the above and shall provide for the review of the content of all student publications prior to their distribution.

School Newspapers

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

(Continued)
SUBJECT: STUDENT PUBLICATIONS (CONT'D.)

School Newspapers (Cont’d.)

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

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

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

Adopted: 7/10/2001
target revision summer 2019
PERSONNEL

A. Action Items
1. Certified Personnel Actions
2. Classified Personnel Actions

B. Discussion Items
1. None
Upon the recommendation of the Superintendent of Schools, the following personnel actions shall be approved:

I. RESIGNATIONS
   A. Certified - none
   B. Classified
      Carol Wilkes, employed by the District as a Cafeteria Monitor at the Middle School North since May 13, 2004, has submitted her resignation effective August 1, 2019.
   C. Coaches - none
   D. Extraclass Activities - none
   E. Instructional Leaders - none
   F. Tutors – none

II. TERMINATIONS
   A. Certified - none
   B. Classified - none
   C. Coaches - none
   D. Extraclass Activities - none
   E. Teacher Leaders – none
   F. Tutors – none

III. LEAVE OF ABSENCE - none

IV. CHANGE IN EMPLOYMENT STATUS
   A. Certified - none
   B. Classified - none
   C. Coaching - none
   D. Extraclass Activities - none

V. APPOINTMENTS
   A. Certified
      Kristin Smith 1.0 FTE Technology Teacher
      Assignment Middle School South
      Effective September 1, 2019 (Previously cleared by a fingerprinting check)
      Certification Technology - Initial
      Type of Appointment Probationary
      Tenure Area Technology
      Tenure Date September 1, 2023
Shannon Baxter
1.0 FTE Special Education Teacher
Assignment
Senior High School
Effective
September 1, 2019 (Previously cleared by a fingerprinting check)
Certification
Special Education (7-12) / Social Studies (7-12) - Initial
Type of Appointment
Probationary
Tenure Area
Special Education
Tenure Date
September 1, 2023

B. Substitute and Part-time Teachers and Administrators – none

C. Department Liaisons – none

D. Classified - none

E. Classified Substitutes and Part-time - none

F. Interim Administrator – none

G. Coaches & Athletic Activities

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<tr>
<th>Activity</th>
<th>Name</th>
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<tbody>
<tr>
<td>Volunteer Assistant Football Coach</td>
<td>John Iacucci</td>
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H. Extra-Curricular Activities & Clubs

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<tr>
<td>6-8 Musical Set Designer/Builder</td>
<td>Leah Saada-Sherman</td>
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<td>9-12 SHS Play #1 Set Designer/Builder</td>
<td>Joseph Paris</td>
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<tr>
<td>9-12 SHS Play #1 Artistic Director/Producer</td>
<td>Eric Traugott</td>
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<tr>
<td>9-12 SHS Play #1 Lighting and Sound Director</td>
<td>Robert Baldwin</td>
</tr>
</tbody>
</table>

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship

Isaiah Lewis
Administrative Internship
Assignment
District Wide – Michael Murray
Salary
Volunteer
Effective
August 19, 2019 through December 1, 2019 (Conditional upon New York State Department of Educations’ notification to the District of clearance for employment after a fingerprinting check)

N. Student Helpers - none

O. Other - none
BUSINESS

Action Items
1. Pool Scoreboard Change Order
2. 2019-20 Organizational Chart
3. Budget Transfer for Nursing Services
4. Monroe County Sheriff’s Fuel Agreement
5. Set Tax Rate
6. Breakfast and Lunch Prices for 2019-20
7. Year-End Budget Transfers
8. District-Wide Safety Plan
9. Modifications to Policy 5670 Records Management
10. Elimination of Policy 5620 Inventories
11. FLASH Donations

B. Discussion
1. Overview of Open and Closed Capital Projects
2. Modifications to the Following Policies:
   3290 Rules and Regulations for the Operation of Student/Staff/Community Motor Vehicles on District Property
   5621 Accounting of Fixed Assets
   5672 Information Security Breach and Notification
   5681 School Safety Plans
   5683 AEDs
   5691 Communicable Diseases
   5692 Human Immunodeficiency Virus (HIV) Related Illnesses
   5710 Transportation Program
   5730 Transportation of Students
   5750 School Bus Safety Program
   5761 Drug and Alcohol Testing for School Bus Drivers & Other Safety Sensitive Employees
3. Elimination of the Following Policies:
   5682 Crisis Response
   5720 Scheduling and Routing
   5731 Special Use of School Buses
   5740 Use of Buses by Community Groups
4. Policies Reviewed Summary
CHANGE PROPOSAL FORM

Change Proposal Number 68 - OPTION#5  Date 7-Aug-19

Project Churchville-Chili CSD Phase 5 - Additions, Alterations & Renovations

Project Number SED# 26-15-01-06-0-005-012  Job Number 218008

To: Campus Construction Management  From: Fahs Construction Group
1241 Pittsford-Victor Road  2224 Pierce Creek Road
Pittsford, NY 14534  Binghamton, NY 13903

P: (607) 724-1835  F: (607) 724-2361

Attn. Kevin Arilotta  Project Manager Steve Holbrook

The attached breakdown represents the cost for the following scope of work:
Provide labor, materials and equipment to change size of Pool Timing System Scoreboard to 240x448 per Field Order FO-00035, Campus CMG 30May2019 e-mail, and Councilman-Hunsaker request.

Excludes: Overtime/2nd/3rd Shift, OPTION#1, 2, 3 & 4

As per the attached breakdown to our contract, we propose an ADD TO our contract.

$ 23,742.55  Upon acceptance of this proposal

This proposal is valid for 30 days

Extension of 0 days will be added to the contract completion date with approval of this cost proposal

Signature /Steven P Holbrook - Project Manager/  Accepted

Date
1. Materials

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Subtotal | 0.00
Consumables 5% | 0.00
Total 1. $ -

2. Subcontractors

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Total 2. $ 22,388.08

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Total 3. $ -
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<td>Carpenter Foreman</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Operator Foreman</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total 4. $ -

Subtotal 1., 2., 3., 4. $ 22,388.08

### 5. General Conditions

Amount of Subtotal 1., 2., 3., 4.

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
</tr>
</tbody>
</table>

Total 5. $ -

Subtotal 1., 2., 3., 4., 5. $ 22,388.08

### 6. Miscellaneous

#### A. Sales Tax

<table>
<thead>
<tr>
<th>Materials</th>
<th>0.00% of Total 1.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>8.00% of Total 3.</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total 6. $ -

Subtotal 1., 2., 3., 4., 5., 6. $ 22,388.08

#### B. Insurance

<table>
<thead>
<tr>
<th>Builders Risk</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total 7. $ 1,119.40

Subtotal 1., 2., 3., 4., 5., 6., 7. $ 23,507.48

### 7. Mark-up

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal 1., 2., 3., 4., 5., 6., 7., 8. $ 23,507.48

### 8. Extension Cost

Amount

<table>
<thead>
<tr>
<th>Days</th>
<th>Per Day</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal 1., 2., 3., 4., 5., 6., 7., 8. $ 23,507.48

### 9. Performance and Payment Bond

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>235.07</td>
</tr>
</tbody>
</table>

Total 9. $ 235.07

### 10. Total Change Proposal Cost

Grand Total $ 23,742.55
Gall Construction of America Limited
1550 Victoria St N
Kitchener ON N2B 3E2

Date: July 25 2019
Via: Email

Attn: FAHS CONSTRUCTION GROUP
2224 Pierce Creek Road
Binghampton, NY 13903

Re: Churchville-Chili CSD
Job #: 18760
CCN: A - R4
Their #: CP#068

CONTEMPLATED CHANGE NOTICE

This CCN number is valid for acceptance for 30 days.

Gall Construction of America Limited (GCOAL) is pleased to offer the following:

Scope of Work:
Labour, Equipment and Materials:
Provide alternate scoreboard sizing recommended by Councilman-Hunsaker.

**OPTION #1 - Model 224 x 384, 10mm**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>1</td>
<td>$140.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>20 hrs @  $75.80</td>
<td>$1,516.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$11,656.00</td>
</tr>
<tr>
<td>Mark-up 10%</td>
<td></td>
<td>$1,165.60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$12,821.60</strong></td>
</tr>
</tbody>
</table>

**OPTION #2 - Model 240 x 448, 10mm**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$19,000.00</td>
<td>$19,000.00</td>
</tr>
<tr>
<td>2</td>
<td>$140.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>26 hrs @  $75.80</td>
<td>$1,970.80</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$21,250.80</td>
</tr>
<tr>
<td>Mark-up 10%</td>
<td></td>
<td>$2,125.08</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$23,375.88</strong></td>
</tr>
</tbody>
</table>

The owner wants this model of scoreboard.

The base bid display consisted of 6 panels with very similar mounting and trims. With 8 panels there will be more time, but 26hrs additional time seems excessive. I would think that 2 people a day would be sufficient amount of additional labor.

TAXES INCLUDED

$12,821.60

$23,375.88

CCN A
Pg 1 of 2
Gall Construction of America Limited
1550 Victoria St N
Kitchener ON N2B 3E2

ACKNOWLEDGEMENT

We request that GCOAL proceed with the CCN outlined above.

Accepted this ________ day of __________ 2019 Gall Construction of America Ltd.

Purchaser ______________________________ ______________________________

By: ______________________________

Company: ______________________________

Please note: Work will not proceed without this signed acknowledgement, PO or letter assigning GCOAL to proceed.
**PROPOSAL REQUEST:** Submit an itemized quotation for changes in the Contract Sum and/or time required to implement the proposed modifications to the Contract Documents. This is not authorization to proceed with the work.

<table>
<thead>
<tr>
<th>FO-00035</th>
<th>CREATED ON: 2/22/2019</th>
<th>DUE BY: 2/22/2019</th>
</tr>
</thead>
</table>
| **Issued By:** Melanie Gallo  
Campus Construction Management  
1241 Pittsford-Victor Road  
Pittsford, NY 14534  
(585)698-6269  
(585)698-6269 | **Issued To:** Steven Holbrook  
Fahs Construction Group  
2224 Pierce Creek Rd  
Binghamton, NY 13903 | **Regarding:** IS-076 HS - Pool Scoreboard (RFP)  
**Status:** Issued | **Owner Authorization:**  
**Contract:** 505 - General Trades - FAHS Construction - Fahs Construction Group (#023)  
**Justification:** Error  
**Due By Notes:** |
| **Issue (CIC):** IS-076 IS-076 HS - Pool Scoreboard  
**Spec. Section:**  
**Drawing Reference:** | **Activity:**  
**DESCRIPTION OF INTERPRETATION OR CHANGE**  
Please provide all costs for labor, material and equipment to provide the following pricing options:  
- Option 1 Provide all costs for labor, material and equipment to provide scoreboard – model 192 x 352 (10mm)  
- Option 2 Provide all costs for labor, material and equipment to provide scoreboard – model 224 x 384 (10mm) | **COMPLETION NOTES**  
**COMMENTS** (Campus Construction Management - Melanie Gallo)  
**ATTACHMENTS**  
<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Date Uploaded</th>
</tr>
</thead>
</table>
| **E-MAIL RECIPIENTS** | **Company**  
Campus Construction Management  
Campus Construction Management  
Fahs Construction Group | **Person**  
Kevin Arlotta  
Melanie Gallo  
Steven Holbrook | **Phone**  
(585)301-3154  
(585)698-6269  
(585)698-6269 | **Email**  
karlotta@campuscmg.com  
mgallo@campuscmg.com  
sholbrook@fahsconstruction.com |

**Status History:** Draft: 02/22/2019 07:37 AM, Issued: 02/22/2019 07:38 AM
Steve,
As discussed, please see below for the revised scoreboard sizing we would like to see pricing for. Please provide pricing for the below options.

Let me know if you have any questions or need any other information.

Kevin Arilotta, Project Manager
Campus Construction Management Group Inc.
Phone: 585.545.6553
Cell: 585.301.3154
www.campuscmg.com

Hi Kevin,
As discussed, below is the score board sizing recommended by Counsilman-Hunsaker to receive additional pricing. Please let me know if there are any questions.

Base Bid – Model 160 x 288 10mm
Option 1 – Model 192 x 352 10mm
Option 2 – Model 224 x 384 10mm

Regards,
Melissa
SUPERINTENDENT

- Supervision of Asst. Superintendent for Business Services
- Supervision of Asst. Superintendent for Instruction
- Supervision of Asst. Supt. for Human Resources
- Supervision of Director of Athletics, Physical Education & Health
- Supervision of Director of Fine Arts
- Supervision of all Administrators
- Supervision of Director of Pupil Personnel Services and Special Education Program
- Supervision of Communication Office

ASSISTANT SUPERINTENDENT FOR INSTRUCTION

- K-12 Instruction
- K-12 Curriculum, Assessments & Scheduling
- K-12 Supervision of Instructional Staff
- Gifted Education, ELL, and RtI Programs
- Professional Development including Mentoring
- Registration
- Federal Grants/Consolidated Grants
- Data Management & Technology

DIRECTOR OF PUPIL SERVICES

- Special Education Services
- Oversee Special Education Coordinator, guidance counselors, school psychologists, special education teachers, occupational, physical, and speech language therapists, nurses and social workers
- CSE Chair
- CPSE Chair
- Student Discipline
- Homeless Liaison
- Homeschooling

ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

- Budget Development & Control
- Risk Management & Loss Control
- Nutritional Services
- Continuing Education
- Pupil Transportation
- Capital Construction
- Federal Grants Finance
- Records Access Officer
- Extra-curricular Program Finance
- All Expenditure Approval
- Salary Approvals
- Operations & Maintenance
- Safety & Security
- Technology – budget, purchasing & inventory

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

- Management of Certified & Non-Certified Staff
- Negotiations
- Labor Relations
- Title VI, VII, and IX Coordinator and Complaint Officer
- Sexual Harassment Complaint Officer
- Dignity Act Compliance Officer
- Allegations of Fraud Appeal Officer
- Social Media and Technology Use Compliance Officer
- FMLA
- District Wellness
- Substitutes
- Record Tracking
MEMO

To: Board of Education  
Ms. Loretta Orologio, Superintendent

From: Franklin C. Nardone  
Assistant Superintendent for Business Services

Re: Budget Transfer

Date: August 9, 2019

As the Board knows, the 2019-20 budget included $60,000 in a salary code for potential hire of skilled nursing services. As a result of contracting and not hiring a skilled nurse for a student for the 2019-20 school year, we need a budget transfer as listed below.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>59-2815-164</td>
<td>59-2815-439</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>(Salary)</td>
<td>(Contractual)</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions please give me a call.

FCN/mc
MEMO

To: Board of Education  
   Ms. Loretta J. Orologio, Superintendent

From: Franklin C. Nardone  
   Assistant Superintendent for Business Services

Re: Sheriff’s Renewal Fuel Agreement

Date: August 9, 2019

Attached is a renewal of the Intermunicipal Fuel Agreement with the Monroe County Sheriff’s office in order for them to continue to use our facility for the purpose of fueling their vehicles. The terms of the original agreement, which was approved for the period of September 1, 2016 through August 21, 2017, included an option to renew for three (3) additional one-year terms at the rate of ten cents per gallon above the average cost per gallon computed by the District.

In order for the District to continue to provide this service with the Monroe County Sheriff’s office for the period of September 1, 2019 through August 31, 2020, the Board will need to approve the attached renewal agreement.

If you have any questions, please give me a call.

FCN/ep  
attachment
CONTRACT RENEWAL

THIS RENEWAL ("Renewal #3"), which shall be deemed to be dated as of the date the last party executed this Renewal, by and between the COUNTY OF MONROE, a municipal corporation with offices at the County Office Building, 39 West Main Street, Rochester, New York 14614 (the "County"), the MONROE COUNTY SHERIFF'S OFFICE, with offices at 130 South Plymouth Avenue, Rochester, New York 14614 (the "Sheriff") and the CHURCHVILLE CHILI CENTRAL SCHOOL DISTRICT, with an address at 139 Fairbanks Road, Churchville, New York, 14428, hereinafter referred to as the "Contractor".

WITNESSETH:

WHEREAS, the parties previously entered into an Agreement (the "Agreement"), dated as of December 22, 2016, whereby the Contractor agreed to provide the services set forth in Section II SCOPE OF SERVICES of said Agreement; and

WHEREAS, the parties previously renewed the Agreement (Renewal #1), dated July 10, 2017, and (Renewal #2), dated October 17, 2018; and

WHEREAS, the parties wish to renew said Agreement for an additional term in accordance with Section III TERM OF CONTRACT of said Agreement and Resolution No. 176 of 2016, adopted by the Monroe County Legislature on July 12, 2016; and

WHEREAS, the School Board for the District authorized the execution of a renewal with the County for such services and products on ________; and

NOW, THEREFORE, it is mutually covenanted and agreed by and between the parties hereto as follows:

1. The Agreement shall be renewed for the period of 09/01/2019 through 08/31/2020.

2. The dollar amount for the renewed term shall be a sum not to exceed SIXTY THOUSAND AND NO/100 DOLLARS ($60,000.00).

3. Except as expressly stated herein, all terms and conditions of the aforesaid Agreement between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, Cheryl Dinolfo, County Executive of the COUNTY OF MONROE, Todd Baxter, Monroe County Sheriff, and Loretta J. Orologio, Superintendent of Churchville Chili Central School District, hereto have executed this Renewal #3 as of the day and year appearing opposite their respective signatures below. By electronically approving this Agreement, both parties agree to all terms and conditions listed in this contract document, as well as all attachments included with the document.
MEMO

To: Board of Education  
Ms. Loretta Orologio, Superintendent

From: Franklin C. Nardone  
Assistant Superintendent for Business Services

Re: 2019-2020 Tax Bills

Date: August 9, 2019

In order to prepare and issue the 2019-2020 tax bills by September 1, 2019, the Board of Education must adopt the tax rate at the August 13, 2019 meeting. In calculating the tax rate this year there are two factors to consider as follows:

1. Final assessment figures were higher than originally estimated by approximately $16,984,515 or 1.04%.

2. As you know, during the 2019-2020 budget process it was decided once again to utilize some reserve funds in an attempt to control the increase to the tax levy. In addition, as noted in our Comptroller’s audit, we can only utilize Reserve Funds up to the anticipated expense of said reserve. As a result, the District advertised increasing the Workers Compensation Reserve by $10,441. In order to finalize this transaction, the Board must approve a resolution authorizing the adjustment of the Workers Compensation Reserve as of June 30, 2019 in the amounts stated above.

I recommend the Board adopt the attached resolution approving the tax levy in the amount of $37,279,601 and a true value tax rate of $22.58 per thousand. This compares to the published estimate of $22.81 per thousand. The result is a tax rate decrease of 1.80% for Chili, Ogden and Sweden, and a .20% increase for Riga. The advertised rate change during the budget process was an increase of 1.26% for Riga and a 0.76% decrease for Chili, Ogden and Sweden.

If you have any questions, please contact me.
TAX LEVY 2019-2020

RESOLVED, that the Churchville-Chili Central School District levy a tax of $37,279,601 on the taxable property in the District, and that the following resolution be adopted, to wit:

WHEREAS, the Board of Education was authorized by the voters of this district at the Annual Meeting on May 21, 2019 to raise for the current budget the necessary tax,

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

<table>
<thead>
<tr>
<th>Town</th>
<th>Assessed Value</th>
<th>Equal Rate</th>
<th>Tax Rate Per M of Assessed Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riga</td>
<td>347,400,940</td>
<td>98.00</td>
<td>23.037098</td>
</tr>
<tr>
<td>Ogden</td>
<td>350,791,520</td>
<td>100.00</td>
<td>22.576356</td>
</tr>
<tr>
<td>Chili</td>
<td>943,636,375</td>
<td>100.00</td>
<td>22.576356</td>
</tr>
<tr>
<td>Sweden</td>
<td>1,034,318</td>
<td>100.00</td>
<td>22.576356</td>
</tr>
</tbody>
</table>

AND, BE IT FURTHER DIRECTED, that the tax warrant of this Board shall be duly signed, shall be affixed to the above described tax rolls, authorizing collection of said taxes to begin September 1, 2019 and to end October 31, 2019, giving the tax warrant an effective period of 60 days at the expiration of which time the collector(s) shall make an accounting in writing to the Board, AND, IT IS FURTHER DIRECTED, that the delinquent tax penalties shall be fixed as follows:

No interest charges on full payments made on or before October 1, 2019. Payments after October 1, carry two percent interest. Full payment bills may be made to the Monroe County Treasurer from November 1 through November 18 by calling telephone number 585-753-1200 for exact amount due.

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

AND IT IS FURTHER DIRECTED, that under Local Law No. 1-75, a taxpayer (whose bill is $50 or more) may elect to pay his school tax in three (3) equal installments, due on September 15th, October 15th and November 15th of the current year with no interest. A service charge will be levied and added into the installment amounts. If they elect to pay by installments, they must make the first installment by September 15, 2019 (there is a grace period, with one percent interest added) to Tax Collector as indicated on bill. No installment payments may be taken if the September installment is not paid by September 20, 2019. All other installments must be made to: Monroe County Treasury, at the address shown above.

For those taxpayers who do not choose the installment plan, payment in full may be made on or before October 1, 2019 with no interest. Payments after October 1, 2019 carry two percent interest. Full payment may be paid through November 18, 2019 at County Treasury or by mail to: Monroe County Treasury, P.O. Box 14420, Rochester, New York 14614. If payment is not made by the specified dates, unpaid taxes will be returned to County of Monroe where a penalty, plus interest will be computed and the total added to the Town and County tax bill, effective January 1, 2020.
MEMO

To: Board of Education
Ms. Loretta Orologio, Superintendent

From: Franklin C. Nardone
Assistant Superintendent for Business Services

Re: School Breakfast and Lunch Prices for 2019-20

Date: August 9, 2019

For fiscal year ended 6/30/19, our school lunch operation generated a profit of $98,397. Included in this profit was a General Fund transfer of $100,000. Without this transfer the lunch operation would have lost $1,603. This loss is actually $73,000 better than the loss we had in the 2017-18 fiscal year. The reason for the more successful year is twofold. First, salary costs were basically flat since we were shorthanded most of the year. This accounts for approximately $20,000 of the $73,000. We are fully staffed for the 2019-20 school year, so we will have an increase in salary costs. The remaining $50,000+ is attributed to increased participation in most of our schools. The latter reason is very positive for the future success of our school lunch program.

In order to further stabilize the finances of the operation and to meet the federal requirement that lunch prices must increase at least $.05 per year, I recommend for the 2019-20 fiscal year that breakfast prices remain the same and lunch prices increase by $.05 K-12.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/19</td>
<td>19/20</td>
<td>18/19</td>
</tr>
<tr>
<td>K-4</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td>5-12</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
</tbody>
</table>

Attached, is the comparison of prices within Monroe County.
If you have any questions, please give me a call.

FCN/cp
MEMO

To:    Board of Education
       Ms. Loretta J. Orologio, Superintendent

From:  Franklin C. Nardone
       Assistant Superintendent for Business Services

Re:    Year End Budget Transfers

Date:  August 9, 2019

Attached are the year ended June 30, 2019 Budget Transfers which need to be approved by the Board of Education.

If you have any questions, please give me a call.

FCN/cp
attachment
<table>
<thead>
<tr>
<th>From Account</th>
<th>To Account</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-5510-166  Bus Mechanics Overtime</td>
<td>04-5510-593 Tires/Tubes</td>
<td>10,500</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>59-9001-050 Transfer to Special Aid Fund</td>
<td>03-1310-460 Other Business Exp</td>
<td>13,600</td>
<td>To cover BAN financing costs</td>
</tr>
<tr>
<td>59-1420-490 Boces Legal Services</td>
<td>59-1981-490 BOCES Admin Charges</td>
<td>15,900</td>
<td>Change in BOCES Service</td>
</tr>
<tr>
<td>20-2850-150 MS/Intramural Tchr Sal</td>
<td>10-2110-140 CRS Sub Tchr Sal</td>
<td>16,900</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>16-2335-154 Tchr Salaries</td>
<td>12-2110-140 CES Sub Tchr Sal</td>
<td>19,500</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>28-5510-164 Sport Trips Waiting Time</td>
<td>28-5510-163 Sport Trips Driving Time</td>
<td>19,600</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>05-1620-446 RGE Gas CRS</td>
<td>04-5510-501 General Supplies</td>
<td>20,100</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>05-1620-448 RGE Gas FRS/SUBRBN</td>
<td>05-1621-501 General Supplies</td>
<td>23,500</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>05-1620-450 O&amp;M Repairs &amp; Services</td>
<td>05-1621-423 Equipment Rental</td>
<td>24,200</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>59-2110-152 Summer School Salaries</td>
<td>59-2810-150 Guidance Counselors Sal</td>
<td>26,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>08-2011-461 IB Other Expense</td>
<td>59-2110-480 Hardbound Texts UND</td>
<td>26,100</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>04-5510-418 Fuels and Utilities</td>
<td>05-1620-162 NC Hourly Salaries</td>
<td>29,100</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>17-2336-162 NC Salaries</td>
<td>05-1621-161 NC Salaries</td>
<td>29,700</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2250-160 NC Salaries</td>
<td>59-2820-150 Psych Tchr Salaries</td>
<td>32,600</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2250-153 CSE Summer Tchr Sal</td>
<td>11-2110-140 FRS Sub Tchr Sal</td>
<td>35,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2110-160 NC Salary-Secretarial</td>
<td>04-5510-160 Admn &amp; Cler Salaries</td>
<td>36,700</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2850-120 Teacher Salaries, K-6</td>
<td>05-1620-162 NC Hourly Salaries</td>
<td>48,500</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2071-153 Summer Staff Dev Coord</td>
<td>04-5510-460 Other Business Expense</td>
<td>52,000</td>
<td>To cover digital radio upgrade</td>
</tr>
<tr>
<td>59-2250-150 Spec Ed Tutor Salaries</td>
<td>27-2250-160 Occ Ther Salary</td>
<td>62,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2630-490 CAI BOCES Svcs</td>
<td>59-2110-490 BOCES Services</td>
<td>63,000</td>
<td>Change in BOCES Service</td>
</tr>
<tr>
<td>04-5510-162 Mechanics Salaries</td>
<td>04-5510-591 Gasoline</td>
<td>72,500</td>
<td>To cover temporary fueling of buses</td>
</tr>
<tr>
<td>59-9060-801 Dental Insurance</td>
<td>05-1620-501 General Supplies</td>
<td>74,800</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>59-2110-140 Contract Sub Teach Sal</td>
<td>20-2110-140 MS Sub Tchr Sal</td>
<td>78,200</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>05-1620-441 NM EL FR-MD-JH-SH</td>
<td>03-1310-469 Capital Fund Exp</td>
<td>87,000</td>
<td>To cover future capital project costs (concession building)</td>
</tr>
<tr>
<td>59-9020-800 Teacher Retirement</td>
<td>59-9089-800 Retirement Incentive</td>
<td>92,500</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2110-115 Speech Ther&amp;Psych Sal</td>
<td>59-2250-120 Spec Ed Tchr Sal, 1-6</td>
<td>105,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>24-2110-140 JR Hi Sub Tchr Sal</td>
<td>59-2020-161 Instructional Salaries</td>
<td>108,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>05-1620-446 RGE Gas HS-MS-JH</td>
<td>59-9731-700 BAN Interest-Construction</td>
<td>125,000</td>
<td>To cover BAN financing costs</td>
</tr>
<tr>
<td>05-1620-161 NC Salaries</td>
<td>15-2250-470 Tuition</td>
<td>133,500</td>
<td>To cover tuition payments</td>
</tr>
<tr>
<td>59-2250-130 Spec Ed Tchr Sal, 7-12</td>
<td>59-2110-130 Teacher Salaries, 7-12</td>
<td>154,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-2110-120 Teacher Salaries, K-6</td>
<td>59-2110-161 NC Salary-Teach Assist</td>
<td>173,500</td>
<td>To cover retro pay</td>
</tr>
<tr>
<td>04-5510-161 Bus Drivers Salaries</td>
<td>04-5510-165 Monitors Salaries</td>
<td>182,000</td>
<td>Salary Reallocation</td>
</tr>
<tr>
<td>59-9010-800 Employee Retirement</td>
<td>59-2020-161 NC Salaries</td>
<td>195,000</td>
<td>To cover retro pay</td>
</tr>
<tr>
<td>04-5510-594 Diesel Fuel</td>
<td>05-1620-458 Major Project Repairs</td>
<td>222,000</td>
<td>To cover year end purchases</td>
</tr>
<tr>
<td>59-2250-490 BOCES Services</td>
<td>59-2110-490 BOCES Services</td>
<td>700,000</td>
<td>Reallocate BOCES Services</td>
</tr>
</tbody>
</table>
To:    Board of Education  
       Ms. Loretta Orologio, Superintendent

From: Franklin C. Nardone  
      Assistant Superintendent for Business Services

Re:  District Wide Safety Plan and Building Level Plans

Date:  August 9, 2019

Per New York State regulations for safety plans, the Board of Education must approve both the District Wide Safety Plan as well as the Building Level Safety Plans.

Since there are no changes to the District Wide Safety Plan (which can be found on the District website under Departments> School Safety and Security > Churchville-Chili District-wide School Safety Plan), I recommend that the Board of Education approve the District Wide Safety Plan.

In addition, since there are no significant changes to the Building Level Safety Plan, I recommend that the Board of Education approve the Building Level Safety Plans. If the Board has any questions regarding the Building Level Safety Plans, then the action should be tabled until a discussion takes place in executive session.

If you have any questions, please give me a call me.

FCN/cp
SUBJECT: RECORDS MANAGEMENT

The Superintendent will designate a Records Management Officer shall be designated by the Superintendent, subject to the Board approval, to coordinate the development of and oversee the District’s program for the orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will be given the authority and responsibility to work with other local District officials at all levels in the development and maintenance of the program.

In addition, the District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this Board may include the District’s legal counsel, the fiscal officer, and the Superintendent or designee may comprise the Advisory Board.

Retention and Disposition of Records

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law, or as otherwise approved by the Commissioner of Education.

Special Approvals for Disposition of Records Not Included in Schedule/Records Damaged by Natural or Manmade Disasters

Records not listed on a records retention and disposition schedule shall not be disposed of without the approval of the Commissioner of Education. Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner’s prior approval before disposition.

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility and intelligibility for the life of any microform or electronic records that Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the School District shall follow the procedures as described by the Commissioner of Education.
SUBJECT: RECORDS MANAGEMENT (CONT’D.)

Retention and Preservation of Electronic Records

The District shall ensure that records retention requirements are incorporated into any program, plan and or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

8 New York Code of Rules and Regulations (NYCRR) Section §185
Arts and Cultural Affairs Law Article 57.19-A

Adopted: 7/10/2001
Revised: 11/25/2008, target revision summer 2019
SUBJECT: INVENTORIES

The Superintendent or his/her designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the District in accordance with "The Uniform System of Accounts for School Districts."

All supplies and equipment purchased and received by the School District shall be checked, logged, and stored through an established procedure.

Uniform System of Accounts for School Districts (Fiscal Section)

Adopted: 7/10/2001

Recommend elimination of 5620, move content to policy 5621 and renumber 5621 to 5620.
CHurchville-Chili Central School District
Accepting Gifts from the Public

If you wish to have a gift considered for acceptance by the School District, please read Board Policy #5230 -- "Acceptance of Gifts, Grants and Bequests to the School District" and complete this form.

Name: SEI Design Group, Tompkins Bank of Castile, Naughton’s Johnson House

Address: all businesses in the local area

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

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Rcv’d 2019 $5</th>
<th>Item</th>
<th>Value</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEI Design Group</td>
<td>$250</td>
<td></td>
<td></td>
<td>Brian Cieslinski</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SEI Design Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>224 Mill St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rochester, NY 14614</td>
</tr>
<tr>
<td>Tompkins Bank of Castile</td>
<td>$250</td>
<td></td>
<td></td>
<td>Anne Marie Mattice</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tompkins Bank of Castile</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3252 Chili Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rochester, NY 14624</td>
</tr>
<tr>
<td>Naughton’s Johnson House</td>
<td>$250</td>
<td></td>
<td></td>
<td>Margaret Naughton</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Naughton’s Johnson House</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19 S. Main St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Churchville, NY 14428</td>
</tr>
</tbody>
</table>

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

a) What is the purpose of the gift? To support the FLASH Network Annual Celebrate Churchville-Chili! event welcoming back families for the 2019/20 school year.

b) Describe any conditions or restrictions for its use. None

(Continued)
3) If the gift is in trust, describe specifically your intentions for the use of the principal and for investment. (You may contact the District Treasurer to agree on a method for treating the principal.)

________________________________________________________________________

not applicable

________________________________________________________________________

4) Which of the following conditions does the gift fulfill?

___ x ___ Is it in support of and a benefit to all District schools or to a particular District school?

___ ____ Is it for a purpose for which the District could legally expend its own funds?

___ ____ Is it for the purpose of awarding scholarships to students graduating from the District?

Thank you for your consideration of the District as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

PLEASE NOTE:

All donations require an approval from an administrator in the department which will be receiving the gift.

Signature ___________________________  August 8, 2019  Date

Signature ___________________________  Date

Signature ___________________________  Date
SUBJECT: RULES AND REGULATIONS FOR THE OPERATION OF STUDENT/STAFF/COMMUNITY MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

The unauthorized use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on district property, any school grounds or areas except for authorized school functions or purposes.

Student Automobile Use

—— Students with a valid driver's license, who are in good academic and behavioral standing, and who have a specific need to drive, may be eligible to drive to school and park on school grounds. In addition, the student's overall attendance record will be a major factor in regards to a student's right to receive and/or retain a parking permit at the Senior High School. This includes punctuality to school and classes, homeroom, study hall, WeMoCo classes, and not leaving the school premises without authorization.

—— Sections of the school parking lot are allotted to such students. Seniors will be given first priority. A written request signed by a parent or guardian explaining why a private motor vehicle is needed for transportation to and from school will be required before a driving permit is issued. All drivers must register their car with the Assistant Principal and comply with pertinent regulations.

—— Misuse of driving privileges may lead to revocation of the parking permit.

It shall be the understanding of all persons who operate a motor vehicle on school property that the Churchville-Chili Central School District accepts no liability for personal injury or personal property damage or loss. Each person drives and parks at his/her own risk on school property.

For the purpose of safety and control, the Churchville-Chili Central School District establishes the following rules and regulations regarding the operation of motor vehicles on school property. Students, staff and community will be required to adhere to the rules and regulations and the administrative procedures as outlined. The control and enforcement of regulations regarding motor vehicle use on school property shall be the responsibility of the building administration as authorized through the Superintendent by the Board of Education.

1) Parking areas for students, staff, and community, as well as restricted areas, will be determined by administration annually, and communicated to individuals as appropriate. Owners of unauthorized/unregistered/or illegally parked vehicles will be given a warning. If administration determines that the vehicle will be towed away, costs associated with removal of the vehicle from campus, will be the responsibility of the owner.

2) A speed limit of 15 MPH has been determined to be an appropriate speed for all district property and signage stating this speed limit will be posted.

3) Where necessary, one-way traffic will be posted by the District on those roads that are determined by the administration to be one-way thoroughfares. All other roads will be considered two-way.

(Continued)
SUBJECT: RULES AND REGULATIONS FOR THE OPERATION OF STUDENT/STAFF/COMMUNITY MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY (CONT’D.)

4) All personal motor vehicles belonging to or used by students and staff shall be registered. Staff will register upon hiring as a part of the hiring process. Students must register annually by completing form 3290F and pay an annual non-refundable fee.

5) Students who drive to school must be on time. Continued tardiness of student drivers will be considered a violation of driving privileges.

6) Students are not to take their vehicles off school grounds during school hours without prior permission by the administration.

7) Speeding, driving in a reckless manner or any other vehicle violation will be considered an infraction of driving regulations.

8) Students are not allowed in the parking lots or in cars during school hours (including lunch periods).

Infractions of any of the above listed rules and regulations will be subject to revocation of parking privileges. The revocation or suspension of driving privileges pertains to both the driver and the vehicle. If a driver’s privileges have been suspended or revoked, he/she may not drive on school property, and his/her vehicle will not be allowed on school property during the suspension period.

If a student fails to comply with the above-noted procedure, driving and/or parking regulations, he/she will be subject to disciplinary action as described in the Student Handbook.

Student Driving Privileges

Driving an automobile and parking on school property is a privilege provided for the students. Each student requesting permission to drive a vehicle to school will be required to have his/her parent/guardian sign a statement authorizing the student to drive and to use a specific automobile. The permission slip will incorporate a statement as to the parent/guardian assuming responsibility for any/all riders who may at any time accompany the driver to/from school premises.

Vehicle and Traffic Law Section 1670

Adopted: 7/10/2001
Target revision: summer 2019
SUBJECT: ACCOUNTING OF FIXED ASSETS—INVENTORIES, ACCOUNTING AND TRACKING

The Superintendent or his/her designee shall be responsible for maintaining a continuous and accurate inventory of equipment fixed assets owned by the District in accordance with "The Uniform System of Accounts for School Districts," applicable rules, standards, procedures, and best practices. Fixed assets are, generally, long-term, tangible resources intended to be continuously held or used, and may include land, buildings, improvements, machinery and equipment.

All supplies and equipment fixed assets purchased and received by the School District shall be checked, logged, and stored through an established procedure.

The Assistant Superintendent for Business Services shall be responsible for accounting for general fixed assets on an annual basis according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations, applicable rules, standards, procedures, and best practices. These accounts will serve to:

A. Maintain a physical inventory of assets;
B. Establish accountability;
C. Determine replacement costs; and
D. Determine and provide appropriate insurance coverage.

Fixed assets with a minimum value of $400.00 and a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, and equipment.

The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least eighty percent (80%) of the value of all these assets is reported. However, it is recommended that such threshold shall not be greater than $10,000 (ten thousand dollars) $5,000. A standardized depreciation Standard methods and averaging conventions shall also be established for depreciation calculations. will be used in assessing, capitalizing, and depreciating fixed assets.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the Internal Revenue Service (IRS).

(Continued)
SUBJECT: **ACCOUNTING OF FIXED ASSETS—INVENTORIES, ACCOUNTING AND TRACKING**

Fixed assets shall will be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall will be recorded at estimated fair value at the time of the gift. A property record will be maintained for each fixed asset and will contain, where possible, the following information:

A. a) Date of acquisition;
B. b) Description;
c) Serial or other identification number;
d) Any funding source and percentage contributed by source;
e) Vendor;
C. f) Cost or value;
D. g) Location and use;
E. h) Asset type;
F. i) Condition and estimated useful life;
G. j) Replacement cost;
H. k) Current value;
I. l) Salvage value;
J. m) Sale price and date and method of disposition; and
K. n) Responsible official.

The Assistant Superintendent for Business Services shall arrange for the annual inventory and appraisal of School District property, equipment and material. All fixed assets will be labeled. Any discrepancies between an inventory and the District's property records on file should be traced, explained, and documented.

**Equipment Purchased with Extra-classroom Funds**

Title to all equipment acquired with extra-classroom activity funds shall will reside with the District and be carried as an insurable asset on its list of insurable values. Such This equipment shall will be tagged as District property, but is available for exclusive use by the extra-classroom activity club acquiring the item it.
SUBJECT: ACCOUNTING OF FIXED ASSETS—INVENTORIES, ACCOUNTING AND TRACKING

Equipment Management of Assets Acquired Under a Federal Government Grant or Subgrant

Inventories will be maintained for assets acquired with funds obtained through federal grant programs. A separate inventory will be maintained for each program. Each inventory will record assets in the same manner as the District's fixed asset inventory. Assets will be labeled to specify the source of funds used to purchase the item. All Title I assets will include "Title I" on the label. These inventories will track assets for at least five years from the date of receipt.

When original or replacement assets acquired under a federal grant or subgrant are no longer needed for the original project or for other activities currently or previously supported by a federal agency, the District will dispose of the assets as follows:

a) Assets with a current per-unit fair market value of less than $5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

b) Assets with a current per-unit fair market value of greater than $5,000 may be retained or sold and the awarding agency will have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the assets.

c) No federal approval is necessary to dispose of an asset costing over $5,000 but approval from the New York State Education Department (SED) is necessary. Once SED has determined that it has no other need for the use of the asset, the District may proceed with selling it.

The School District shall will comply with the U.S. Department of Education regulations governing the use, management requirements and disposition of any and all equipment acquired through a federal government grant. These federal Education Department General Administrative Regulations (collectively known or referred to as EDGAR) comprise parts 74 through 99 of Title 34 of the Code of Federal Regulations (CFR):

34 Code of Federal Regulations (CFR) 80.32

SED Finance Pamphlet, The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds, 2015 Uniform System of Accounts for School Districts (Fiscal Section)

Adopted: 7/10/2001
SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

The School District values the protection of private information of individuals in accordance with applicable law and regulations. Further, the District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Board policy.

a) "Private information" shall mean personal information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

1. Social security number;
2. Driver's license number or non-driver identification card number; or
3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

**"Personal information" shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

b) "Breach of the security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Examples of Determining Factors if a Breach Has Occurred

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:

a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information;

b) Indications that the information has been downloaded or copied; or

(Continued)
SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (CONT’D.)

Examples of Determining Factors if a Breach Has Occurred (Cont’d.)

  c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or

  d) System failures.

Notification Requirements

a) For any computerized data owned or licensed by the School District that includes private information, the District shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

b) For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

a) Written notice;

b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electronic form. However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

(Continued)
SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (CONT'D.)

Methods of Notification (Cont’d.)

c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or

d) Substitute notice, if the District demonstrates to the State Attorney General that the cost of providing notice would exceed $250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice shall consist of all of the following:

1. E-mail notice when the District has an e-mail address for the subject persons;

2. Conspicuous posting of the notice on the District's website page, if the District maintains one; and

3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying District and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the District shall notify the New York State Attorney General (AG), the New York State Department of Consumer Protection Board (CPB), and the New York State Office of Cyber Security (OCS) and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

State Technology Law Sections 202 and 208

Adopted: 11/14/2006

target revision summer 2019
SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate response planning. The District-wide school safety plan and the building-level emergency response plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

These plans will be reviewed by the appropriate team on at least an annual basis and updated as needed by September 1. Specifically, the Board will make each District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

District-Wide/Building-Level School Safety Plan.

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall will include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. Allowing a student member to participate on the safety team is optional, not required. A student may participate provided that no confidential information is shared with that student.

The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g. suicide).

Building-Level Emergency Response Plans

Building-level emergency response plan means a plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

(Continued)
SUBJECT: SCHOOL SAFETY PLANS (CONT'D.)

Building-Level Emergency Response Plans (Cont’d.)

The building-level emergency response plan shall be developed by the building-level emergency response team. The building-level emergency response team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outline in the building-level emergency response plan.

Training Requirement

The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

Filing/Disclosure Requirements

The District shall file a copy of its District-wide school safety plan and any amendments with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school emergency response and any amendments will be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building-level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8
Homeland Security Act of 2002, 6 USC §101
Education Law §§ 807, 2801-a
Public Officers Law Article 6
8 NYCRR §155.17

Adopted: 7/10/2001
Revised: 5/1/2007, 12/13/2016, target revision summer 2019
SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Churchville-Chili Central School District shall provide and maintain, as defined in Public Health Law section 3000-b and Commissioner of Education Regulations, on-site in each instructional school facility and off-site at mandated athletic events staff trained in Cardio-Pulmonary Resuscitation/Automated External Defibrillation (CPR/AED) and functional cardiac automated external defibrillator (AED) equipment for use during cardiac emergencies. Each such facility will have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies, in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors enumerated in the Commissioner’s Regulations. An instructional school facility is defined as a building or other facility maintained by the School District where instruction is provided to students pursuant to its curriculum.

The School District facilities and staff responsible for carrying out the duties enumerated in Education Law Section 917 are deemed a “public access defibrillation provider” as defined pursuant to Public Health Law Section 3000-b and subject to the Public Health Law requirements and limitations. Pursuant to Public Health Law Sections 3000-a and 3000-b, the School District (as a public access defibrillation provider), or any employee or other agent of the School District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence. Deliberate student-induced false alarms will be addressed through the District's Code of Conduct and prosecuted to the full extent of the law.

Education Law § 917
Public Health Law § 3000-b

Adopted 12/10/2002
target revision summer 2019
SUBJECT: COMMUNICABLE DISEASES

Whenever, upon investigation and evaluation by the director of school health services a District Physician or other health professionals acting upon direction or referral of the director a District Physician, a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, he/she shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The director of school health services shall District Physician will immediately notify a local public health agency of any disease reportable under the public health law.

Following absence on account of illness or from unknown cause, the director of school health services a District physician or other health professionals acting upon direction or referral of a District Physician, may examine each student returning to a school without a certificate from a local public health officer, a duly licensed physician, physician assistant, or nurse practitioner and make evaluations of teachers and any other school employees, school buildings and premises as he/she deem necessary to protect the health of students and staff.

The director of school health services, or other health professionals acting upon direction or referral of the director, may make evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

See Regulations 5691R and procedures will be which has been developed for dealing to deal with communicable diseases in ways that protect the health of both students and staff while minimizing the disruption of the education process.

Education Law Section 906
8 New York Code of Rules and Regulations (NYCRR) Section 136.3(h) and 136.3(i)

Adopted: 7/10/2001
Revised: 6/13/2006, targeted revision summer 2019
SUBJECT: HUMAN IMMUNODEFICIENCY VIRUS (HIV) RELATED ILLNESSES

The Board of Education contends that a student shall not be denied the right to attend school or continue his/her education, nor shall an employee be denied the right to continue his/her employment who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV). The Board further contends that under current law and regulations, the disclosure of confidential HIV-related information shall be strictly limited.

Administrative regulations and procedures shall have been developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the District. The Superintendent shall also establish protocols for routine sanitary procedures for dealing with the cleaning and handling of body fluids in school, with special emphasis placed on staff awareness. The procedures and protocols can be found in the District Safety Plan.

Confidentiality: Public Health Law, Article 27-F

Adopted: 7/10/2001

Target revision: summer 2019
SUBJECT: TRANSPORTATION PROGRAM

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of policy herein.

The Board recognizes and assumes the responsibility for all aspects of the transportation of children where the health and safety of students are involved, in light of its legal obligation to safeguard the welfare of bus-riding children. The purposes of the transportation program are to safely transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children. The Board of Education assigns the responsibility for administering the transportation program to the Superintendent of Schools.

Scheduling and Routing

Transportation services will be provided to meet the needs of the students of the District within specified limits and areas established by the Board. Students are expected to ride their regularly scheduled routes unless authorized by a school administrator.

School Bus Schedules

The District may either mail schedules directly to parents or request that parents pick up schedules at the school. If the District posts school bus schedules online, access to the schedules will be password protected.

Use of Buses by Community Groups

Upon formal application to and approval by the Board, buses may be rented or leased to a municipal corporation; to any senior citizen center recognized and funded by the Office of the Aging; to any not-for-profit organization serving those with disabilities; or, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Rentals or leases will be made only for times when vehicles are not needed for student transport and for a consideration acceptable to the Board which will not be less than the full amount of the costs and expenses resulting from the lease or rental.

Continued
SUBJECT: TRANSPORTATION PROGRAM (CONT’D.)

Special Use of School Buses

The Board of Education permits limited special uses of school buses, such as providing transportation to students to extracurricular events. To this end, the Board directs the Director of Transportation and the Assistant Superintendent for Business Services to review all requests prior to granting permission for any special use of school buses.

Permission for all such uses may be granted after review of such factors as the nature and legality of the use, the anticipated time a particular bus will be needed and the ability of the District to meet its normal transportation commitments.

The Board reserves the right to accept or reject any application filed.

Education Law Sections §§ 1501-b, 1807, 3602(7), 3620-3628, and 3635 et seq. and 3636

NOTE: Refer also to Policy #7151 – Education of Homeless Children and Youth

Adopted: 7/10/2001
target revision summer 2019
SUBJECT: TRANSPORTATION OF STUDENTS

Regular Transportation to District Schools

Transportation shall be provided for Churchville-Chili School students legally residing in the District subject to the following:

a) K-4 students will be transported to the public school within the elementary attendance boundaries in which they legally reside unless otherwise directed by the Superintendent of Schools.

b) 5-12 students will be transported to public schools in the District.

Transportation to Day Care Providers

All requests for transportation to and/or from a babysitter, day care center or latch key center must be submitted in writing to the Transportation office prior to April 1 of each year or within thirty (30) days of moving into the district. Requests received after transportation routes are established will be approved on a “space available” basis.

The district will transport students to unlicensed babysitter homes/centers within the same school attendance area of the residency of the parent and on one of the district’s established bus routes. Students will be transported to licensed day care centers within district boundaries.

The district requires that the babysitter or day care center arrangement be on the basis of five (5) days per week at the same location for the entire school year, or the same designated days per week.

Requests for Transportation to and from Non-Public Schools

The parent or person in parental relation of a parochial or private school child residing in the School District who desires that the child to be transported to a parochial, private, or charter school outside of the School District during the next school year, must submit a written request to the Transportation Department no later than April 1 of the preceding year, or within thirty (30) days of moving into the District. The District will publish the April 1 date in its school calendar and/or local newspaper as a reminder to parents of this deadline. No late request of a parent or person in parental relation shall be denied from consideration where a reasonable explanation is provided for the delay. Any variation to this date will be at the consideration of the Superintendent.

Transportation to and from non-public schools shall be granted providing that the student’s address is fifteen miles or less from the accredited school and is measurable by an accessible route. Distance is measured by using actual road mileage and not a straight line from the student’s home to the school.

If one student in the resident district qualifies for transportation by living fifteen miles or less from the accredited school, all other students in the district will be granted transportation to the school from a centralized pick-up point.

The district is not responsible for providing transportation to a centralized pick-up point for non-public schools for students who live outside the fifteen mile limit.

(Continued)
SUBJECT: TRANSPORTATION OF STUDENTS (CONT'D.)

Transportation to Nonpublic Schools on Holidays

The District is not responsible for providing transportation on Churchville-Chili observed holidays for students who are placed in non-public schools. The District will provide a list of scheduled holidays and start and dismissal times to non-public schools where Churchville-Chili students are enrolled, prior to the start of the new school year.

Transportation for Nonpublic School Students with Disabilities who are Parentally Placed

For students with disabilities (ages 5 through 21) who are parentally placed in nonpublic schools outside their district of residency, if special education services are to be provided to a student at a site other than the nonpublic school, the school district of location is responsible for providing the special education services, including, as applicable, arranging and providing transportation necessary for the student to receive special education services.

The school district of residence remains responsible to provide transportation to parentally placed nonpublic school students from the student's home to the nonpublic school.

Transportation of Students with Disabilities

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

Student Information

Any mode of transportation used on a regular basis to transport students with a disability on a regularly scheduled route shall, upon written consent of the parent or person in parental relation, every school bus which is used to regularly transport students with disabilities, will have maintained on such mode of transportation the following information about each student with a disability being transported:

a) Student's name;

b) Nature of the student's disability;

c) Name of the student's parent, guardian or person in a position of loco parentis (person in parental relation) and one or more telephone numbers where such person can be reached in an emergency; and/or

d) Name and telephone number of any other person designated by such parent, guardian or person in a position of loco parentis as a person who can be contacted in an emergency.

(Continued)
SUBJECT: TRANSPORTATION OF STUDENTS (CONT'D.)

Transportation of Students with Disabilities (Cont’d.)

Student Information (Cont’d.)

Such This information shall will be used solely for the purpose of contacting such the student's parent, guardian, person in a position of loco parentis parental relation, or designee in the event of an emergency involving the student, shall will be kept in a manner which retains the privacy of the student, and shall will not be accessible to any person other than the driver or a teacher acting in a supervisory capacity. In the event that the driver or teacher is incapacitated, such this information may be accessed by any emergency service provider for such purpose.

Such This information shall will be updated as needed, but at least once each school year and shall will be destroyed if parental consent is revoked, the student no longer attends such the school, or the disability no longer exists.

Herein the term "disability" shall mean a physical or mental impairment that substantially limits one or more of the major life activities of the student, whether of a temporary or permanent nature.

Fire Extinguishers

School buses manufactured on or after January 1, 1990 fueled with other than diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers and used to transport such these students shall will be equipped with an automatic engine fire extinguishing suppression system.

School buses manufactured on or after September 1, 2007 fueled with diesel fuel and used to transport three (3) or more students who use wheelchairs or other assistive mobility devices or with a total capacity of more than eight (8) passengers used to transport such these students shall will be equipped with an automatic engine fire extinguishing suppression system.

The purchase of automatic engine fire extinguishing systems for school buses used to transport such students shall be deemed a proper school district expense.

Transportation of Temporarily Disabled Students

When students who are normally transported to and from school on standard buses become temporarily physically disabled so that they must wear a cast or brace which would restrict them from safely boarding the bus, the District will make a reasonable accommodation in an effort to create a special bus stop for the convenience of the student. If available, a special bus may be used to pick up the student.

(Continued)
SUBJECT: TRANSPORTATION OF STUDENTS (CONT'D.)

Transportation of Non-Resident Students

District transportation is limited to resident students only except for shared bus service with other districts as approved by the Director of Transportation and Superintendent of Schools along established routes to private and parochial schools. Non-resident families must provide their own transportation.

Transportation to School Sponsored Events

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall will also provide transportation back to either the point of departure or to the appropriate school in the District unless the student’s parent, legal guardian or person in parental relation of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such the student unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, a representative of the School District shall will remain with the student until such the student’s parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical, and the student has been delivered to his or her parent or legal guardian.

Transportation in Personal Vehicles

Personal cars of teachers and staff shall will not be used to transport students except in the event of extenuating circumstances and authorized by the superintendent or his or her designee.

Late Buses for After-School Activities

a) Upon the approval of the Superintendent, late buses shall will be provided for after-school activities. A consistent minimum of ten (10) students must be maintained in order to assure the continuance of these buses. Late bus scheduling must also be furnished in like circumstances to nonpublic as well as public schools.

b) Activity buses shall will be provided each day at the Monday through Wednesday at the Middle School, and Senior High School. Elementary activity buses will be provided as needed from Monday through Wednesday.

Education Law Sections §§ 1604, 1709, 1804, 1903, 1950,2503, 2554, 2590-e, 3242, 3602-c, 3621(15), 3623-a(2c), 3635, 4401-a, 4401(4), 4402, 4404, and 4405, and 4410-6 Vehicle and Traffic Law § 375(20)11 and 375(21-i)

Adopted: 7/10/2001
SUBJECT: SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is of primary concern in the administration of the school bus program to the District. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Director of Transportation, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.

All buses and other vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced regularly in accordance with all applicable state and federal laws. The Transportation Department will develop a maintenance schedule (consistent with this policy and in cooperation with the Superintendent and principals) and The Director of Transportation will maintain a comprehensive record of all maintenance performed on each vehicle in accordance with all applicable state and federal laws.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Director of Transportation or the Office of Transportation.

Use of Cell Phones and Portable Electronic Devices Prohibited

Use of portable electronic devices by a school bus driver at times the vehicle is in operation poses a potential safety risk. All school bus drivers are prohibited from using portable electronic devices while the bus is in operation.

Personal cell phones are to be placed in the "off" position and stored out of sight when in the possession of the school bus driver while the bus is in operation. Cell phones may be used in case of emergency.

The following terms are defined as:

a) "Portable electronic device" shall mean any mobile telephone (hand held or "hands free"), personal digital assistant (PDA), portable device with mobile data access, laptop computer, pager, broadband personal communication device, two-way messaging device, electronic game, or portable computing device.

b) "Using" shall mean holding a portable electronic device while making a voice communication, viewing, taking or transmitting images, playing games, or composing, sending, reading, accessing, browsing, transmitting, saving or retrieving e-mail, text messages, social media or other electronic data.

(Continued)
SUBJECT: SCHOOL BUS SAFETY PROGRAM (CONT’D.)

c) "In operation" shall mean that the bus engine is running, whether in motion or not.

Education Law Section 3623
8 New York Code of Rules and Regulations (NYCRR) Section 156.3
Vehicle and Traffic Law Section 1174, subdivisions a and b

NOTE: Refer also to Policy #57641 - Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees.

Adopted: 7/10/2001
Revised: 9/25/2012, target revision summer 2019
SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations, including school bus drivers who are required to have and use a commercial driver’s license (CDL), are now subject to random testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The District shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions. In order to help prevent accidents and injuries resulting from the misuse of drugs and/or alcohol by school bus drivers, the Board adopts this policy in compliance with federal and state law and regulation. The District has designated the Director of Transportation to answer driver questions about this policy and related materials.

Drug and Alcohol Testing Program

School bus drivers and Safety-Sensitive employees (SSEs) are subject to drug and/or alcohol testing in a variety of circumstances. The District will comply with all federal and state law and regulation regarding the implementation of a drug and alcohol testing program for school bus drivers.

The District shall will either establish and manage its own program, or by contract, or through have a consortium/third-party administrator manage all, or part of, its for the provision of alcohol and drug testing of employees in safety-sensitive positions for school bus drivers and safety-sensitive employees. Safety-sensitive employees (SSE), including school bus drivers who drive a vehicle which is designed to transport 16 or more passengers (including the driver), shall be subject to this requirement.

Under federal law and regulations, individuals who operate a Commercial Motor Vehicle (CMV) designed to transport 16 or more occupants (including the driver) and are subject to commercial driver’s license (CDL) requirements established by the United States Department of Transportation, are safety-sensitive employees and are subject to the following drug and/or alcohol testing: require that the District test school bus drivers and other SSEs for alcohol and drugs at the following times:

a) Pre-employment drug testing which will be conducted after an conditional offer to hire has been extended, but before actually performing the actual performance of safety-sensitive functions for the first time. Such pre-employment testing will also be required when employees transfer to a safety-sensitive position.

b) Random drug and/or alcohol testing which will be conducted on an unannounced basis. just before, during or just after performance of safety-sensitive functions.

(Continued)
SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES (CONT’D.)

Drug and Alcohol Testing Program (Cont’d.)

   c) **In addition, testing will be ordered if a trained supervisor has a “Reasonable suspicion drug and/or alcohol testing** which will be conducted when reasonable suspicion exists that an employee, a driver or SSE has engaged in prohibited use of drugs and/or alcohol. The required observation for reasonable suspicion drug and/or alcohol testing must be made by a supervisor or official who has been trained in accordance with federal law and regulation.

   d) **Post accident drug and/or alcohol testing** which will be conducted as soon as practicable following certain occurrences involving a CMV operating on a public road. after accidents on employees whose performance could have contributed to the accidents.

   e) **Return-to-duty drug and/or alcohol and follow-up testing** which will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards on a driver or SSE who has engaged in prohibited drug and/or alcohol conduct before returns to performing any safety-sensitive duties functions.

   f) **Follow-up drug and/or alcohol testing** which will be conducted on a driver or SSE who has engaged in prohibited drug and/or alcohol conduct and has returned to performing a safety-sensitive function. This follow-up testing will be conducted on an unannounced basis in accordance with a written follow-up testing plan developed by a substance abuse professional (SAP). and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty.

   All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law. All procedures used to test for the presence of drugs and/or alcohol will conform to the requirements outlined in federal law and regulation for protecting the driver or safety-sensitive employee, ensuring the integrity of the testing process, safeguarding the validity of the test results, and ensuring that all test results are attributed to the correct individual.

   Under New York State law and regulation, all school bus drivers and safety-sensitive employees are subject to pre-employment and random drug and alcohol testing in accordance with the provisions and requirements of federal regulations, regardless of commercial driver's license endorsement. Every school bus driver and safety-sensitive employee will be included in the random testing pool and must submit to testing when selected.

   (Continued)
SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES (CONT'D.)

Prohibitions and Consequences for School Bus Drivers
The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles and other SSEs:

Under federal law and regulation, individuals who operate a CMV designed to transport 16 or more occupants (including the driver) and are subject to CDL requirements established by the United States Department of Transportation are prohibited from:

a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive activities for not less than 24 hours, but no punitive action will be taken by the employer;

b) Using alcohol while performing safety-sensitive functions;

c) Using alcohol 4 hours or less before duty. Performing safety-sensitive functions within four hours after using alcohol;

d) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first;

e) Refusing to submit to a drug or alcohol or controlled substance test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;

f) Refusing to submit to a pre-employment drug test;

g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE driver uses any controlled substance drugs, as defined by federal law and regulation. This prohibition does not apply when the use is pursuant to the instructions of a licensed medical practitioner physician who is familiar with the driver's medical history and who has advised the SSE driver that the substance does not adversely affect the SSE's driver's ability to safely operate a CMV;

h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE driver tests positive for controlled substances drugs.

i) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken.

(Continued)
SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES (CONT'D.)

Prohibitions and Consequences for School Bus Drivers (Cont’d.)

Additionally, under New York State law, all school bus drivers are prohibited from:

a) Consuming a drug or intoxicating liquor, regardless of its alcoholic content, or be under the influence of a drug or intoxicating liquor, within six hours before going on duty or operating, or having physical control of a bus;

b) Consuming a drug or intoxicating liquor, regardless of its alcoholic content while on duty, or operating, or in physical control of a bus; or

c) Possessing a drug or intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to the possession of a drug or intoxicating liquor which is transported as part of a shipment or personal effects of a passenger or to alcoholic beverages which are in sealed containers.

It is the employer's responsibility to ensure that no school bus driver:

a) Violates any of the above listed provisions of New York State law; or

b) Be on duty or operate a school bus if, by a person's general appearance or by a person's conduct or by other substantiating evidence, a person appears to have consumed a drug or intoxicating liquor within the preceding eight hours.

Any violation of this policy and/or District procedures, and applicable federal and state law and regulation by a school bus driver will be grounds for disciplinary action and penalties including, but not limited to, fines, suspension, and/or discharge in accordance with the District's and/or the vendors' or contract bus companies' policies, collective bargaining agreements, and applicable law.

Drivers and other SSEs who are known found to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances conduct under federal law and regulation will be removed immediately from are subject to disciplinary action and penalties pursuant to District policy and collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions and will not be allowed to return to perform safety-sensitive functions until they are:

a) Are evaluated by a substance abuse professional (SAP);

b) Complete any requirements for rehabilitation as set by the District and the SAP;

c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a controlled substance drug test with a verified negative result if the conduct involved controlled substance drug use.
Prohibitions and Consequences for School Bus Drivers (Cont’d.)

d) The SSE shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least 6 tests in the first 12 months.

Employee Notification

The Superintendent of Schools or designee shall ensure that each SSE and school bus driver receives a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or his/her designee shall ensure that a copy of these materials is distributed to each SSE and school bus driver, who shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees including bus drivers. Representatives of applicable collective bargaining units shall be notified of the availability of this information.

The Superintendent or designee will further ensure that each school bus driver and SSE receives educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent or his/her designee shall arrange for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver or SSE for prohibited conduct involving drugs and/or alcohol or controlled substance use/abuse.

Records Management and Retention

Employee records relating to drug and/or alcohol testing, as well as to substance abuse and/or alcohol prevention programs, will be maintained in accordance with law and regulation. All employee drug and/or alcohol testing will be kept confidential and will only be revealed as required or authorized by law or regulation.

Omnibus Transportation Employee Testing Act of 1991 (P.L.102-143)
49 United States Code (USC) Section §521(b)31136 and 31306
49 Code of Federal Regulations (CFR) Parts 40, 382, 391, 392 and 395383
Vehicle and Traffic Law §§ 142, 509-g, 509-l

Adopted: 7/10/2001, target revision summer 2019
SUBJECT: SCHEDULING AND ROUTING

Bus routes are authorized by the Superintendent or the Director of Transportation and any requests for a change must be submitted to the Superintendent or his/her designee.

Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education.

The District will not transport students to nonpublic schools on days when our schools are not in session.

Education Law Sections 3621 and 3635

Adopted: 7/10/2001
SUBJECT: SPECIAL USE OF SCHOOL BUSES

The Board of Education permits limited special uses of school buses, such as providing transportation to students to extracurricular events. To this end, the Board directs the Director of Transportation and the Assistant Superintendent for Administration to review all requests prior to granting permission for any special use of school buses.

Permission for all such uses may be granted after review of such factors as the nature and legality of the use, the anticipated time a particular bus will be needed and the ability of the District to meet its normal transportation commitments.

The Board reserves the right to accept or reject any application filed.

Education Law Sections 1502, 3635 and 4105(3)
Transportation Law Article 2-F and Section 73(e)

NOTE: Refer also to Policies #5730 — Transportation of Students and #5740 — Use of Buses by Community Groups.

Adopted: 7/10/2001
SUBJECT: USE OF BUSES BY COMMUNITY GROUPS

Upon formal application to and approval by the Board of Education buses may be rented to a municipal corporation; to any senior citizen center recognized and funded by the Office for the Aging; to any not-for-profit organization serving those with disabilities; or, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals can be made only for times when vehicles are not needed for student transport and must be made for a consideration acceptable to the Board.

Education Law Section 1501-b

Adopted: 7/10/2001
SUBJECT: CRISIS RESPONSE

When a crisis arises no school system is immune to the negative, physical or mental effect on its students, staff and the local community. Immediate, effective and responsible management and communication can address the crisis and maintain a District's integrity and credibility. Therefore, the District shall develop and maintain a unified position by:

a) Identifying a crisis response team to develop a plan and maintain a strong, ongoing communications program in each school. This is the foundation for long-range success.

b) Identifying a media spokesperson who will be briefed on all details. This spokesperson shall be the Superintendent or his/her designee. Only this spokesperson shall talk to and maintain a timely flow of information to the media.

The Superintendent/designee shall be responsible for informing staff of the crisis plan that is to be developed by both administration and the crisis response team.

Adopted: 7/10/2001
Recommend elimination: Information is covered in policy 5681: School Safety Plans
MEMO

To: Board of Education

From: Lori Orologio
Mary Torcello

Re: Policy Review

Date: August 9, 2019

To date we have reviewed all policies over ten year old and some additional policies with recent law changes or recommended changes from Erie 1 BOCES for a total of 213 policies. 89 of the 213 policies have had no changes made, 87 policies have been revised or eliminated and approved by BOE and 28 more are ready to be approved by the BOE. Administrators are working on 9 open policies.

The following policies have had no changes made (see attached):

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5690</td>
<td>Exposure Control Program</td>
</tr>
<tr>
<td>5751</td>
<td>Idling Buses on School Grounds</td>
</tr>
</tbody>
</table>

The following policies are in the process of being revised:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1330</td>
<td>Appointments, Designations and Authorizations by the BOE (2nd reading 7/9/19)</td>
</tr>
<tr>
<td>3290</td>
<td>Operation of Motor-Driven Vehicles on District Property (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5620</td>
<td>Inventories – recommend elimination – (1st reading 7/9/19)</td>
</tr>
<tr>
<td>5621</td>
<td>Accounting of Fixed Assets – (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5670</td>
<td>Records Management (2nd reading 8/13/19)</td>
</tr>
<tr>
<td>5672</td>
<td>Information Security Breach and Notification – (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5681</td>
<td>School Safety Plans (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5682</td>
<td>Crisis Response; recommend elimination – 1st reading 8/13/19</td>
</tr>
<tr>
<td>5683</td>
<td>AEDs (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5691</td>
<td>Communicable Diseases (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5692</td>
<td>HIV Related Illnesses (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5710</td>
<td>Transportation Program (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5720</td>
<td>Scheduling and Routing (recommend elimination; 1st reading 8/13/19)</td>
</tr>
<tr>
<td>5730</td>
<td>Transportation of Students (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5731</td>
<td>Special Use of School Buses (recommend elimination; 1st reading 8/13/19)</td>
</tr>
<tr>
<td>5740</td>
<td>Use of Buses by Community Groups (recommend elimination; 1st reading 8/13/19)</td>
</tr>
<tr>
<td>5750</td>
<td>School Bus Safety (1st reading 8/13/19)</td>
</tr>
<tr>
<td>5761</td>
<td>Drug and Alcohol Testing for School Bus Drivers &amp; Other Safety-Sensitive Employees (1st reading 8/13/19)</td>
</tr>
<tr>
<td>6130</td>
<td>Evaluation of Personnel (wait until after APPR is final)</td>
</tr>
<tr>
<td>7110</td>
<td>School and Class Attendance – (awaiting input from administrators; will incorporate 7122 &amp; 7122.1 in it)</td>
</tr>
<tr>
<td>7122.1</td>
<td>Excuses and Absences (Recommend Elimination on hold; awaiting input from administrators)</td>
</tr>
<tr>
<td>7122.2 Release of Students/Rights of Custodial Parents (renumber to 7122) (awaiting input from administrators)</td>
<td>7214 Student Membership in the National Honor Society (Lori &amp; Giulio reviewing with Administrators)</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>7215 Response to Intervention – being revised by Sue, Giulio and Nicole; ready for cabinet review</td>
<td>7312 Student Dress Code – hold until after subcommittee survey results; 1st reading 8/27/19</td>
</tr>
<tr>
<td>7315 Teacher Removal of Disruptive Students from the Classroom (1st reading 8/13/19)</td>
<td>7340 Bus Rules &amp; Regulations (1st reading 8/13/19)</td>
</tr>
<tr>
<td>7411 Student Publications (1st reading 8/13/19)</td>
<td>7610 Programs for Students with Disabilities (hold til this summer; Nicole writing a Spec Ed District Plan)</td>
</tr>
<tr>
<td>7617 Prereferral Intervention Strategies in Regular Ed, Prior to Referral to Spec Ed ready for cabinet review</td>
<td>8330 Objection to Instructional Materials; (2nd reading 8/13/19)</td>
</tr>
<tr>
<td>8331 Teaching About Controversial Issues; recommend elimination; (2nd reading 8/13/19)</td>
<td>8332 Curriculum Areas in Conflict with Religious Beliefs/School Ceremonies &amp; Observances; recommend elimination (2nd reading 8/13/19)</td>
</tr>
<tr>
<td>8340 Textbooks/Workbooks; (2nd reading 8/13/19)</td>
<td>8350 Use of Copyrighted Materials; (2nd reading 8/13/19)</td>
</tr>
<tr>
<td>8430 Independent Study; (2nd reading 8/13/19)</td>
<td></td>
</tr>
</tbody>
</table>
SUBJECT: EXPOSURE CONTROL PROGRAM

The District shall establish an exposure control program designed to prevent and control exposure to bloodborne pathogens. According to the New York State Department of Labor's Division of Safety and Health and OSHA standards, the program shall consist of:

a) Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.

b) Written standard operating procedures for blood/body fluid clean-up.

c) Appropriate staff education/training.

d) Evaluation of training objectives.

e) Documentation of training and any incident of exposure to blood/body fluids.

f) A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV.

g) Written procedures for the disposal of medical waste.

h) Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

Occupational Safety and Health Administration (OSHA)
29 Code of Federal Regulations (CFR) 1910.10:30

Adopted: 7/10/2001
SUBJECT: IDLING SCHOOL BUSES ON SCHOOL GROUNDS

The Board of Education recognizes the need to promote the health and safety of District students and staff and to protect the environment from harmful emissions found in bus and vehicle exhaust. In accordance with Education Law and Commissioner's Regulations, the District will minimize, to the extent practicable, the idling of all school buses and other vehicles owned or leased by the District while such bus or vehicle is parked or standing on school grounds or in the front of any school. This policy also applies to contractor owned and operated school buses under contract with the District.

The District shall ensure that each driver of a school bus or other vehicle owned, leased or contracted for by the District turn off the engine of the bus or vehicle while waiting for passengers to load or off load on school grounds, or while such vehicle is parked or standing on school grounds or in front of or adjacent to any school.

Exceptions

Unless otherwise required by State or local law, the idling of a school bus or vehicle engine may be permitted to the extent necessary to achieve the following purposes:

a) For mechanical work; or
b) To maintain an appropriate temperature for passenger comfort; or

c) In emergency evacuations where necessary to operate wheelchair lifts.

Private Vendor Transportation Contracts

All contracts for pupil transportation services between the School District and a private vendor that are entered into on or after August 21, 2008, shall include a provision requiring such vendor's compliance with the provisions of reducing idling in accordance with Commissioner's Regulations Section 156.3(h).

Education Law Section 3637
Vehicle and Traffic Law Section 142
8 New York Code of Rules and Regulations (NYCRR) Section 156.3(h)

Adoption: 4/9/2013