LAKE SHORE CENTRAL SCHOOLS
Evans-Brant Central School District

Agenda
Board of Education ~ Annual Re-Organizational Meeting

Tuesday, July 1, 2014 @ 4:00 p.m.
Sr. High School – Media Center

Board Goals

- Lake Shore Central will provide all students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying.
- Lake Shore Central will continue to make adequate yearly progress on accountability measures to continue to earn New York State Education Department designation as a District in Good Standing.
- The District will cultivate an appropriate educational environment of high expectations and challenging instructional programs, providing students with the climate, knowledge and skills necessary for improved performance on both District benchmark assessments and NYS assessments.
- The District graduation rate will increase annually and reflect a greater percent of students achieving Regents Diplomas with Advanced Designation status.
- The District will continue to maintain and enhance communication efforts for greater organization, consistency, timeliness, accuracy, increased family engagement and promotion of student, staff and District achievements.
- The Board of Education and the Administrative Cabinet will continue to demonstrate fiscal responsibility by reviewing enrollment, programming, procedures and initiatives for effectiveness, success and emerging needs and opportunities.
- The Board of Education will continue to support a technology blueprint that meets our hardware, software and network needs for the implementation of our District Technology Plan.

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PART I OPENING OF MEETING

1. Call to Order and Pledge of Allegiance

2. Roll call and quorum

   BOARD MEMBERS PRESENT:           DISTRICT OFFICIALS:
      _____ Connors                   _____ Przepasniak
      _____ Farrell                   _____ Pacos
      _____ Latimore                 _____ Evingham
      _____ Michalec                 _____ DeMartino
      _____ Scritchfield
      _____ Thompson
      _____ Vogan
      _____ Camryn Kmitch, Student Representative

   SCHOOL DISTRICT ATTORNEY:
      _____ Harris Beach PLLC (Smith)

3. Administer Oath of Office to Dyan Scritchfield

4. Approval of Agenda
5. Nomination & Election of Officers:
   a) President of the Board of Education
   b) Vice-President of the Board of Education

   Administer Oath of Office to President and Vice President.

**PART II CONSENSUS MATTERS (1-4)**

**ORGANIZATIONAL APPOINTMENTS**

1. Approve Appointment of Officers for 2014-15 School Year:
   a) District Clerk ($3,500 Stipend)  Kristine DeMartino
   b) District Treasurer ($2,500 Stipend)  Julie Nagel
   c) Tax Collector (Towns of Evans & Eden)  Jonica DiMartino
      Tax Collector (Town of Brant)  Barbara Daniel
   d) Claims Auditor  Cynthia Ericson
      Claims Auditor Substitute  Carolyn Kowalewski
      (Both at an hourly rate of $27.19/hr.)

2. Approve Other Appointments for 2014-15 School Year:
   a) Clerk Pro Tem  Daniel Pacos
   b) Board of Education Student Representative  Camyrn Kmitch
   c) School Physician  Craig Maclean
   d) External Audit Firm  Toski & Co., P.C.
   e) Internal Audit Firm  Bahgat & Laurito – Bahgat, CPA
   f) Audit Committee Members  Charlie Brooks
      Patricia (Gorham) Wahl
      Paul Michalec
   g) Administrative Liaison to Audit Committee  Daniel Pacos
   h) Director of School Health Services  Daniel Pacos
   i) Designated Educational Official (SAVE)  James Przepasniak
   j) Homeless Liaison (McKinney-Vento Liaison for Education of Homeless or Unaccompanied Youth)  Melissa Evingham
k) Residency Officer
   James Przepasniak

l) Title IX/Section 504 Complaint Officers
   Daniel Pacos / Paula Eastman

m) Extracurricular Funds Treasurers
   Julie Nagel
   (Senior High School & Middle School)

n) Election Inspectors/Alternates
   Carolyn Blackchief
   Rita Carlson
   Darlene DePasquale
   Joyce Ellis
   Sandra Hooge
   Eileen Martin
   Sally Mesi
   Antoinette Pinter
   Judy Driscoll
   Dorothy Genovese
   Jackie Haderer
   Barbara Hammond
   Thomas Hammond, Jr.
   Kathleen Hepkins
   Linda Jensen
   Theresa Jerozal
   Patricia Latimore
   Bonnie Mulawka

o) School Attorney
   Law Firm of Harris Beach, PLLC

p) Bond Counsel
   Law Firm of Harris Beach, PLLC

q) Financial Advisors
   Capital Markets Advisors, PLLC

r) Attendance Officer
   Daniel Pacos

s) Medicaid Compliance Officer
   Daniel Pacos / Mary Steenberg

t) Records Access Officer
   Daniel Pacos

u) Records Management Officer
   Daniel Pacos

v) Purchasing Agent
   Daniel Pacos

w) Asbestos (LEA) Designee
   Timothy Feider
x)  Compensation Insurance Coverage  
   Assistant Superintendent for Administration  
   & Finance will act as the District’s Representative.)

y)  Disability Coverage

z)  Dignity for All Students Act (DASA)
   District Coordinator  
   Sr. High School Coordinator  
   Middle School Coordinator  
   A. J. Schmidt Coordinator  
   Highland Coordinator  
   J. T. Waugh Coordinator
   Christine Burdick  
   Matthew Fisher  
   Christopher Scarpine  
   Jill Clark  
   Christopher Walsh  
   Paula Eastman

aa)  District Data Coordinator  

bb)  State Occupational Safety & Health Officer (SOSHA)  
    Daniel Pacos

cc)  Parent Surrogates  
    Robin Igielinski

dd)  Committee on Special Education:
    Mary Steenberg  
    Michelle Lleras  
    Deborah Anderson  
    Dolores Armbrust  
    Brian Dziewa  
    Paul Taylor  
    Deborah Anderson  
    Dolores Armbrust  
    Brian Dziewa  
    Paul Taylor  
    Michelle Lleras  
    Frances Chudy  
    Robin Igielinski  
    Rayann Wheeler  
    Cindy Keefe  
    Lynn Smith  
    Lori Rutter  
    Parent, guardian or person in parental relationship with child
    School Physician  
    Regular Education Teacher  
    Special Education Teacher  
    Related Service Provider  
    School Physician, as needed  
    Teacher Representative, as needed  
    Appropriate Staff Member  
    Therapist, as needed
ee)  Committee on Preschool Special Education:
    Michelle Lleras  Chairperson
    Cindy Keefe  Parent Member
    Fran Chudy  Parent Member
    Lori Rutter  Parent Member
    Robin Igielinski  Parent Member
    Lynn Smith  Parent Member

Parent/guardian or Parental Provider of the child
Assigned Representative of the Municipality (County Representative)
Regular Education Teacher, when appropriate
Special Education Teacher or Special Education Provider
Professional involved in the evaluation of the preschooler
Certified or Licensed Professional designated by the agency charged with the
responsibility for the child in the birth to 2 system, if any.

ff)  Re-establish the compensation rate of $100 per hour for Impartial Hearing Officers
and authorize the district to reimburse Impartial Hearing Officers for mileage at a
rate of 56 cents per mile per IRS reimbursement rate.

gg)  School district designees for the purpose of direct CSE referrals:
1) School Psychologists
2) Building Principals
3) Director of Special Education

hh)  Title VII Coordinator  (Annual Stipend $3,300)  Stacey Purpera

ii)  Representative to School and Municipal Energy  Cooperative Board of Directors
    Timothy Feider

jj)  Approval of Non-Instructional & Instructional Substitutes and Home Instructors
    James Przepasniak

kk)  Representative to Erie 2 BOCES Health Ins. Alliance  Daniel Pacos

3.  Approve Bonding of Personnel:
    BONDS: Under the district's current insurance policy, the single Town of Evans Receiver of
    Taxes and Assessments/school tax collector for the Town of Eden portion of the district is
    bonded for $100,000, and the Treasurer is bonded for $25,000 at no additional charge.

    If more than one collector is added to the coverage, this provision does not apply, but a portion of
    the agreement with the proposed collector for the Town of Brant portion of the district requires
    the furnishing of their own undertaking for the coverage.
4. **Approve Designations:**
   
   a) **Official Bank Depositor**
      - Evans Bank
      - Key Bank
      - JP Morgan Chase Bank
      - Citizen’s Bank
      - M&T Bank
      
      The maximum amount that may be on deposit in any of the above banks is an amount equal to the annual budget.

   b) **Official Newspaper**
      - The Sun
      **Official Penny Saver**
      - Angola Penny Saver

   c) **Regular monthly meeting schedule:** Third Tuesday of each month (7:00 p.m. – Sr. High Media Center) except February 25, 2015, which is the fourth Tuesday due to Mid-Winter Recess; May 26, 2015, which is the fourth Tuesday due to the Budget Vote & Board Election; and June 9, 2015 which is the second Tuesday due to exams.

   Board Work Session schedule:
   First Tuesday of each month, September – June, at 6:30 p.m., except January, March and June.

   **Budget Hearing**
   - **Tuesday, May 12, 2015 - 7:00 p.m.**
     Sr. High Media Center

   **Budget Vote and Board Election:**
   - **Tuesday, May 19, 2015 – 9 a.m.-9 p.m.**
     Sr. High School (Main Lobby)

   d) **Mileage Reimbursement** at a rate of 56 cents per mile per IRS reimbursement rate.

   e) **Non-resident tuition rates** – Set at NYS Education Department Rates

   f) **Appointment of Impartial Hearing Officers:**
      Approve the rotational list of Impartial Hearing Officers as maintained by the New York State Education Department (NYSED) on the Impartial Hearing Reporting System (IHRS).

   g) **Re-establish a rate of $10.50/hour** for Fitness Center Employees for the 2014-15 school year.

   h) **Re-establish a Fitness Center membership fee** in the amount of $75 for a full membership and $15 for a track only membership for the 2014-15 school year.

   i) **Establish the Use of Facilities Fee Schedule** for the 2014-15 school year.

   j) **Re-establish a rate of $80 per event** for the Coordinating Police Officer and $75 per event for any other Police Officer who provides security for Lake Shore CSD events.
l) Re-establish/establish Substitute Rates for the 2014-15 school year:

- **Administrators**: $300/day
- **Certified Teachers**: $95.00/day ($105/day after 45 days of service in a single position.)
- **Home Tutors**: $35.00/hour
- **Lifeguards**: $9.35/hour

<table>
<thead>
<tr>
<th>Non-Teaching (Per Hour)</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
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<tbody>
<tr>
<td>Clerical</td>
<td>$10.00</td>
<td>$10.75</td>
<td>$12.50</td>
</tr>
<tr>
<td>Custodian</td>
<td>$9.50</td>
<td>$10.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>Laborer</td>
<td>$9.00</td>
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<tr>
<td>Bus Driver</td>
<td>$15.00</td>
<td>$16.50</td>
<td>$18.00</td>
</tr>
<tr>
<td>Bus Attendant</td>
<td>$9.00</td>
<td>$9.75</td>
<td>$10.50</td>
</tr>
<tr>
<td>Bus Mechanic</td>
<td>$15.00</td>
<td>$16.50</td>
<td>$18.00</td>
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<tr>
<td>Classroom Aide / PCA</td>
<td>$9.00</td>
<td>$9.75</td>
<td>$11.75</td>
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<tr>
<td>Monitor</td>
<td>$9.00</td>
<td>$9.75</td>
<td>$10.50</td>
</tr>
<tr>
<td>School Nurse RN</td>
<td>$20.00</td>
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<td>$22.00</td>
</tr>
<tr>
<td>LPN</td>
<td>$19.00</td>
<td>$19.50</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

(30+ Days) (30+ Days for 3 Years+)

5. **Approve Authorizations:**
   a) Re-establish the Budget Transfer Limit $100,000

   b) Administrator/Certify Payroll James Przepasniak

   c) Establish Petty Cash Funds: RESOLVED: That Petty Cash funds be re-established for the school year 2014-15, and that designated administrator of the funds and location are as follows:

<table>
<thead>
<tr>
<th>Number</th>
<th>Amount</th>
<th>Location</th>
<th>Designated Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$100</td>
<td>Community Ed.</td>
<td>Christine Burdick</td>
</tr>
<tr>
<td>2</td>
<td>$100</td>
<td>Transportation</td>
<td>Linda Allen</td>
</tr>
<tr>
<td>3</td>
<td>$300</td>
<td>District Cafeterias</td>
<td>Daniel Pacos</td>
</tr>
</tbody>
</table>

d) Authorized Signatures on Checks
   1) Superintendent of Schools
   2) Assistant Superintendent for Administration & Finance
   3) District Treasurer

e) State and Federal Grant Forms Signature James Przepasniak
f) Authority to Sign Contracts and Agreements for District
   1) Superintendent for District
   2) Board President and/or Vice-President

g) Authority to Appoint Impartial Hearing Officers  Board President

h) Positions provided district-owned cell phones
   1) Superintendent of Schools
   2) Assistant Superintendent for Administration & Finance
   3) Buildings & Grounds Supervisor
   4) Buildings & Grounds Employees

i) Authorized to approve attendance at conferences, workshops, etc. with designated expenses.  James Przepasiak

j) Authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment pursuant to Education Law Section 913; and authorized to appoint and engage a physician(s) and make such arrangements as are necessary/associated with such examination.  James Przepasiak

k) PARTIAL PAYMENT OF TAXES: To continue the ability for taxpayers to make partial payments on their school tax bill, a resolution has to be adopted each year or until the law is changed regarding the procedure. The following resolution is recommended in accordance with Section 1, Chapter 812, F & G, of the Laws of 1993, and Section 5-2.0 of Chapter 812 of the laws of 1942, Constituting the Erie County tax act, as amended by Chapter 459 of the laws of 1997.

   “F. ELECTION OF PARTIAL PAYMENT PROVISIONS - Any school district, the taxes for which are collected by a school district tax collector, town tax collector, or receiver of taxes, as of the date of this act shall take effect may, as to School District Taxes levied upon real property located within Erie County, elect that such taxes be subject to the partial payment provisions as prescribed in this section.

   “G. CERTIFICATION OF ELECTION - Election under Subdivision (F) of this section shall be made annually at a regular meeting of the school district and when such election is made, it shall be certified by the Clerk of the School District to the Town Clerk and to the School Tax Collector, Town Collectors, or Receivers of Taxes on or before the first day of September following such school district meeting.”

l) Authority to Invest Funds: The Assistant Superintendent for Administration & Finance and the Treasurer should be empowered to invest idle funds at the highest possible, secured rate of interest for the longest periods possible, all to the greatest benefit of the district.
m) **Authority to Borrow Funds:**

RESOLVED: That subject to the provisions of the Local Finance Law, the power to issue and sell Tax and Revenue Anticipation Notes, including renewals thereof, in anticipation of the receipt of taxes and state aid monies due from taxpayers of the district and the State of New York, estimated by the Chief Fiscal Officer of said school district to be received during the current fiscal year of said school district commencing July 1, 2014, and ending June 30, 2015, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents and shall be sold in such manner as may be prescribed by said President of the Board of Education in accordance with the Local Finance Law.

Without limiting the generality of the foregoing delegation of power, the power to sell such revenue anticipation notes, including renewals thereof, and to prescribe the terms, form and contents of such notes shall include:

1. The designation of the notes.
2. The date of issue of the notes.
3. The denominations and principals of the notes.
4. The dates for the payment of the principal and interest on the notes, including the number of maturities and the amounts thereof.
5. Provisions for redemption prior to the maturity of such notes, if any.
6. The designation of the place or places of payment of the principal or interest on the notes.
7. Provision for registration.
8. The text of the notes.
9. The manner of execution of the notes, and
10. Any and all other provisions relating to the terms, form and contents of the notes, which said President of the Board of Education shall deem necessary or desirable.

The powers herein delegated to the President of the Board of Education shall remain in full force and effect until modified, amended or revoked by a further resolution of the Board of Education of the Evans-Brant Central School District, or until June 30, 2015.

n) **Tax Anticipation Note Resolution:** The following as recommended by the Assistant Superintendent for Administration & Finance and bond counsel of the firm of Harris Beach, PLLC, as a special resolution to continue in place regarding Tax Anticipation Notes of the district.

A resolution delegating to the President of the Board of Education of the Evans-Brant Central School District, Erie County, New York, the power to authorize, from time to time and year to year, the issuance and sale of tax anticipation notes of said school district in anticipation of the collection of real estate taxes levied or to be levied.

BE IT RESOLVED: by the Board of Education of Evans-Brant Central School District, Erie County, New York, as follows:
Section 1: The power to authorize, from time to time and year to year, the issuance and sale of tax anticipation notes of Evans-Brant Central School District, Erie County, New York, including renewals thereof, in anticipation of the collection of real estate taxes levied or to be levied for the fiscal year of said School District during which such issuance and sale shall be authorized or for the fiscal year during which such notes shall be issued or sold, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents as may be determined by said President of the Board of Education, pursuant to the Local Finance Law.

Section 2: The School District Clerk of said School District is hereby authorized to execute such notes in the place of the chief fiscal officer of said School District, if such officer shall so specify.

Section 3: It is the intent of this Board of Education that this resolution shall be of perpetual duration until otherwise modified, amended, revoked, rescinded or repealed.

Section 4: This resolution shall take effect immediately.


7. Approve Board Assignments:
   ab) NYS School Boards Association
       Delegate (Current: Latimore) 1)
       Alternate (Current: Vogan) 2)

   ac) Erie County Association Of School Boards
       Delegate Assembly (Current: Vogan) 1)
       Alternate (Current: Michalec) 2)

       Legislative Team (Current: Garozzo) 1)
       Alternate (Current: Latimore) 2)

       Budget & Finance Team (Current: Connors) 1)
       Alternate (Current: Thompson) 2)

   ad) Board of Education Committees
       Administrative Leadership Committee (Standing)
       (Current: Latimore, Thompson, Michalec)

       Audit Committee (Standing)
       (Current: Michalec)

       Budget Committee (Standing)
       (Current: Connors, Thompson, Michalec)

       Policy Committee (Standing)
       (Current: Farrell, Thompson, Vogan)
Athletics Committee (Ad Hoc)
   (Current: Connors, Garozzo, Michalec)

Board Recognition Program Committee (Ad Hoc)
   (Current: Board Members)

CDEP Representative
   (Current: Latimore)

Code of Conduct Representative
   (Current: Michalec)

Finance Academy Representative
   (Current: Farrell)

Safety Committee Representative
   (Current: Connors, Garozzo)

Shared Decision Making Representative
   (Current: Farrell)

Strengthening Teachers/Leaders Advisory Committee
   (Ad Hoc) (Current: N/A - New)

Technology Committee Representative
   (Current: Connors, Vogan)

PART III – ADJOURNMENT

James E. Przepasniak
Superintendent of Schools
Board Goals

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I. Approval of Agenda

II. Recognition of scheduled visitors (None Scheduled)

III. Consent Agenda

Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

1. Approve the Minutes of the Regular Board of Education Meeting of June 10, 2014. #3

2. Financial Reports
   a. Treasurer’s Report – May 2014 #4
   b. Interest/Investment Report – Informational
c. Extra Class Accounts:
   Sr. High School
   Balance as of 5/31/14  $110,247.71
   Middle School
   Balance as of 5/31/14  $14,562.19

d. LSCTA Supplemental Benefit Fund
   Monthly Report – June 2014  $60,685.83
   Year End Report – June 2014  $60,685.83

3. Approve the attached list of Textbooks to be discarded, resold or rebound.


5. Approve the award for the 2014-15 Cafeteria Program Bid to Personal Touch Food Service, Inc. as outlined in the attached.

6. Declare a Fender CG-7 Acoustic Guitar and 4/4 Kay Cello as scrap, and offer them up for disposal as they are broken beyond repair.

7. Declare an Apple iMac Desktop Computer as surplus, and approve the donation to a Special Education student.


9. Award the bids for items that recently went to auction to the highest bidders as attached.

10. Approve the attached trip request for the Junior Class to travel to Cedar Point in Sandusky Ohio on October 18, 2014.

11. Approve the attached trip request for JV/Varsity Cheerleading to travel to Camp Bryn in Honesdale, PA on August 26-29, 2014.

12. Approve the purchase of the novel *A Short History of Nearly Everything*, by Bill Bryson, to be used for summer reading for the AP Physics program.

13. Approve the attached Resolutions for the Certification of Lead Evaluators for Classroom Teachers & Building Principals.


15. Approve the attached schedule of CSE & CPSE Meeting Dates for the 2014-15 school year.
16. Approve the Committee on Special Education & CPSE reports as attested. 

B. PERSONNEL
1. Approve the annual Administrative Stipends for the 2014-15 school year as attached, at a rate of pay pursuant to the Lake Shore Central Administrators and Supervisors’ Association Agreement. 

2. Approve the attached revised list of Department Chairpersons, Team Leaders and Elementary Core Curriculum Leaders for the 2014-15 school year, at a rate of pay pursuant to the District-LSCTA Agreement.

3. Approve the appointment of Mary Morrison as the Mentor Program Facilitator for the Mentor Teacher Internship Program for the 2014-15 school year at a stipend of $2,000.

4. Approve the attached additional list of Mentor appointments for the 2014-15 school year, at a rate of pay pursuant to the District-LSCTA Agreement.

5. Approve the attached list of Sr. High Advisors for the 2014-15 school year, at a rate of pay pursuant to the District-LSCTA Agreement.

6. Approved the attached list of Middle School Advisors for the 2014-15 school year, at a rate of pay pursuant to the District-LSCTA Agreement.

7. Approve the attached lists of temporary instructional staff for appointments in the 2014 Summer Instructional Music Program, to be compensated at the current District-LSCTA contractual rate of $38.79 per hour.

8. Approve the attached list of temporary non-teaching staff for appointments in the 2014 Summer Program (Aides, Bus Attendants, Bus Drivers, Bus Washers, LPNs, Monitors), to be compensated at the current Board-Teamsters contractual rates.

9. Approve the attached revised list of students at the revised rate of $8/hour for the 2014 Summer Worker & Finance Academy Summer Interns to work as extra summer help for Buildings & Grounds, the Technology Department, and Eagle’s Landing.

10. Approve the additional appointment of Julie Clark as a Home Tutor at a rate of $35/hour.

11. Approve an unpaid leave for Jessica Dimmer from her position as Elementary Education teacher due to the depletion of benefit days, effective June 26, 2014.

12. Approve an unpaid leave for Debra Fox from her position as Speech Teacher due to the depletion of benefit days, for June 12, 13 & 19, 2014.
IV. Old Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

B. PERSONNEL

V. New Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS
1. Approve the agreement between the Evans-Brant Central School District (Lake Shore Central Schools) and Dr. Craig K. MacLean, D.O. for the 2014-15 school year. #31
2. Approve the attached Crisis Intervention Plan. #32
3. Approve the attached 2014-15 Mentor Teacher Internship Program. #33

B. PERSONNEL
1. Approve the recall from lay-off status of Allyson Mion to a full time (1.0 FTE) Elementary Education position, Step 4 – Masters, effective August 25, 2014. #34
2. Accept the resignation of Allyson Mion from her position as Teaching Assistant, effective August 25, 2014.
3. Accept with regret the resignation for the purpose of retirement of Bonita Anticola from her position as Home Economics Teacher, effective June 30, 2014. #35
4. Approve the attached Resolution for abolishment/reduction of non-instructional positions for the 2014-15 school budget. #36
5. Approve the six-month probationary appointment of Carrie Slotman as a Clerk Typist for the District, to be compensated at the current Board-Teamsters contractual rate of $16.17 per hour, Step 1, effective July 10, 2014. #37

VI. Discussion
1. Use of Facilities
2. Schedule Policy Committee Meeting
3. Agenda items for the August 12, 2014 Board of Education Retreat
   - District Goals
   - School Tax Exemption for Veterans
   - 3-5 Year Budget Plan
   - NYS Assessments
   - Program Presentation Schedule for 2014-15 Work Session/Meetings

VII. School Board Reports, News and Notes

1. Student Representative Report (None Scheduled)

2. Board of Education Committee Reports (None Scheduled)

3. ECASB Update/Reports

4. Calendar
   - July 2nd – Erie2-Chautauqua-Cattaraugus BOCES
   - July 4th – Independence Day – No School
   - July 7th – Summer School Program Begins
   - July 31st – Elementary & Middle School Summer School Ends
   - August 12th – Board Retreat – 4 p.m. @ District Office Conference Room
   - August 13th-14th – High School Summer School Exams
   - August 15th – Special Education Summer School Ends
   - August 18th – New Teacher Orientation
   - August 18th – All JV/Varsity Sports Begin
   - August 19th – Board of Education Regular Meeting @ 7 p.m. – Sr. High Media Center
   - August 21st – Modified Football Begins
   - August 25th – Superintendent’s Conference Day
   - August 26th – Superintendent’s Conference Day
   - August 26th – Grade 6 Orientation @ 8 a.m.
   - August 26th – Kindergarten Orientation @ 10:30 a.m.
   - August 26th – Grade 9 Orientation @ 12:2 p.m.
   - August 28th – All Remaining Modified Sports May Begin
   - September 1st – Labor Day – No School
   - September 2nd – School Resumes – Students Report
   - September 2nd – Board of Education Work Session @ 6:30 p.m. in District Conference Room

5. Superintendent’s Report

VIII. Recognition of unscheduled visitors
IX. Executive Session
   1. Discuss the employment history of two particular individuals.
   2. Discuss collective negotiations.

X. Return to Regular Session

XI. Adjournment

James E. Przepasniak
Superintendent of Schools
Lake Shore Central Schools  
(Evans-Brant Central School District)  

Board of Education Meeting Schedule  
2014-15 School Year

July 1, 2014  Re-org & Regular Mtg.  4:00 p.m.  Sr. High Library Media Center  
August 12, 2014  Board Retreat  4:00 p.m.  District Office Conference Room  
August 19, 2014  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
September 2, 2014  Work Session  6:30 p.m.  District Office Conference Room  
September 16, 2014  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
October 7, 2014  Work Session  6:30 p.m.  A. J. Schmidt Elementary  
October 21, 2014  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
November 4, 2014  Work Session  6:30 p.m.  J. T. Waugh Elementary School  
November 18, 2014  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
December 2, 2014  Work Session  6:30 p.m.  Highland Elementary School  
December 16, 2014  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
January 20, 2015  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
February 3, 2015  Work Session  6:30 p.m.  Lake Shore Middle School  
February 24, 2015*  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  

*Due to Winter Break (February 16-20)  

March 17, 2015  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
April 7, 2015  Work Session  6:30 p.m.  District Office Conference Room  
April 21, 2015  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
May 12, 2015  Meet the Candidates  6:00 p.m.  Sr. High Library Media Center  
May 12, 2015  Budget Hearing/Work Session  7:00 p.m.  Sr. High Library Media Center  
May 19, 2015  Annual Budget Vote/Election  9 a.m. – 9 p.m.  Sr. High School Main Lobby  
May 26, 2015  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  
June 9, 2015*  Regular Meeting  7:00 p.m.  Sr. High Library Media Center  

*Due to Exams (June 16-25)  

(Meetings are subject to change by the Board of Education.)

NOTE:  No January, March or June Work Session Scheduled

Board of Education Building Visitation Schedule

October 7, 2014  Building Tour  5:45 p.m.  A. J. Schmidt Elementary School  
November 4, 2014  Building Tour  5:45 p.m.  J. T. Waugh Elementary School  
December 2, 2014  Building Tour  5:45 p.m.  Highland Elementary School  
February 3, 2015  Building Tour  5:45 p.m.  Middle School  
April 7, 2015  Building Tour  5:45 p.m.  Sr. High School
Fees noted are minimum hourly rates. Rates include basic utilities and basic custodial service. Possible additional charges are listed below.

**SENIOR HIGH**

<table>
<thead>
<tr>
<th>Building/Area of Use</th>
<th>Not for Profit (per hour)</th>
<th>For Profit (per hour)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Pool</td>
<td>$18.75</td>
<td>$37.50</td>
<td>Pool permit, lifeguard certifications, insurance required</td>
</tr>
<tr>
<td>Full Gymnasium</td>
<td>$42.50</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Each Section (1/3)</td>
<td>$15.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Media Center (whole)</td>
<td>$18.75</td>
<td>$37.50</td>
<td></td>
</tr>
<tr>
<td>Each Section (1/3)</td>
<td>$18.50</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Large Group Instr.</td>
<td>$12.50</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td>$18.75</td>
<td>$37.50</td>
<td>Plus stage-lighting done by district staff - additional charge</td>
</tr>
<tr>
<td>Cafeteria (whole)</td>
<td>$18.75</td>
<td>$37.50</td>
<td></td>
</tr>
<tr>
<td>Each Section (1/3)</td>
<td>$12.50</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>$12.50</td>
<td>$30.00</td>
<td>Must employ one (1) Personal Touch employee</td>
</tr>
<tr>
<td>Classroom</td>
<td>$7.50</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**MIDDLE SCHOOL**

<table>
<thead>
<tr>
<th>Building/Area of Use</th>
<th>Not for Profit (per hour)</th>
<th>For Profit (per hour)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium (whole)</td>
<td>$30.00</td>
<td>$62.50</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>$18.75</td>
<td>$37.50</td>
<td>Pool permit, lifeguard certifications, insurance required</td>
</tr>
<tr>
<td>Media Center</td>
<td>$18.75</td>
<td>$37.50</td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td>$18.75</td>
<td>$37.50</td>
<td>Plus stage-lighting done by district staff - additional charge</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$17.50</td>
<td>$37.50</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>$12.50</td>
<td>$30.00</td>
<td>Must employ one (1) Personal Touch employee</td>
</tr>
<tr>
<td>Classroom</td>
<td>$7.50</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**ELEMENTARY SCHOOLS**

<table>
<thead>
<tr>
<th>Building/Area of Use</th>
<th>Not for Profit (per hour)</th>
<th>For Profit (per hour)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium (whole)</td>
<td>$7.50</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>J.T. Waugh Gym</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium (J.T. Waugh only)</td>
<td>$12.50</td>
<td>$22.50</td>
<td>Plus cost for placement of chairs and removal</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$12.50</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>$12.50</td>
<td>$25.00</td>
<td>Must employ one (1) Personal Touch employee</td>
</tr>
<tr>
<td>Library</td>
<td>$10.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>$7.50</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Charges**

1. Custodial staff required to manage use in addition to regular daily tasks.
2. Weekend use will require any additional costs for overtime labor. No Sunday use of facilities.
3. If supervision is required time will be billed at $25.00/hr.
4. If use of stage lighting is required, district staff will be assigned at $35.00/hr.
5. No charge will be assessed for athletic fields, or other outdoor facilities provided no LSC supervisor or maintenance is required.
6. Damage to any area as a result of misuse will be billed at full replacement or repair value.

*PLEASE NOTE: Pending Board of Education Approval, Fees may be waived for organizations that can demonstrate their not for profit status

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Lake Shore Central Schools
959 Beach Road
Angola, NY 14006

USE OF FACILITIES
FEE SCHEDULE
7/1/14- 6/30/15

*BOE (X/XX/XX) - approved full fee schedule (updated following BOE approval)
I. Call to order
The meeting was called to order in the Sr. High Media Center at 7:02 p.m. by Mrs. Michalec, Board President, as she made an emergency exit announcement, lead the pledge of allegiance, and then made an announcement to please turn off all electronic devices during the meeting.

II. Roll call

BOARD MEMBERS PRESENT:
Jennifer Michalec, President
Carla Thompson, Vice President
William Connors, Jr.
Jennifer Farrell
Carmen Garozzo
Cindy Latimore (Arrived @ 8:06 p.m.)
Richard Vogan
Luke Catalano, Student Representative

DISTRICT OFFICIALS:
James Przepasniak, Superintendent of Schools
Daniel Pacos, Asst. Superintendent for Administration & Finance
Melissa Evingham, Assistant Superintendent for Instruction
Kristine DeMartino, District Clerk

SCHOOL DISTRICT ATTORNEY:
Marnie Smith – Harris Beach PLLC

OTHERS PRESENT:
Michael Reed
Brian Dziewa
George Cordia
Barbara Clark
Jean Stang-Terrano
Phil Terrano
Noe Rodrigues
Nancy & Joe Ells
Charlotte Acksel
Christine Dobrzanski
Aline Nachtigall
Jeff Barnes
JulieAnn Hoerner
Laura Kowal
Jen Osborne-Coy
III. Approval of Agenda

A motion was made by Richard Vogan, seconded by Bill Connors, Jr., voted upon and carried 6-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the agenda.

Action No. 136  6/10/14

Mr. Vogan requested that we add Board Officers under Discussion Items.

A motion was made by Richard Vogan, seconded by Carla Thompson, voted upon and carried 6-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby adds Board Officers under Discussion Items.

Action No. 137  6/10/14

IV. Recognition of scheduled visitors

1. Recognition of Student Representative, Luke Catalano, and Board Member Carmen Garozzo – On behalf of the Board of Education, Mrs. Michalec presented Luke Catalano with an engraved clock as a token of the Board’s appreciation for his service as Student Representative on the Lake Shore Central Board of Education during the 2013-14 school year. The Board also presented Carmen Garozzo with an engraved clock for his years of service on the Board of Education from July 1, 2005 through June 30, 2014.

2. Recognition of 2013-14 Employees of the Month – The Board recognized the following Employees of the Month: Michael Brinkerhoff (October), Noe Rodriguez (November), Nancy Ells (December), Jennifer Philarom (January), Charlotte Acksel (February), Jackie Preischel (March), Karen Vail (April), and Brian Dziewa (May).

3. Recognition of recent retirees – The Board also recognized Susan Ciminelli, Christine Dobrzanski, Aline Nachtigall and Jean Stang-Terrano for their years of service in the District.

4. Recognition of recent tenure appointments – The Board also recognized the following recent tenure appointments: Melissa Evingham, Michelle Lleras, Jeffrey Barnes, JulieAnn Hoerner, Christopher Walsh, Laura Kowal, Michael Reed, and Sara Juskiewicz.
V. Break for Ice Cream Reception

At 7:14 p.m. a motion was made by Richard Vogan, seconded by Carla Thompson, voted upon and carried 6-0 to break for a brief Ice Cream Reception to honor the recent 2013-14 Employees of the Month, recent retirees, recent tenure appointments, Luke Catalano, and Carmen Garozzo.

VI. Return to Regular Session

At 7:36 p.m. a motion was made by Carmen Garozzo, seconded by Bill Connors, Jr., voted upon and carried 6-0 to return to regular session.

VII. Recognition of scheduled visitors – Continuation

1. Technology Plan & Blueprint Presentation – Jeffrey Barnes – Mr. Barnes briefly discussed the District Technology Plan and Blueprint, including showing the Board where we were and where we are in terms of technology today.

VIII. Consent Agenda

A motion was made by Richard Vogan, seconded by Bill Connors, Jr., voted upon and carried 6-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the items contained under the consent agenda.**

<table>
<thead>
<tr>
<th>Action No. 138</th>
<th>6/10/14</th>
</tr>
</thead>
</table>

Recommendation from the Superintendent to approve the following:

A. **FISCAL / OPERATIONAL MATTERS**


2. Financial Reports
   a. LSCTA Supplemental Benefit Fund
      Monthly Report – May 2014 $70,849.81

3. Declare the items (buses & parts) described in the attachments as surplus and offer them up for sale to the highest bidder.
4. Approve the following 2014-15 bid awards as outlined in the attached.
   Art Supplies
   Athletic Program Supplies
   Classroom & General Office Supplies
   Custodial & Maintenance Supplies & Equipment
   Health Supplies
   Magazines
   Music Program Supplies
   Science Program Supplies
   Technology Program Supplies

5. Accept a generous donation of approximately 230 books, *Joseph Bennett of Evans and the Growing of New York’s Niagara Frontier* by Kevin H. Siepel, specifically donated to provide to all graduating seniors.

6. Approve the Committee on Special Education & CPSE reports as attested.

B. PERSONNEL

1. Approve the resignation of Ronald Tonelli as the English Department Co-Chair, effective June 30, 2014.

2. Approve the attached revised list of Department Chairpersons, Team Leaders and Elementary Core Curriculum Leaders for the 2014-15 school year.

3. Approve the attached list of grant funded positions for the Strengthening Teachers and Leader Effectiveness 2 Program for the 2014-15 school year.

4. Approve the following coaching appointments for the 2013-14 sports season:
   - JV Cheerleading Coach  Valerie Abbatoy  $1,269 (Fall)
   - JV Cheerleading Coach  Valerie Abbatoy  $1,269 (Winter)
   - Modified Football Coach  Brett Borman  $3,273
   - Modified Football Assistant Coach  Joseph Migliaccio  $2,788

5. Approve the attached lists of temporary instructional staff for appointments in the 2014 Summer School Program, to be compensated at the current Board-LSCTA contractual rate of $38.79 per hour.

6. Approve the attached list of temporary non-teaching staff for appointments in the 2014 Summer Program, to be compensated at the current Board-Teamsters contractual rates.

7. Approve the attached (additional) list of staff & hourly rates of pay for the 2014 Eagles Landing Summer Program.
8. Approve the attached lists of students at the rate of $7.25/hour for the 2014 Summer Worker & Finance Academy Summer Interns to work as extra summer help for Buildings & Grounds, the Technology Department, and Eagle’s Landing.

9. Approve an unpaid leave for Debra Fox from her position as Speech Teacher due to the depletion of benefit days, for May 9, 12 & 13, 2014.

10. Approve an unpaid leave for Kathryn Wagner from her position as Occupational Therapist due to the depletion of benefit days, for May 20, 21, 22, June 3 & 6, 2014.

11. Approve an unpaid leave for Kimberly Chiappone from her position as Elementary Education teacher due to the depletion of benefit days, effective June 3, 2014.

IX. Old Business
Recommendation from the Superintendent to approve the following:
A. FISCAL / OPERATIONAL MATTERS
B. PERSONNEL

X. New Business
Recommendation from the Superintendent to approve the following:
A. FISCAL / OPERATIONAL MATTERS
B. PERSONNEL

A motion was made by Bill Connors, Jr., seconded by Carla Thompson, voted upon and carried 6-0 that the following resolution be adopted:

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BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby accepts with regret the resignation for the purpose of retirement of Jean Stang-Terrano from her position as Home & Careers teacher, effective June 30, 2014.
```

Action No. 139  6/10/14

1. Accept with regret the resignation for the purpose of retirement of Jean Stang-Terrano from her position as Home & Careers teacher, effective June 30, 2014.
A motion was made by Carla Thompson, seconded by Jennifer Farrell, voted upon and carried 6-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby accepts with regret the resignation for the purpose of retirement of Christine Dobrzanski from her position as Laborer, effective June 30, 2014.**

Action No. 140  6/10/14

2. Accept with regret the resignation for the purpose of retirement of Christine Dobrzanski from her position as Laborer, effective June 30, 2014.

A motion was made by Carmen Garozzo, seconded by Carala Thompson, voted upon and carried 6-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the recall from lay-off status of Danelle Addison to a full time (1.0 FTE) Elementary Education position, Step 6 – Masters, effective August 25, 2014.**

Action No. 141  6/10/14

3. Approve the recall from lay-off status of Danelle Addison to a full time (1.0 FTE) Elementary Education position, Step 6 – Masters, effective August 25, 2014.

**XI. Discussion**

1. Use of Facilities – Daniel Pacos – The Board discussed the Use of Facilities including what needs to be done differently, what can be improved, how to go about making changes to the current process, and clarifying how things are currently being done. They also discussed parking issues within the village community, the amount of facilities use, costs related to the use of facilities, custodial cost & coverage, and the use, cost & fees for profit organizations and not-for-profit organizations. The District recently sent out a letter to organizations that have used our facilities over the past year to give them a heads up on changes that would be coming to our Use of Facilities process.

Cindy Latimore arrived at 8:06 p.m.

The Board will further discuss the Use of Facilities process at the July 1st regular meeting, with possible adoption of any changes to the process at the August Regular Board meeting. The District will provide the data of usage by group, what facility is being utilized by each group, and the estimated corresponding cost for their use of facilities for the July 1st meeting.

2. Agenda items for the July 1, 2014 Re-Org & Regular Meeting – Mrs. DeMartino requested Board members to start thinking about the committee/delegate appointments for the July 1st re-org meeting. She will provide the current list to the Board for their review prior to the meeting.
3. **Agenda items for the August 13, 2014 Board of Education Retreat**
   - District Goals
   - School Tax Exemption for Veterans
   - 3-5 Year Budget Plan
   - NYS Assessments
   - Program Presentation Schedule for 2014-15 Work Session/Meetings

4. **2014-15 Board Officers** – Mr. Vogan asked Board Members regarding their interests to serve as President/Vice President for the 2014-15 school year. He asked if Mrs. Michalec and Mrs. Thompson were interested in continuing in their current positions or if anyone else is interested in serving in one of those capacities. Mrs. Michalec indicated her interest to continue as the Board President. Mrs. Thompson indicated her interest to continue as Board Vice President, but indicated that if anyone else is interested in serving, she wouldn’t have a problem stepping down. Mr. Connors indicated his desire to be considered for Vice President. Mr. Przepasniak indicated that there is a nomination process that will need to be followed at the July re-org meeting, and it was pointed out that our new board member is currently not in attendance and therefore not part of this discussion.

**XII. School Board Reports, News and Notes**

1. **Student Representative Report** – Mr. Catalano indicated Seniors in Demand took place last Friday wherein staff members bid on student government students to work for them for a day. Seniors in Demand raised approximately $350 which will be given to this year’s charity – Cystic Fibrosis. Student Government is currently working on a Dodgeball Tournament which will take place on June 12th. There are twelve teams that will compete rain or shine. Proceeds from the tournament will also be used to benefit Cystic Fibrosis. Mr. Catalano advised Board Members that Prom was well attended and it took place at the Connecticut Street Armory. He also advised that Student Government elections have taken place and the 2014-15 Student Government President and next Student Representative to the Board of Education will be Camryn Kmitch.

2. **Board of Education Committee Reports** – There were no Board of Education Committee Reports.

3. **ECASB Update/Reports** – The ECASB Annual Dinner is scheduled for June 12th. Mr. Przepasniak, Mrs. Michalec and Mrs. Thompson will be attending on behalf of Lake Shore. Mr. Vogan will also attending through Erie2 BOCES.

4. **Calendar**
   - June 11th – Middle School Spring Concert (Chorus) @ 7 p.m.
   - June 11th – Erie 2 BOCES Board Meeting – Carrier Educational Center @ 7:30 p.m.
   - June 11-13th – JTW Grade 5 Outdoor Education Program
   - June 12th – AJS 5th Grade Awards Ceremony @ 1:30 p.m.
   - June 12th – ECASB Annual Dinner
   - June 13th – AJS Field Day
   - June 14th – NYS Required Fiscal Oversight & Responsibility Training for New School Board Members
   - June 16 – Sr. High School – Local & Regents Exams begin
   - June 18-20 – Highland Grade 5 Outdoor Education Program
   - June 20 – Middle School CSV & Leo’s Club Lock In
   - June 20 – Middle School – Last Full Day of Student Attendance
   - June 23-26 – Middle School Exams – Half Days for Student Attendance
   - June 23 - Highland 5th Grade Awards Ceremony
   - June 24 – 5th Grade Visit @ Middle School (11 a.m. – 2:15 p.m. approx.)
   - June 24 - Highland - Kindergarten Celebration
   - June 24 – Elementary Schools – Last Full Day of Student Attendance
   - June 25 – Elementary Schools – Half Day for Student Attendance
5. Superintendent’s Report – Mr. Przepasniak discussed the Business First Rankings of WNY Schools. Lake Shore is in the top 25 of Western New York Athletics, #22 to be exact. The AP results were also included in Business First, not only the number of students taking AP exams, but also the percentage of students that are scoring a 3, 4 or 5 on the AP exams. Lake Shore High School is #12 on the list of all Western New York High Schools.

XIII. Recognition of unscheduled visitors – Mr. George Cordia, resident of the Village of Farnham, approached the Board. He has been a Village Trustee since 1986 and a Volunteer Fireman for the Village of Farnham since 1971. He asked the Board if they had any explanation as to what has been done in the past as far as the Village celebrating their Memorial Day Services. He added that years ago they had a parade down the center of the Village of Farnham which included the school’s marching band. Approximately 25 years ago the state came through with a reconstruction project that reconstructed the whole street. They did away with the marching band for one year, and ever since then they have had the Middle School band come down and play a few selections. However, over the past couple years they haven’t had any music selections at all. They are requesting the opportunity to have a small selection of youth to come down and play for 30-45 minutes at their Memorial Day Services.

XIV. Executive Session
At 8:57 p.m. a motion was made by Bill Connors, Jr., seconded by Jennifer Farrell, voted upon and carried 7-0 to go into Executive Session to discuss the employment history of a particular person and to discuss collective negotiations. Mrs. Michalec indicated that no action will be taken during Executive Session.

1. Discuss the employment history of a particular person.
2. Discuss collective negotiations.

XV. Return to Regular Session
At 9:54 p.m. a motion was made by Carmen Garozzo, seconded by Carla Thompson, voted upon and carried 7-0 to return to regular session.

XVI. Adjournment
At 9:54 p.m. a motion to adjourn the meeting was made by Carmen Garozzo, seconded by Jennifer Farrell, voted upon and carried 7-0.

Respectfully submitted,

Kristine DeMartino
District Clerk
### GENERAL FUND CHECKING

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<tr>
<th>Description</th>
<th>May 1, 2014</th>
<th>May 31, 2014</th>
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<tbody>
<tr>
<td>Balance available</td>
<td>$53,541.82</td>
<td>$54,870.13</td>
</tr>
<tr>
<td>Receipts during month</td>
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<td>$465,328.23</td>
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<tr>
<td>Total receipts including balance</td>
<td>1,051,068.73</td>
<td>(410,458.10)</td>
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<tr>
<td>Disbursements made during month</td>
<td>(996,198.60)</td>
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</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$54,870.13</td>
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### GENERAL FUND SAVINGS

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</tr>
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<tbody>
<tr>
<td>Balance available</td>
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<td>Receipts during month</td>
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<td>Total receipts including balance</td>
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<td>Disbursements made during month</td>
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<tr>
<td>Cash balance as shown by records</td>
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### GENERAL FUND STATE AID

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<tbody>
<tr>
<td>Balance available</td>
<td>$9,113,875.69</td>
<td>$9,532,017.50</td>
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<tr>
<td>Receipts during month</td>
<td>4,841,361.27</td>
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<tr>
<td>Total receipts including balance</td>
<td>13,955,236.96</td>
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<tr>
<td>Disbursements made during month</td>
<td>(4,423,219.46)</td>
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<tr>
<td>Cash balance as shown by records</td>
<td>$9,532,017.50</td>
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Bank statement balance

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Less outstanding checks/wires</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$9,532,017.50</td>
</tr>
</tbody>
</table>
TRUST & AGENCY FUND

Balance available May 1, 2014 $ 204,094.03
Receipts during month 1,569,455.83
Total receipts including balance 1,773,549.86
Disbursements made during month 1,517,399.30
Cash balance as shown by records $ 256,150.56

Bank statement balance May 31, 2014 $ 295,981.70
Less outstanding checks (39,831.14)
Bank Error -
Plus receipts undeposited -
Total available balance $ 256,150.56

FLEXIBLE SPENDING/T & A FUND

Balance available May 1, 2014 $ 523,090.31
Receipts during month 30,276.82
Total receipts including balance 553,367.13
Disbursements made during month (44,546.21)
Cash balance as shown by records $ 508,820.92

Bank statement balance May 31, 2014 $ 508,820.92
Less outstanding checks -
Plus receipts undeposited -
Total available balance $ 508,820.92

PAYROLL

Balance available May 1, 2014 $ 974.58
Receipts during month 1,981,348.74
Total receipts including balance 1,982,323.32
Disbursements made during month (1,981,342.92)
Cash balance as shown by records $ 980.40

Bank statement balance May 31, 2014 $ 87,313.39
Less outstanding checks (86,332.99)
Bank Error -
Plus receipts undeposited -
Total available balance $ 980.40
### CAFETERIA FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available May 1, 2014</td>
<td>$231,552.21</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>34,134.31</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$265,686.52</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>(81,121.76)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$184,564.76</td>
</tr>
<tr>
<td>Bank statement balance May 31, 2014</td>
<td>$182,718.27</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>-</td>
</tr>
<tr>
<td>Cash in Transit</td>
<td>1,846.49</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$184,564.76</td>
</tr>
</tbody>
</table>

### SPECIAL AID FUND CHECKING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available May 1, 2014</td>
<td>$1,054.19</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>57,137.82</td>
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<tr>
<td>Total receipts including balance</td>
<td>$58,192.01</td>
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<tr>
<td>Disbursements made during month</td>
<td>(66,917.04)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$1,274.97</td>
</tr>
<tr>
<td>Bank statement balance May 31, 2014</td>
<td>$2,264.49</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>(989.52)</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$1,274.97</td>
</tr>
</tbody>
</table>

### CAPITAL FUND CHECKING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available May 1, 2014</td>
<td>$2,212.32</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>0.38</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$2,212.70</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>-</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$2,212.70</td>
</tr>
<tr>
<td>Bank statement balance May 31, 2014</td>
<td>$2,212.70</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$2,212.70</td>
</tr>
</tbody>
</table>
### CAPITAL HIGH SCHOOL PROJECT MONEY MARKET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available, May 1, 2014</td>
<td>$376,255.67</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>25.54</td>
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<tr>
<td>Total receipts including balance</td>
<td>$376,281.21</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>-</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$376,281.21</td>
</tr>
<tr>
<td>Bank statement balance, May 31, 2014</td>
<td>$376,281.21</td>
</tr>
<tr>
<td>Less outstanding checks/wires</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$376,281.21</td>
</tr>
</tbody>
</table>

Submitted by:

Julie A. Nagel  
District Treasurer
INTEREST/INVESTMENT REPORT
2013-2014

DATE OF MEETING
July 1, 2014

INTEREST A2401 - ANNUAL ESTIMATED REVENUE $100,000 100.00%

YEAR TO DATE RECEIVED/ANTICIPATED

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVINGS/CHECKING ACCOUNTS INTEREST TO DATE</td>
<td>878.14</td>
</tr>
<tr>
<td>TOTAL TO DATE RECEIVED/ANTICIPATED</td>
<td>878.14</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AMOUNT</th>
<th>BANK</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>BANK</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

DETAIL OF INVESTMENTS GENERAL FUND

DETAIL OF INVESTMENT TE SCHOLARSHIP
CD 101,579.80  Evans 08/13/13 08/13/14 365 .40% 506.41

DETAIL OF INVESTMENT T & A FLEXIBLE BENEFIT
CD 114,841.76  Evans 09/07/13 09/07/14 365 .40% 570.80
# TREASURER’S REPORT
LAKE SHORE CENTRAL SCHOOLS
EVANS-BRANT CENTRAL SCHOOL DISTRICT

MAY 2014

## HIGH SCHOOL EXTRA CLASS FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available, May 1, 2014</td>
<td>$117,179.35</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$30,592.17</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$147,771.52</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>($37,523.81)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$110,247.71</td>
</tr>
</tbody>
</table>

| Statement balance, May 31, 2014                  | $94,328.16   |
| Bank statement balance                           | $29,358.94   |
| Less outstanding checks (listed)                 | ($13,439.39) |
| Plus receipts undeposited                        | -            |
| Total available balance                          | $110,247.71  |

## MIDDLE SCHOOL EXTRA CLASS FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Balance available, May 1, 2014</td>
<td>$16,226.28</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$5,772.83</td>
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<tr>
<td>Total receipts including balance</td>
<td>$21,999.11</td>
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<tr>
<td>Disbursements made during month</td>
<td>($7,436.92)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$14,562.19</td>
</tr>
</tbody>
</table>

| Statement balance, May 31, 2014                  | $17,857.43   |
| Less outstanding checks/ wires                   | ($3,295.24)  |
| Plus receipts undeposited                        | -            |
| Total available balance                          | $14,562.19   |

Submitted by:

Julie A. Nagel
District Treasurer
LAKE SHORE CENTRAL TEACHERS' ASSOCIATION
SUPPLEMENTAL BENEFIT FUND - DENTAL


Account Activity:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 70,849.81</td>
</tr>
<tr>
<td>Earned Interest</td>
<td>$ 8.22 +</td>
</tr>
<tr>
<td>Service Charges</td>
<td>$ 5.60 -</td>
</tr>
<tr>
<td>Misc. Deposits/Expenses</td>
<td>$ 366.60 -</td>
</tr>
<tr>
<td>Claim Payments</td>
<td>$ 10,300.00 -</td>
</tr>
<tr>
<td><strong>Balance:</strong></td>
<td><strong>$ 60,685.83</strong></td>
</tr>
</tbody>
</table>

Claim Activity: JUNE Year 13-14

<table>
<thead>
<tr>
<th>Description</th>
<th>JUNE</th>
<th>Year 13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims Received</td>
<td>76</td>
<td>1126</td>
</tr>
<tr>
<td>Claims Processed</td>
<td>68</td>
<td>1139</td>
</tr>
<tr>
<td>Claims Rejected</td>
<td>8</td>
<td>198</td>
</tr>
<tr>
<td>Claims Verified</td>
<td>16</td>
<td>(21%) 215</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(16%)</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$ 13,030.50</td>
<td>$ 315,312.90</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$ 10,300.00</td>
<td>$ 186,992.32</td>
</tr>
<tr>
<td>(Interest Earned)</td>
<td>($ 8.22)</td>
<td>($ 122.40)</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Jeff Salerno
Jean Stang-Terrano
Mike Kromer

*Individual expenses and deposits documented and on file with chairman.
LAKE SHORE CENTRAL TEACHERS' ASSOCIATION
SUPPLEMENTAL BENEFIT FUND - DENTAL

Year End Report: July 1, 2013 - June 30, 2014
Totals 13 - 14

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 62,318.55</td>
</tr>
<tr>
<td>District Reimbursement*</td>
<td>$ 198,395.00 (+)</td>
</tr>
<tr>
<td>Claims Received</td>
<td>1,336</td>
</tr>
<tr>
<td>Claims Processed</td>
<td>1,139</td>
</tr>
<tr>
<td>Claims Rejected</td>
<td>196</td>
</tr>
<tr>
<td>Claims Verified</td>
<td>215 (16%)</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$ 315,312.90</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$ 186,991.32 (-)</td>
</tr>
<tr>
<td>Interest Earned</td>
<td>$ 111.76 (+)</td>
</tr>
<tr>
<td>Deposits (COBRA Payments)</td>
<td>$ 900.00 (+)</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$ 73.40 (-)</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$ 4,827.42 (-)</td>
</tr>
<tr>
<td>Balance - June 30, 2014</td>
<td>$ 60,685.83</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Jeff Salerno, chairman
Mike Kromer
Jean Stang-Terrano

* Based on account balances on August 31, 2013
To: James Przepasniak, Superintendent of Schools
    Kristine DeMartino, District Clerk

From: Melissa Evingham

Date: June 20, 2014

Re: Textbooks to be Discarded, Resold or Rebound

I am recommending that we have the Board of Education approve the textbooks listed below be discarded, resold or rebound as they are no longer used for instruction. Please advise if you have any questions or concerns. Thank you!

<table>
<thead>
<tr>
<th>Full Title</th>
<th>Author</th>
<th>Publisher</th>
<th>Copyright</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Composition: A Book of Models for Writing</td>
<td>Warrier</td>
<td>Harcourt</td>
<td>1961</td>
<td>8</td>
</tr>
<tr>
<td>Adventures in American Lit.</td>
<td>Hodgins</td>
<td>Horcourt</td>
<td>1980</td>
<td>3</td>
</tr>
<tr>
<td>Adventures in Fiction</td>
<td>Frederick</td>
<td>Harcourt</td>
<td>1964</td>
<td>46</td>
</tr>
<tr>
<td>The Bitter Years</td>
<td>Bogart</td>
<td>Scribner’s</td>
<td>1969</td>
<td>27</td>
</tr>
<tr>
<td>Counterpoints</td>
<td>Granite</td>
<td>Houghton</td>
<td>1971</td>
<td>54</td>
</tr>
<tr>
<td>English Tradition: Drama</td>
<td>Barrows</td>
<td>MacMillan</td>
<td>1968</td>
<td>60</td>
</tr>
<tr>
<td>English Tradition: Nonfiction</td>
<td>Barrows</td>
<td>MacMillan</td>
<td>1968</td>
<td>118</td>
</tr>
<tr>
<td>The Idea of Man</td>
<td>Fuller</td>
<td>Harcourt</td>
<td>1967</td>
<td>10</td>
</tr>
<tr>
<td>On the Beach</td>
<td>Shute</td>
<td>William Marrowe</td>
<td>1957</td>
<td>14</td>
</tr>
<tr>
<td>Philosophy &amp; Literature</td>
<td>Thompson</td>
<td>Harcourt</td>
<td>1969</td>
<td>31</td>
</tr>
<tr>
<td>Science Fiction I</td>
<td>Pierce</td>
<td>Houghton</td>
<td>1973</td>
<td>12</td>
</tr>
<tr>
<td>Seven Plays of Mystery &amp; Suspense</td>
<td>Brodkin</td>
<td>Globe</td>
<td>1985</td>
<td>63</td>
</tr>
<tr>
<td>Tailchaser’s Song</td>
<td>Williams</td>
<td>Daw Books</td>
<td>1985</td>
<td>24</td>
</tr>
<tr>
<td>United States In Literature</td>
<td>Blair</td>
<td>Scott Foresman</td>
<td>1963</td>
<td>77</td>
</tr>
</tbody>
</table>
Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 6/26/14

Mr. Przepasniak:

Please recommend that the Board of Education approve the renewal of the District’s insurance package with Utica National Insurance, with the Evans Agency as our agent.

The renewal represents insurance coverage comparable to what the District has had in the past. The renewal increases the District’s total insurance cost by $14,814 or 5.6%. The increase is due mostly to the District’s recent loss history and to an increase in replacement value of our assets that are covered by the policy.

Attached is a copy of the insurance binder for the proposed policy, along with a copy of the invoice.

If you have any questions about the renewal, please do not hesitate to contact me. Thank you in advance for making the recommendation to the Board of Education.
**INSURANCE BINDER**

**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.**

**AGENCY**
The Evans Agency, LLC  
One Grimsby Drive  
Suite 200  
Hamburg, NY 14075  

**PHONE**  
(716) 926-8697  
**FAX**  
(716) 926-8690  

**CODE:** U2087  
**SUB CODE:**  

**COMPANY**
Utica National Ins. of Ohio  

**BINDER #**  
BL462510798  

**DATE EFFECTIVE**  
7/1/2014  
**TIME**  
12:01 PM  

**EXPIRATION**  
7/31/2014  
**TIME**  
12:01 AM

**DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY**

- Evands-Brant Central School
- Lake Shore Central Schools
- 959 Beach Road
- Angola, NY 14006

## COVERAGE

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>CAUSES OF LOSS</th>
<th>COVERAGE/FORMS</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Blanket Buildings &amp; Contents - R/C, Agreed Amount</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Earthquake</td>
<td>$122,440,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Flood</td>
<td>$2,015,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

### GENERAL LIABILITY
- COMMERCIAL GENERAL LIABILITY
- CLAIMS MADE
- OCCUR

### VEHICLE LIABILITY
- ANY AUTO
- ALL OWNED AUTOS
- SCHEDULED AUTOS
- HIRED AUTOS
- NON-OWNED AUTOS

### VEHICLE PHYSICAL DAMAGE
- XR: COLLISION: 1000
- XR: OTHER THAN COLL: 500

### GARAGE LIABILITY
- ANY AUTO

### EXCESS LIABILITY
- UMBRELLA FORM
- OTHER THAN UMBRELLA FORM

### WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

### SPECIAL CONDITIONS
- MEDICAL LIMITS
- E.L. EACH OCCURRENCE
- E.L. DISEASE - EACH OCCUR
- E.L. DISEASE - EACH OCCUR

### NAME & ADDRESS

**MORTGAGEE**

**ADDITIONAL INSURED**

**AUTHORIZED REPRESENTATIVE**

Fred Gould/DW

**ACORD 75 (2010/04)**

© 1993-2010 ACORD CORPORATION. All rights reserved.
Voucher

Evans-Brant Central School District #1
1628 Quaker Road
Barker, NY 14012

Department: ____________________________

Voucher Number: ______________________

Date Voucher Received: __________________

<table>
<thead>
<tr>
<th>Fund – Appropriation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entered on Abstract No. ______________________

Claimant: The Evans Agency
One Grimsby Drive, Suite 200
Hamburg, NY 14075

Detailed invoices may be attached, and total entered on this voucher. Certification below must be signed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor's Invoice No.</th>
<th>Quantity</th>
<th>Description of Materials or Services</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/14</td>
<td>Binder Bill</td>
<td></td>
<td>Commercial Package Policy #CPP2022514 Commercial Umbrella Policy #CULP2022515 Annual Term 07/01/13 – 07/01/14</td>
<td></td>
<td>$251,000.00</td>
</tr>
<tr>
<td>07/01/14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27,864.00</td>
</tr>
</tbody>
</table>

TOTAL $278,864.00

Claimant's Certification

1. Debra Williams, ACSR, certify that the above account in the amount of $278,864.00 is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

6/25/14

DATE

SIGNATURE

ACSR, Commercial Lines Dept

TITLE

Department Approval

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

6/25/14

DATE

Authorized Official

Approval for Payment

This claim is approved and ordered paid from the appropriations indicated above.

6/25/14

DATE

Auditing Board
THE EVANS AGENCY  
One Grimsby Drive, Suite 200 
Hamburg, NY 14075  
(716) 549-2000

Evans-Brant Central School District  
959 Beach Road  
Angola NY 14006

<table>
<thead>
<tr>
<th>Client</th>
<th>Client Service</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evans-Brant Central School District</td>
<td>Fred Gould/Deb Williams</td>
<td>6/25/14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page</th>
<th>1 of 1</th>
</tr>
</thead>
</table>

Payment Information
Invoice Summary
Payment Amount
Payment for:

Please detach and return above portion with payment

<table>
<thead>
<tr>
<th>Client</th>
<th>Invoice</th>
<th>Effective</th>
<th>Transaction</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Binder Bill</td>
<td>07/01/14</td>
<td>Renewal</td>
<td>Commercial Package #CPP2022514</td>
<td>$251,000.00</td>
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<tr>
<td></td>
<td></td>
<td>07/01/14</td>
<td></td>
<td>Commercial Umbrella #CULP2022515</td>
<td>27,864.00</td>
</tr>
</tbody>
</table>

| TOTAL | $278,864.00 |

Thank you for your continued business with The Evans Agency!  

DATE  
6/25/14
Memo

To:       James Przepasniak, Superintendent
From:     Daniel Pacos
Date:     6/26/14
Re:       Recommendation for approval of Cafeteria Program Contract extension for 2013-14

Mr. Przepasniak:

Please recommend that the Board of Education approve contract extension for the operation of the District’s 2014-15 cafeteria programs to Personal Touch Food Service, Inc. The District is able to renew this bid award on an annual basis if it chooses, for a period not to exceed five years. This will be year #3 under the new contract that we bid for 2012-13.

Attached is the contract document for the renewal. The contract lunch price for 2014-15 represents a 1.9% price increase over the expiring 2013-14 contract, which represents the CPI increase for May 2014. This is the increase allowable under the program regulations. The contract breakfast meal price was established in the bid last year, and cannot be increased.

Please recommend that the District approve the contract extension to Personal Touch. They have a proven track record with the District, and keeping our meal costs down will also help our families by providing more economical meals for our children.

If you have any questions about the bid process or the bid award recommendation, please do not hesitate to contact me. Thank you in advance for making the recommendation to the Board of Education.
June 24, 2014

Mr. Daniel Pacos
Business Administrator
Evans-Brant CSD
959 Beach Road
 Angola, NY 14006

Dan,

With the second year of the contract behind us, I hope all is well with you and we have met your expectations. We continue to navigate the new meal guidelines and are prepared for the next phase. Thank you for your support and for providing us with the necessary guidance for the foodservice program. We are proud to have you as one of our clients.

Personal Touch enjoys its relationship with the Evans-Brant (Lake Shore) Central School District and would like to extend the contract for another year. The extension form has slightly changed for the coming year. With that in mind we have taken the liberty of preparing the contract extension, as we know your office is very busy.

Enclosed is the signed extension and accompanying forms. The Consumer Price Index increase for May 2014 is 1.9% and was obtained from the Bureau of Labor Statistics. Please note if your contract has a separate bid price for breakfast and lunch only the new lunch bid price is affected by the CPI. The breakfast bid price for 2014-15 was established in the original bid when it was submitted.

Please review this package and call me if there are any questions. If everything is in order, the Board President needs to sign and date the extension on page 4 and on page 1 you need to check the signature box in section 2. When that is complete you need to fill out and sign the bottom of page 1, as well as the certification on page 7, indicating you are meeting the new meal regulation. As per NYSED instruction, Debarment Option A was not used and removed from the package (page 8). The State Education Department (address on the following page) will need the original and two copies sent to them for approval. Thank you for a great school year!

Best regards,

David A. Cervi
President
School Food Authority (SFA) Required Checklist
2014-2015 Extension of Food Service Contract

This Checklist and Extension must be completed and signed by an authorized SFA Representative

Contract Type:  □ II  □ III  □ IV  Extension Year:  □ 2  □ 3  □ 4  □ 5
SFA: Evans-Brant (Lake Shore) CSD  LEA CODE:  141401060000
SFA Business Official: Daniel W. Pacos  Telephone #:  716-926-2221

NOTE: Use this required checklist to ensure that all documents you submit are complete (no blanks). If an incomplete document is received or completed in pencil, it will be returned to the SFA and the SFA may be placed on reimbursement hold. Return this completed checklist with the extension.

SECTION 1  (ORIGINAL CONTRACT INFORMATION)
☑ Original agreement date; SFA name; county; FSMC name
☑ Commencing and ending dates (month/day/year; must agree with original contract)
☑ Original Bid Price (total, administrative, direct) per meal or Annual Per Meal Price
☑ Guaranteed Return

SECTION 2  (2014-2015 EXTENSION INFORMATION)
☑ Commencing and ending dates (month/day; must agree with original contract)
☑ Appropriate month's Consumer Price Index (CPI-U) applied to previous bid year's price
☑ Current Bid Price (total, administrative, direct) per meal (Check your Math)
☑ Annual Per meal price
☑ Guaranteed Return
☑ Summer Food Service Program
☑ Food Based Menu Plan
☑ Date agreement signed
☐ Signature of BOE President/Executive Director and FSMC Authorized Signatory; Sign in Blue Ink
☑ Debarment Option Form  □ A or  ☑ B *
☑ Completed Lobbying Certificate
☑ Completed Disclosure of Lobbying Activities Form (if required)

Send one original and two copies of COMPLETE extension of contract to NYSED (NO faxes will be accepted.) It is strongly suggested this be returned by certified mail - return receipt requested.

Print Name: ___________________________ Title: ___________________________
Signature: ____________________________ Telephone Number: ___________________

MUST BE SIGNED IN BLUE INK ONLY

SED APPROVED BY:

<table>
<thead>
<tr>
<th>SED APPROVED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

NYSED Official Date Contract Type Reviewer

NYSED Docutrax

INSTRUCTIONS

This section represents a restatement of information from the original Agreement. If the contract was bid on a per meal basis, record the original bid price and the direct cost and administrative fee figures from which the bid price is comprised. If the contract was awarded on the basis of an annual administrative fee, record that amount from the original agreement.

Any district that bids under Option A should report the annual return to the district guaranteed by the FSMC in the space provided. Fill in all blanks with required information or N/A if not applicable. NO BLANKS!

An original agreement having been made on Jul 10, 2012 by and between Evans-Brant (Lake Shore) CSD

in the County of Erie, New York, party of the first part, and Personal Touch Food Service party

of the second part, under and pursuant to the provisions of Section 1709, subdivision 22 of Education Law

and Section 210.16, Part 7 of the Consolidated Federal Regulations for the period


<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>Administrative Fee</td>
<td>Administrative Fee</td>
</tr>
<tr>
<td>0.2</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>Direct Cost</td>
<td></td>
</tr>
<tr>
<td>1.257</td>
<td>1.789</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>Total Cost Per Meal</td>
<td>Total Cost Per Meal</td>
</tr>
<tr>
<td>1.457</td>
<td>1.989</td>
<td></td>
</tr>
</tbody>
</table>

TYPE III ONLY

Annual/Per Meal Administrative Fee

TYPE IV ONLY (Per Person Per Day)

Enter the costs per person, per day. (Administrative Fee + Direct Cost = Total Cost Per Day)

<table>
<thead>
<tr>
<th>Administrative Fee Per Person</th>
<th>Direct Cost Per Person</th>
<th>Total Per Person Per Day</th>
</tr>
</thead>
</table>

TYPE IV ONLY (Cost Per Meal)

Enter the costs per meal. (Administrative Fee + Direct Cost = Total Cost Per Meal)

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>Administrative Fee</td>
<td>Administrative Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Cost</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td></td>
<td>Total Cost Per Meal</td>
<td>Total Cost Per Meal</td>
<td>Total Cost Per Meal</td>
</tr>
</tbody>
</table>

GUARANTEED RETURN If contract was bid under Option A the party of the second part shall pay the party of the first part an annual amount of $0 (Not subject to CPI-U increase).
SECTION II

INSTRUCTIONS

This section should be completed by the School Food Authority entering into a contract extension and refers to the upcoming school year, 2014-2015. Enter the bid price the FSMC bid for breakfast for the 2013-2014 school year (refer to page 53 of the SFA original contract (Bid Option 2 - 2013-2014 Breakfast Program)). Please Note - the breakfast administrative fee and direct cost bid price is not subject to the CPI-U increase

Following the provision of Section 305, subdivision 14 of Education Law and Section 114.2 of the Regulations of the Commissioner of Education and Section 210.16, Part 7 of the Consolidated Federal Regulations, the parties hereto mutually agree to extend the agreement for a period of one year commencing on Aug 15, 2014 and ending on Jun 30, 2015 with the first day of food service being Sep 2, 2014 Month Day Year

The party of the first part shall pay the party of the second part:

TYPE II or Type IV
EXTENSION YEAR 2 or 3/BID OPTION 2 ONLY

(Breakfast not subject to CPI-U increase)

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0.2</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>1.527</td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>1.727</td>
</tr>
</tbody>
</table>

It is further agreed that the (CPI-U) percentage of increase in cost, if any, for services rendered during the one year period of this extension will be 1.9. Find current CPI-U at http://www.bls.gov/ro2/spinynj.htm

Enter prior year costs. (Prior Administrative Fee * (CPI-U/100)+1)) + (Prior Direct Cost * ((CPI-U/100)+1)) = Total Cost Per Meal

<table>
<thead>
<tr>
<th>Lunch</th>
<th></th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0.2028</td>
<td>0.2067</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>1.814</td>
<td>1.8485</td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>2.0552</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Snack</th>
<th></th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dinner</th>
<th></th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

If using BID OPTION 1 (same bid price for both breakfast and lunch) please fill in the lunch table above to apply the CPI-U percentage to the administrative fee and direct cost.

Ala Carte Conversion Factor for Contract Originating in 2012-13 or Later

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.45</td>
<td>$3.60</td>
<td>$3.35</td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS

This section should be completed by the School Food Authority entering into a contract extension and refers to the upcoming school year, 2014-2015. The percentage increase must be based on the Consumer Price Index for Urban (CPI-U) consumers in the New York-Northeastern New Jersey Area. The CPI-U for the 12-month period immediately preceding the month in which the contract ends must be used. (Education law 305.)

TYPE II or IV

EXTENSION YEAR 4 or 5 ONLY

It is further agreed that the (CPI-U) percentage of increase in cost, if any, for services rendered during the one year period of this extension will be ___________. Find current CPI-U at http://www.bls.gov/op2/cpi.pdf

The party of the first part shall pay the party of the second part:

TYPE II or TYPE IV ONLY (Cost Per Meal)

Enter prior year costs. (Prior Administrative Fee * (CPI-U/100)+1)) + (Prior Direct Cost * ((CPI-U/100)+1)) = Total Cost Per Meal

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Prior Year</th>
<th>This Year</th>
<th>Lunch</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>0</td>
<td></td>
<td>Direct Cost</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Snack</th>
<th>Prior Year</th>
<th>This Year</th>
<th>Dinner</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
<td>Administrative Fee</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>0</td>
<td></td>
<td>Direct Cost</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
<td>Total Cost Per Meal</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

TYPE III ONLY

Enter prior year fee. Prior Annual Administrative Fee * ((CPI-U/100)+1)

<table>
<thead>
<tr>
<th>Annual/Per Meal Administrative Fee</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

TYPE IV ONLY (Per Person Per Day)

Enter the prior year costs. (Prior Administrative Fee * ((CPI-U/100)+1)) + (Prior Direct Cost * ((CPI-U/100)+1)) = Total Cost Per Day

<table>
<thead>
<tr>
<th>Administrative Fee Per Person</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct Cost Per Person</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Per Person Per Day</th>
<th>Prior Year</th>
<th>This Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

GUARANTEED RETURN: $ _______0____ (must agree with page 2 or original contract if applicable.)

Does your SFA participate in the Summer Food Service Program? ☐ Yes ☐ No

The extension has been determined as follows:

1. The costs herein shall not exceed the contracted cost of the preceding year by more than the percentage increase of the Consumer Price Index for Urban consumers for New York-Northern New Jersey.
2. The SFA and FSMC agree to follow the required food based menu plan, standards and timeline established by USDA. (Guidance Attached to Extension)
3. All of the items of said agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this extension of agreement.

Original Signature Must be Provided by Both Parties - BLUE INK ONLY

Party of the First Part - Board of Education President/Executive Director: __________ (Date)

Party of the Second Part - FSMC Authorized Signatory: __________ (Date)

2014-2015 NYSED Contract Extension Prototype 4

3/7/2014
<table>
<thead>
<tr>
<th>Meal Pattern</th>
<th>Breakfast Meal Pattern</th>
<th>Lunch Meal Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades K-5</td>
<td>Grades 6-8</td>
</tr>
<tr>
<td>Fruits (cups) b,c</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>Vegetables (cups) b,c</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dark green d</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Red/orange d</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Beans/peas (Legumes) d</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Starchy d</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other eex</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Additional Veg to Reach Total f</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grains (oz eq) b,c</td>
<td>7 (1)</td>
<td>8 (1)</td>
</tr>
<tr>
<td>Meats/meat alternates (oz eq) Minimums</td>
<td>0 h</td>
<td>0 h</td>
</tr>
<tr>
<td>Fluid milk (cups) i</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
</tbody>
</table>

Other Specifications: Daily Amount Based on the Average for a 5-Day Week

<table>
<thead>
<tr>
<th>Min-max calories (kcal) j,k</th>
<th>350-500</th>
<th>400-550</th>
<th>450-600</th>
<th>400-500</th>
<th>450-500</th>
<th>550-650</th>
<th>600-700</th>
<th>750-850</th>
<th>600-650</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturated fat (%)</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
<td>&lt; 10</td>
</tr>
<tr>
<td>Sodium (mg) k</td>
<td>≤ 540</td>
<td>≤ 600</td>
<td>≤ 640</td>
<td>≤ 540</td>
<td>≤ 540</td>
<td>≤ 1230</td>
<td>≤ 1360</td>
<td>≤ 1420</td>
<td>≤ 1230</td>
</tr>
</tbody>
</table>

* a Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ⅛ cup.
* b One quarter-cup of dried fruit counts as ⅛ cup of fruit; 1 cup of leafy greens counts as ⅛ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
* c For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).
* d Larger amounts of these vegetables may be served.
* e This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
* f Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
* g All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014.
* h There is no separate meat/meat alternate component in the SBP. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.
* i Fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).
* j The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
* k Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
### Implementation Timeline

<table>
<thead>
<tr>
<th>New Requirements</th>
<th>Implementation (School Year) for NSLP (L) and SBP (B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fruits Component</strong></td>
<td></td>
</tr>
<tr>
<td>• Offer fruit daily</td>
<td>L</td>
</tr>
<tr>
<td>• Fruit quantity increase to 5 cups/week</td>
<td></td>
</tr>
<tr>
<td>(minimum 1 cup/day)</td>
<td>B</td>
</tr>
<tr>
<td><strong>Vegetables Component</strong></td>
<td></td>
</tr>
<tr>
<td>• Offer vegetables subgroups weekly</td>
<td>L</td>
</tr>
<tr>
<td><strong>Grains Component</strong></td>
<td></td>
</tr>
<tr>
<td>• Half of grains must be whole grain-rich</td>
<td>L, B</td>
</tr>
<tr>
<td>• All grains must be whole-grain rich</td>
<td></td>
</tr>
<tr>
<td>• Offer weekly grains ranges</td>
<td>L, B</td>
</tr>
<tr>
<td><strong>Meats/Meat Alternates Component</strong></td>
<td></td>
</tr>
<tr>
<td>• Offer weekly meats/meat alternates</td>
<td></td>
</tr>
<tr>
<td>(daily min.)</td>
<td>L</td>
</tr>
<tr>
<td><strong>Milk Component</strong></td>
<td></td>
</tr>
<tr>
<td>• Offer only fat-free (unflavored or</td>
<td></td>
</tr>
<tr>
<td>flavored) and low-fat (unflavored) milk</td>
<td>L, B</td>
</tr>
</tbody>
</table>

### Dietary Specifications (to be met on average over a week)

| • Calorie ranges                          | L, B |
| • Saturated fat limit (no change)         | L, B |
| • Sodium Targets                          | L, B |
|   • Target 1                              | L, B |
|   • Target 2                              | L, B |
|   • Final target                          | L, B |
| • Zero grams of transfat per portion      | L, B |

### Menu Planning

| • A single FBMP approach                  | L, B |

### Age-Grade Groups

| • Establish age/grade groups: K-5, 6-8, 9-12 | L, B |

### Offer vs. Serve

| • Reimbursable meals must contain a fruit  | L, B |
| or vegetable (1/2 cup minimum)            |    |

### Monitoring

| • 3-year adm. review cycle                | L, B |
| • Conduct weighted nutrient analysis on  | L, B |
|  week of menus                            |    |
SFA NAME: Evans-Brant (Lake Shore) CSD

FSMC NAME: Personal Touch Food Service

LEA CODE: 141401060000

DATE: 

The SFA and FSMC have mutually agreed to extend the existing Food Service Management Company contract for the 2014-2015 school year. Both parties understand, agree to, will adhere to and implement the required regulations set forth by the Final Rule- Nutrition Standards in the National School Lunch and Breakfast Programs published on January 26, 2012.

Page 4 - Food Based Menu Plan Standards
Page 5 - Timeline

To the best of my knowledge, I certify the above information is true and correct.

Original Signature Must be Provided by Both Parties

Party of the First Part- SFA Authorized Signatory

(Date)

Party of the Second Part- FSMC Authorized Signatory

6/30/14
(Date)
INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT


1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person in which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available in the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
DEBARMENT OPTION B – FSMNC

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants’ responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

(1) This prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach as explanation to this proposal.

Organization Name: Personal Touch Food Service, Inc.
PR/Award Number or Project Name:

Name(s) and Title(s) of Authorized Representative(s):
David A. Cervi, President

Original Signature(s) – FSMC (Sign in Blue Ink Only): [Signature]
Date: 6/30/14
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether Subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subawardee recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee”, then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.
REQUIRED CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with it instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Personal Touch Food Service, Inc.
120 W. Tupper Street, Suite 101
Buffalo, NY 14201
Name/Address of Organization

David A. Cervi, President
Name/Title of Submitting Official

[Signature] (Sign in Blue Ink Only)  [6/30/14] (Date)
DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
   a. contract
   b. grant
   c. cooperative agreement
   d. loan
   e. loan guarantee
   f. loan insurance

2. Status of Federal Action:
   a. bid/offer/applications
   b. initial award
   c. post-award

3. Report Type:
   a. initial filing
   b. material change
   for Material Change only:
       year __________ quarter ______
       date of last report ______

4. Name and address of Reporting Entity:
   □ Prime
   □ Subawardee
   Congressional District, if known:
   Tier ______ if known:

5. If Reporting Entity in #4 is Subawardee, Enter Name and Address of Prime:
   Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description:
   CFDA Number, if applicable: ____________________________

8. Federal Action Number, if known:

9. Award Amount, if known:
   $ __________________

10.a. Name and Address of Lobbying Entity
      (if individual, last name, first name, MI):

10.b. Individuals Performing Services (including address if different from #10.a.)
      (last name, first name, MI):

11. Amount of Payment (check all that apply):
    $ __________________ □ actual □ planned

12. Form of Payment (check all that apply):
    □a. cash
    □b. in-kind: specify:
    nature: ________ value: ________

13. Type of Payment (check all that apply):
    □a. retainer
    □b. one-time fee
    □c. commission
    □d. contingent fee
    □e. deferred
    □f. other: specify: __________________

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:

15. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty not less than $10,000 and not more than $100,000 for each such failure.

Signature: ____________________________ (Sign in Blue Ink only)
Print Name: ____________________________
Title: ____________________________
Telephone #: ____________________________ Date: ____________

Federal Use Only: ____________________________
Authorized for Local Reproduction
Standard Form – LLL

Memo

To: James Przepasniak, Superintendent  
From: Daniel Pacos  
Date: 6/17/14  
Re: Disposal of Fender CG-7 Acoustic Guitar

Mr. Przepasniak:

Please recommend to the Board of Education the disposal of (1) Fender CG-7 Acoustic Guitar Serial Number IY 10500116 and Inventory Asset Tag #A00108249 which is broken beyond repair per Anna Agro.
Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 6/23/14
Re: Disposal of 4/4 Kay Cello

Mr. Przepasniak:

Please recommend to the Board of Education the disposal of (1) 4/4 Kay Cello Serial Number 10041 and Inventory Asset Tag #M0002382 which is broken beyond repair per Alicia Louttit.
6/23/14

The Music Department has identified a string instrument at the middle school as unusable and irreparable.

The instrument information is as follows:
Instrument: 4/4 Kay Cello
Serial Number: 10041
Bar Code Number: M0002382
Condition: Broken Extensively (neck is detached, bouts have cracks, wood is splitting apart.)

Since the instrument is beyond repair, please submit it to the Board of Education to be considered “scrap” and to be removed from our district instrument inventory.

Thank you.

Respectfully Submitted,

Eric Blodgett
Music Department Chairman

Cc - Kristine DeMartino
Dan Pacos
Alicia Louttit
Jeanne Dillon
TO: James Przepasniak, Superintendent of Schools
Kristine DeMartino, District Clerk

DATE: June 23, 2014

RE: Scrap Item

Please add the following item to the agenda as scrap.
The computer has no trade in value and uses outdated software but has been used to great
affect by a Special Education student to communicate and develop. Once declared scrap we
would like to donate this older computer for the Special Education student to use after he
graduates to continue to improve his communication skills. Thank you!

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apple iMac Desktop Computer</td>
</tr>
</tbody>
</table>


Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 6/26/14
Re: 2014-15 District Bid Award

Mr. Przepasniak:

Please recommend the attached bid awards for Athletic Equipment and Musical Instruments to the Board of Education for their approval at the District’s July 1, 2014 regular board meeting.

The bids will cover purchases for the 2014-15 year. The items included in the bids were included in staff budget requisitions, and were included in the District’s approved 2014-15 budget. The items were bid out to vendors through a sealed bid process. Results of the bids were reviewed by the Athletic Department and Music Department staff. The bid award reports reflect the recommendations of these staff members, for the bid awards.

Thanks in advance for making this recommendation to the Board of Education. As always, please contact me with any questions or concerns.
## EVANS-BRANT CSD
### Bid Award Detail Report
#### Bid: 14-15 ATH/MUSIC INST
Athletic Equip/Musical Instruments
By Vendor/Item

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>000144-SAM ASH MUSIC CORPORATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00020</td>
<td>Musser Elite 3-Octave Xylophone and Concert Frame (Woodwind &amp; Brasswind Ref# 467446)</td>
<td>1.0000</td>
<td>1559.0000</td>
<td>EA</td>
<td>1559.00</td>
<td></td>
</tr>
</tbody>
</table>

**Totals for 000144-SAM ASH MUSIC CORPORATION**
1 Items
$1,559.00

| 058077-LAUX SPORTING GOODS |                                                   |          |            |                 |                 |                |
| 00001   | Anti Wave Racing Lane Line - 4.75 x 25 Meterline with two disconnects (Laux Sporting Goods Ref. # 14-608) | 5.0000   | 566.1100   | EA              | 2830.55         | 14-608         |
| 00002   | Lane Line Storage Reel (Laux Sporting Goods Ref. # 14-367) | 1.0000   | 1999.1100  | EA              | 1999.11         | 14-367         |
| 00003   | Duraflex 16 foot Modified Maxiflex Model "B" Diving Board | 2.0000   | 4849.1100  | EA              | 9698.22         | DURAFLEX B     |
| 00007   | Aluminum Ace Power 2 Pole Volleyball System with ground sleeves (Laux Sporting Goods Ref. # 6067NGS) | 1.0000   | 1350.8800  | EA              | 1350.88         |                |
| 00008   | Mile Marker Race Clock (Laux Sporting Goods Ref. # 2710) | 1.0000   | 1989.8800  | EA              | 1989.88         | E39851, INCLUDES TRIPOD-ITEM#00009 |
| 00011   | Clock Case for Mile Marker Race Clock (Laux Sporting Goods Ref. # 2712) | 1.0000   | 429.8800   | EA              | 429.88          | GILL E39857, INCLUDES ITEM # 00010- |
| 00012   | Port a Pit High School Competition 13' 6" Discus Cage | 1.0000   | 1999.1100  | EA              | 1999.11         | 8010           |

**Totals for 058077-LAUX SPORTING GOODS**
7 Items
$20,297.63

| 062237-SHAR PRODUCTS COMPANY |                                                   |          |            |                 |                 |                |

---

*Ver. 14.06.25.2003*
### EVANS-BRANT CSD

**Bid Award Detail Report**  
**Bid: 14-15 ATH/MUSIC INST**  
**Athletic Equip/Musical Instruments**  
**By Vendor/Item**

**SHAR PRODUCTS COMPANY**  
2465 S. INDUSTRIAL HWY  
ANN ARBOR, MI 48104

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>00014</td>
<td>Cello - 1/2 size, Franz Hoffman Amadeus Laminate</td>
<td>1.0000</td>
<td>476.0000</td>
<td>EA</td>
<td>476.00</td>
<td>PC100T12</td>
</tr>
<tr>
<td>00015</td>
<td>Violin - 4/4 size, Franz Hoffman &quot;Maestro&quot; outfit</td>
<td>1.0000</td>
<td>344.0000</td>
<td>EA</td>
<td>344.00</td>
<td>SVB2WH44</td>
</tr>
<tr>
<td>00016</td>
<td>Viola - 15&quot; Franz Hoffman &quot;Concert&quot; Viola Outfit</td>
<td>1.0000</td>
<td>349.0000</td>
<td>EA</td>
<td>349.00</td>
<td>SH500VT</td>
</tr>
<tr>
<td>00017</td>
<td>Cello - 3/4 size, Hoffman &quot;Prelude&quot; Cello Outfit</td>
<td>1.0000</td>
<td>698.0000</td>
<td>EA</td>
<td>698.00</td>
<td>HC120T34</td>
</tr>
<tr>
<td>00018</td>
<td>Bass - 1/2 size, Hoffman &quot;Amadeus&quot; Outfit</td>
<td>1.0000</td>
<td>968.0000</td>
<td>EA</td>
<td>968.00</td>
<td>PB100T12</td>
</tr>
</tbody>
</table>

Totals for 062237-SHAR PRODUCTS COMPANY  
5 Items  
$2,835.00

**WASHINGTON MUSIC CENTER INC.**  
Bid Reference: 14-15

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>00013</td>
<td>Yamaha French Horn # YHR-314II</td>
<td>1.0000</td>
<td>1412.0000</td>
<td>EA</td>
<td>1412.00</td>
<td>YHR314II</td>
</tr>
<tr>
<td>00019</td>
<td>Student Bass Clarinet with Low E-flat Yamaha YCL-221 (Woodwind &amp; Brasswind Ref# 461372)</td>
<td>1.0000</td>
<td>1637.0000</td>
<td>EA</td>
<td>1637.00</td>
<td>YCL221II</td>
</tr>
<tr>
<td>00021</td>
<td>Yamaha YEP-201 Series, 3-Valve Euphonium - lacquer finish (Woodwind &amp; Brasswind Ref# 483589)</td>
<td>1.0000</td>
<td>1184.0000</td>
<td>EA</td>
<td>1184.00</td>
<td>YEP201</td>
</tr>
</tbody>
</table>

Totals for 062643-WASHINGTON MUSIC CENTER INC.  
3 Items  
$4,233.00

**BSN**  
Bid Reference: 3072739-2014

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
</table>

**BSN**  
JENKINTOWN BID OFFICE  
PO BOX 49  
JENKINTOWN, PA 19046

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Ver. 14.06.25.2003
## Athlete Equip/Musical Instruments

### Bid Award Detail Report

**Bid:** 14-15 ATH/MUSIC INST
**Athletic Equip/Musical Instruments**
**By Vendor/Item**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>00004</td>
<td>CB 600902 BSN PAGE 230 Flat Olympic Bench</td>
<td>1.0000</td>
<td>125.31</td>
<td>EA Sub.</td>
<td>125.31</td>
<td>CB 600902</td>
</tr>
<tr>
<td>00005</td>
<td>Pro Mounds 2 pc Portable Pitching Mound w/ turf</td>
<td>1.0000</td>
<td>998.24</td>
<td>EA Sub.</td>
<td>998.24</td>
<td></td>
</tr>
</tbody>
</table>

*Totals for 063005-BSN*

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,123.55</td>
</tr>
</tbody>
</table>

*2 Items*
## Bid Award Detail Report

**Bid:** 14-15 ATH/MUSIC INST  
**Athletic Equip/Musical Instruments**  
**By Vendor/Item**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit of Measure</th>
<th>Total Bid</th>
<th>Vendor Item ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0006</td>
<td>Eversan Softball Scoreboard, Ultra Bright Wide Angle LED digits</td>
<td></td>
<td></td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals for No Award/All Bids Rejected**  
1 Items  
Reason: Not Purchasing Item This Year

| Bid Totals | 19 Items | $30,048.18 |

---

### Selection Criteria

- **Bid:** 14-15 ATH/MUSIC INST
- **Sort by:** Vendor/Item  
- **Item Sort:** Item ID  
- Items not awarded are included  
- Printed by Dan Pacos
MEMORANDUM

To: James Przepasniak, Superintendent of Schools
    Kristine DeMartino, District Clerk

Date: June 30, 2014

RE: Auction Results

As you know, the auction closed on Friday, June 27, 2014 at 6:10pm. I am recommending the Board of Education award the following bids to the highest bidders as listed below:

<table>
<thead>
<tr>
<th>Items</th>
<th>Highest Bid</th>
<th>Highest Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #1 – School Bus Parts</td>
<td>$22.00</td>
<td>42156</td>
</tr>
<tr>
<td>Item #2 – School Bus Parts</td>
<td>$13.00</td>
<td>42156</td>
</tr>
<tr>
<td>Item #3 – School Bus Parts</td>
<td>$25.00</td>
<td>787d</td>
</tr>
<tr>
<td>Item #4 – School Bus Parts</td>
<td>$22.00</td>
<td>esi</td>
</tr>
<tr>
<td>Item #5 – 2003 Ford E-450 30 Passenger School Bus</td>
<td>$3550.00</td>
<td>ifedigbo</td>
</tr>
<tr>
<td>Item #6 – 2003 Ford E-450 30 Passenger School Bus</td>
<td>$3550.00</td>
<td>ttic</td>
</tr>
<tr>
<td>Item #7 – 2003 E-450 30 Passenger School Bus</td>
<td>$2025.00</td>
<td>redlyon</td>
</tr>
<tr>
<td>Item #8 – 2005 International RE200 66 Pass. School Bus</td>
<td>$10200.00</td>
<td>midntmech</td>
</tr>
<tr>
<td>Item #9 – 2005 International RE200 66 Pass. School Bus</td>
<td>$10300.00</td>
<td>midntmech</td>
</tr>
</tbody>
</table>

TOTAL BIDS $29707.00
Teacher’s Name: Heather Boncore  

Today’s Date: 6-10-14

What course, courses or group is this field trip planned for? What periods do these classes normally meet?

Sr. Class Trip
Course, Courses, or Group
Saturday
Periods Involved

Destination: Name of Place: Cedar Point in Sandusky, Ohio
Address:

Purpose of Trip: Sr. Class Trip offered to call it’s in the classes of 2016

Number of Students attending: Approx 50-75

Name of all Adult Supervisors/Chaperones: Heather Boncore, Kelly Migliaccio, Steven Brown, Jennifer Tokasz and Julis Baginski, Vanessa

Day and Date of Field Trip: Saturday 10-18-14

Day of Week Date

Departure Time: 7:00 a.m. (Saturday) Estimated Time of Return: 4:00 a.m. (Sunday)

Actual time at destination sight: 11:00 a.m. - 12 midnight

Other activities planned for the field trip other than those at the designation: None

Substitute Needed: ☒ Yes ☐ No — only for some
Please remember it is your responsibility to request the substitute through AESOP.

Transportation Request filed: ☐ Yes ☒ No — Motor coach used through TravelLog

Is this the first field trip you have taken this class on or participated with another teacher in taking this class on during the current school year: ☒ Yes ☐ No

Teacher’s Signature: Heather Boncore

Principal Approval: ☐ Yes ☐ No  
Principal’s Signature: [Signature]

Superintendent Approval: ☐ Yes ☒ No  
Superintendent’s Signature: [Signature]

(Superintendent approval is only required if the trip departs prior to 9 a.m. and/or returns after 2 p.m.)

Overnight trips require Superintendent & Board approval. Date BOE Approved: 

NOTES:

PLEASE RETURN THIS COMPLETED FORM TO THE SR. HIGH SCHOOL MAIN OFFICE
To: Julie Hoerner, Principal

From: Kelly Migliaccio

Date: January 176, 2014

Subject: Junior Class Trip

Upon appointment to the position of co-advisors of the Junior Class, Heather Boncore and I addressed the current state of the Junior Ball. In recent years, the Junior Ball has been poorly attended and provided minimal profit to the Junior Class. We felt the need to revise the current Junior Ball or to start fresh with a new way to hold a class event.

After meeting with the class officers, it was decided that the current Junior Ball was no longer attractive to the Junior Class and that they would like to look at different events to bring the class together to celebrate the onset of their Senior year. The students brainstormed various class trips and ways to revamp the Junior Ball. After holding a Junior Class meeting, inviting all juniors to attend, the students decided on a trip to Cedar Point. Junior Class advisors and officers then met with the entire Junior Class in an assembly to present this idea and give the students a chance to voice their opinions. The trip proposal was well received and students were asked to vote between holding a Junior Ball or going to Cedar Point. The class trip won, obtaining over ¾ of the votes.

We estimate 110 people attending, including chaperones, with a student-chaperone ratio of 1:15. Students will be asked to pay in full by 3/19 and they may pay in increments leading up to the March 19th date. Parent permission and health forms are due at first payment.

Heather Boncore and I are available to discuss this matter further and to answer any questions you and others may have.

Kelly Migliaccio
LAKE SHORE CENTRAL SCHOOLS
FIELD TRIP REQUEST FORM
SR. HIGH SCHOOL

Teacher's Name: Jacqueline Hoiniski  
Today's Date: 05/28/2014

What course, courses or group is this field trip planned for? What periods do these classes normally meet?
JV and Varsity Cheerleading  
Course, Courses, or Group
August 26 - 29, 2014
Periods Involved

Destination: Name of Place: Camp Bryn Mawr
Address: 593 Bryn Mawr Rd, Honesdale, PA 18431

Purpose of Trip: Become prepared for 2014-2015 season. Become Elite in different subjects i.e.: chants, stunts, dance, overall performance.

Number of Students attending: Approximately 38 (19 per team)

Name of all Adult Supervisors/Chaperones: Jacqueline Hoiniski, Valerie Abbate, Teresa Castiglione

Day and Date of Field Trip: Tuesday - Friday  
Day of Week
08/26/2014 - 08/29/2014
Date

Departure Time: Approximately 4:30am Estimated Time of Return: Approximately 8pm

Actual time at destination sight: 12:00pm

Other activities planned for the field trip other than those at the designation: None

Substitute Needed:  □ Yes  ☑ No
Please remember it is your responsibility to request the substitute through AESOP.

Transportation Request filed:  ☑ Yes  □ No

Is this the first field trip you have taken this class on or participated with another teacher in taking this class on during the current school year:  ☑ Yes  □ No

Teacher's Signature: [Signature]

Principal Approval:  □ Yes  □ No  Principal's Signature: [Signature]

Superintendent Approval:  □ Yes  □ No  Superintendent’s Signature: [Signature]

(Superintendent approval is only required if the trip departs prior to 9 a.m. and/or returns after 2 p.m.)

Overnight trips require Superintendent & Board approval. Date BOE Approved: ______________

NOTES: ____________________________

PLEASE RETURN THIS COMPLETED FORM TO THE SR. HIGH SCHOOL MAIN OFFICE
Jacqueline Hoinski
959 Beach Rd
Angola, NY 14006
May 28, 2014

To whom it may concern:

The Varsity and Junior Varsity Lake Shore Cheerleading team would like to attend the NCA cheerleading camp in Honesdale, Pennsylvania. The address of this camp is Lake Camp Bryn Mawr, and is located at 593 Bryn Mawr Rd., Honesdale, PA. The dates for this particular camp are from August 26-29, 2014.

This is a 4 day overnight camp; students are given three meals per day, as well as having a camp store that is open during lunch and dinner hours with refreshments, snacks, and pizza. Students stay in cabins at the camp site and eat at camp site. Camp Bryn Mawr is monitored, and has supervision on camp at all times. Students are not allowed to leave their cabin past 10pm to ensure the safety of all students. Students will learn and/or sharpen the fundamentals of cheerleading, as well as learn new and exciting ways to pump up a football or basketball crowd, stunt, dance, and cheer. This camp teaches our students how to stunt safely, how to properly stretch before performing, and also different ways to improve jumps, moves, and overall appeal. Along with having multiple instructors at their leisure to help them during camp, each team has their own NCA instructor that works one-on-one with them during special times to keep building their skills, and to differentiate or modify the program as needed. The students have to “perform” on the fourth day of camp, and compete for “top team” using the skills and tools learned at camp. The fourth day includes the cheerleader’s performance at camp and then departure to come back to Lake Shore High School.

NCA instructors also have classes for coaches. At this time, the NCA team goes over new rules, regulations, or changes that have happened in New York. Our camp registration specialist is Kayla Gibson and can be reached at (304) 208-2295 or by email at kgbison@varsity.com. Kayla is the New York State Director for NCA Camp. Another contact for more information on registration and details of NCA camp is Michele Shetzer. Michele is the NCA Customer Account Specialist and can be reached by phone, 1-800-NCA-2WIN ext. 1314, or by email, mshetzer@varsity.com.

NCA cheerleading camp is a popular camp that is widely attended by many cheerleading teams in Western New York. Participants will become elite in different cheerleading subjects such as chants, stunts, dance, and overall performing. Each day, the camp concentrates on a different content area. Participants will be able to roll over what they learn at this camp into the football
and basketball season as well as competitions and other events the students will be involved with.

Junior Varsity and Varsity teams will be attending camp; Junior Varsity has up to 19 participants, and Varsity has up to 19 participants. Try-outs for the 2014-2015 season will be held June 2, 3, and 5. Once each team is finalized, names and phone numbers of students attending can be given. Three advisors will be attending camp with the students: Jacqueline Hoinski, Valerie Abbatoy, and Teresa Castiglione. The cost for each participant is $265.00 and this includes housing and meal service for all who are attending.

The cheerleaders plan on taking a Lake Shore School bus again to NCA camp this year to save on costs. Students will however, fundraise for camp costs.

Sincerely,

Jacqueline Hoinski
Lake Shore Varsity Cheerleading Coach
<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>FUN DAY</th>
<th>DAY 4</th>
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<tr>
<td>9:00-12:00 - REGISTRATION</td>
<td>8:15 Captain's Class</td>
<td>8:15 Captain's Class</td>
<td>8:30 Practice Time with Coach</td>
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<tr>
<td>1:00 Opening Session</td>
<td>8:30 Team Time #3</td>
<td>8:30 Team Time #6</td>
<td>8:55 Team Time #9</td>
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<tr>
<td>Demos</td>
<td>8:35 Cheerobics</td>
<td>8:35 Cheerobics</td>
<td>9:00 Final Evaluation</td>
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<td>1:30 Spirit Dance</td>
<td>8:45 Jump Class</td>
<td>8:45 Basket Builders</td>
<td>*Evaluation on Performance Cheer &amp; Chant</td>
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<td>Coaches' Meeting</td>
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<td>9:45 Optional Competitions</td>
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<tr>
<td>2:00 Camp Cheer</td>
<td>9:15 Performance Cheer #1 &amp; 2</td>
<td>9:45 Stunt Class #2</td>
<td>*Champion Chant</td>
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<tr>
<td>Chant #1</td>
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<td>(No Entrance, 3-3-3)</td>
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<td>2:40 Jump Technique Class</td>
<td>10:15 Stunt Class #1</td>
<td>11:00 Performance/Camp Cheer Review</td>
<td>*Game Time Top Team</td>
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<td>(Game Time Entrance,</td>
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<td>Crowd Response Cheer,</td>
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<td>*Introductions</td>
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<td>Restricted Skills)</td>
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<td></td>
<td>*Performance Top Team</td>
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<td></td>
<td>*Spirit Book</td>
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<td>(Entrance, Any Cheer,</td>
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<td>Showcase Team Skills)</td>
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<td></td>
<td>*Individual help with material</td>
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<td>3:45 Stunt S.A.F.E.</td>
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<td>11:00 Material Showcase</td>
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<td>4:00 Skill Drills</td>
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<td>4:15 Coaches' Meeting</td>
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<td>Hip Hop Dance</td>
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<td></td>
<td>Spirit Dance</td>
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<td>Camp Cheer</td>
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<td>11:15 Awards &amp; Closing</td>
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<td>6:00 Practice Time with Coach</td>
<td>4:30 A - Custom Coaching **</td>
<td>4:30 B - Custom Coaching *</td>
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<tr>
<td>6:15 Captains' Reception</td>
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<td>**Informal Evaluation on</td>
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<td></td>
<td>Game Time Cheer &amp; Chant</td>
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<tr>
<td>6:30 Core Stunts</td>
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<td>7:00 Skill Check</td>
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<td>7:15 Game Time Entrance Demo</td>
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<td>7:20 Game Time Cheer #1</td>
<td>7:00 Evaluations</td>
<td>7:00 All-American Warm-Up</td>
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<td>8:00 Spirit Sticks</td>
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<td>8:00 Spirit Sticks</td>
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<td>8:30 Team Time #3</td>
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<td>8:00 Team Time #2</td>
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<td>8:30 Spirit Sticks</td>
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<td>Performance Cheer &amp; Chant</td>
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<tr>
<td>The Work is Worth It at NCA Summer Camps!</td>
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Tomorrow is FUN DAY! Dress in your craziest clothes through dinner.
Lake Shore Central Schools
Evans-Brant Central School District
Assistant Superintendent for Instruction

Lake Shore Central Schools – District Office
959 Beach Rd., Angola, NY 14006
District Office FAX: 716-549-6228

Melissa Evingham
Telephone: 716-926-2211
mevingham@lakeshorecsd.org

To: James Przepaniak
From: Melissa Evingham
Date: June 13, 2014
Re: Approval to purchase A Short History of Nearly Everything, by Bill Bryson

This memorandum is to serve as indication of my support for the purchase of Approval to purchase A Short History of Nearly Everything, by Bill Bryson. According to Board Policy #8340, “…the Board of Education shall designate the textbooks to be used.”

This book is recommended summer reading for the AP Physics program under the direction and guidance of Jeff Salerno in collaboration with his building principal.

After a review of this book, I found the following description online to be the most helpful in support of this 500-page book that includes every day science through the lens of a novel:

“A Short History of Nearly Everything” by American author Bill Bryson is a popular science book that explains some areas of science, using a style of language which aims to be more accessible to the general public than that of many other books dedicated to the subject. The book describes general sciences such as chemistry, paleontology, astronomy, and particle physics. In it, he explores time from the Big Bang to the discovery of quantum mechanics, via evolution and geology. Bryson tells the story of science through the stories of the people who made the discoveries, such as Edwin Hubble, Isaac Newton, and Albert Einstein.”

If you have any questions, please do not hesitate to contact me.
Evans-Brant Central School District
Lake Shore Central Schools

To: Melissa Evingham
From: JulieAnn Hoerner
Date: June 12, 2014
Re: Approval to purchase A Short History of Nearly Everything, by Bill Bryson

This memorandum is to serve as indication of my support for the purchase of A Short History of Nearly Everything, by Bill Bryson. According to Board Policy #8340, “…the Board of Education shall designate the textbooks to be used.”

This book is recommended summer reading for the AP Physics program under the direction and guidance of Jeff Salerno. The review from Amazon.com provides a great detail of turning textbook science into real-life scenarios for students.

“From primordial nothingness to this very moment, A Short History of Nearly Everything reports what happened and how humans figured it out. To accomplish this daunting literary task, Bill Bryson uses hundreds of sources, from popular science books to interviews with luminaries in various fields. His aim is to help people like him, who rejected stale school textbooks and dry explanations, to appreciate how we have used science to understand the smallest particles and the unimaginably vast expanses of space. With his distinctive prose style and wit, Bryson succeeds admirably. Though A Short History clocks in at a daunting 500-plus pages and covers the same material as every science book before it, it reads something like a particularly detailed novel (albeit without a plot). Each longish chapter is devoted to a topic like the age of our planet or how cells work, and these chapters are grouped into larger sections such as "The Size of the Earth" and "Life Itself."

After significant review of this available resource and conversation with our NYSED Master Teacher, I support the purchase of the use of these books for our High School students.

If you have any questions, please do not hesitate to contact me.
BE IT RESOLVED THAT the following administrators are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR 30-2.9 (b):

(1) The New York State Teaching Standards, and their related elements and performance indicators;
(2) Evidence-based observation techniques that are grounded in research;
(3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR 30-2.2;
(4) Application and use of the State-approved rubric selected by Lake Shore Central Schools for the use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher’s practice;
(5) Application and use of the assessment tools that the Lake Shore Central Schools utilizes to evaluate its classroom teachers, including, but not limited to observations, local assessments and a structured portfolio review.
(6) Application and use of State-approved locally selected measures of student achievement used by the Lake Shore Central Schools to evaluate its classroom teachers;
(7) The scoring methodology utilized by the Department and the Lake Shore Central Schools to evaluate a classroom teacher under 8 NYCRR 30-2, including:
   a. How scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and
   b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
(8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR 30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.
This certification has been issued in accordance with the process for certifying lead evaluators described in the Lake Shore Central Schools’ annual professional performance review plan.

Lead Evaluators for Lake Shore Central Schools’ classroom teachers
Jill Clark
Paula Eastman
Melissa Evingham
JulieAnn Hoerner
Daniel Pacos
James Przepasniak
Erich Reidell
Mary Steenberg
Chris Walsh

___________________________________________
Signature of School District Board President

___________________________________________
Date Adopted
RESOLUTION FOR THE CERTIFICATION OF LEAD EVALUATORS

Building Principals

BE IT RESOLVED THAT the following administrators are hereby certified as Qualified Lead Evaluators of building principals having successfully completed the following training requirements prescribed in 8 NYCRR 30-2.9 (b):

(1) The Leadership Standards and their related functions;
(2) Evidence-based observation techniques that are grounded in research;
(3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR 30-2.2;
(4) Application and use of the State-approved rubric selected by Lake Shore Central Schools for the use in the evaluation of building principals, including training on the effective application of such rubric to observe a building principal’s practice;
(5) Application and use of the assessment tools that the Lake Shore Central Schools utilizes to evaluate its building principals, including, but not limited to site visits, goal setting, a structured review of school documents, and reflection.
(6) Application and use of State-approved locally selected measures of student achievement used by the Lake Shore Central Schools to evaluate its building principals;
(7) The scoring methodology utilized by the Department and the Lake Shore Central Schools to evaluate a building principal under 8 NYCRR 30-2, including:
   a. How scores are generated for each subcomponent and the composite effectiveness score of building principals, and
   b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of building principals and their subcomponent ratings; and
(8) Specific considerations in evaluating building principals of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR 30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.
This certification has been issued in accordance with the process for certifying lead evaluators described in the Lake Shore Central Schools’ annual professional performance review plan.

Lead Evaluators for Lake Shore Central Schools’ Building Principals
Melissa Evingham
James Przepasniak

___________________________________________
Signature of School District Board President

___________________________________________
Date Adopted
<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Street Address</th>
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<td>Immaculata Academy</td>
<td>Berkhoudt</td>
<td>Victoria</td>
<td>1622 Overhead Road</td>
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<td>Chiavetta</td>
<td>Dea</td>
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<td>716-549-7547</td>
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<td>Todd</td>
<td>870 Bennett Road</td>
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<td>716-860-4073</td>
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<td>Dante</td>
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<td>Andrew</td>
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<tr>
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</table>
TO: Mr. James Przepasniak  
FROM: Mary Steenberg  
RE: 2014 – 2015 CSE Meeting Dates  
DATE: June 16, 2014

As required by New York State Regulations, a listing of the scheduled Committee on School-age Special Education meetings for the 2014-15 school year is provided. Meeting dates include:

<table>
<thead>
<tr>
<th>DISTRICT MEETINGS at each building</th>
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<tbody>
<tr>
<td>Thursday</td>
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<table>
<thead>
<tr>
<th>A.J. Schmidt Subcommittee</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
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<table>
<thead>
<tr>
<th>Highland Subcommittee</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>J. T. Waugh Subcommittee</th>
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</thead>
<tbody>
<tr>
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### Middle School Subcommittee

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### Senior High Subcommittee

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### Out of District

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### CPSE to CSE

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<td>April 29, 2015</td>
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</table>

Cc:  
- Building Principals  
- School Psychologists  
- Related Service Providers  
- Special Ed. Teachers  
- School Counselors
TO:       Mr. James Przepasniak
FROM:    Mary Steenberg
DATE:    June 16, 2014

As required by New York State Regulations, a listing of the scheduled Committee on Preschool Special Education meetings for the 2014-2015 school year is provided. Meeting dates include:

**CPSE MEETINGS**

<table>
<thead>
<tr>
<th>Date Format</th>
<th>Date</th>
<th>Date Format</th>
<th>Date</th>
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<tbody>
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<td>September 9, 2014</td>
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<td>October 7, 2014</td>
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<td>November 4, 2014</td>
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<td>Tuesday</td>
<td>December 2, 2014</td>
<td>Tuesday</td>
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**ANNUAL REVIEWS**

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<th>Date</th>
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Cc:   CPSE Committee Members
      Preschool Providers
AGREEMENT
by and between
Evans-Brant (Lake Shore) Central School District and
Southtowns Family Practice (Dr. Craig MacLean, D.O.)
2014-2015 School Year

WHEREAS, the Evans-Brant (Lake Shore) Central School District (hereinafter "District") is in need of the services of a school physician for the 2014-2015 school year; and

WHEREAS, Dr. Craig MacLean, D.O., (hereinafter "Physician") of the Southtowns Family Practice, 3040 Amsdell Road, Hamburg, New York 14075, is willing to provide the services necessary to perform the duties of school physician, as provided in Article 19 of the Education Law; and

NOW, THEREFORE, in consideration of the mutual promises set forth below, the District and Physician (individually referred to as the “Party” and collectively referred to as the “Parties”) hereby agree as follows:

I. TERM OF AGREEMENT

It is hereby agreed that the term of this Agreement shall be for a period commencing July 1, 2014 through June 30, 2015.

II. SCHOOL PHYSICIAN

The Physician will serve as the school physician and will discharge the duties of a school physician for the District in the manner and as such duties are described in this Agreement. In addition to the duties described in this Agreement, the Physician shall perform such other duties which are required of a school physician under federal, state or local law or regulation. All such duties of the school physician shall be discharged in a timely, competent and complete manner and, to the extent necessary and when appropriate, after appropriate consultation with the District, and subject to the standards and policies of the District and applicable law.

III. DUTIES OF THE SCHOOL PHYSICIAN

A. The Physician will perform mandated student physicals for students entering Pre-Kindergarten or Kindergarten, 2nd, 4th, 7th, and 10th grades. Physicals shall be scheduled at mutually agreeable dates and times before December 31, 2014.

B. The Physician will perform student physicals for newly-enrolled students who do not provide a physical from their own physicians regardless of the student’s grade.

C. The Physician will perform student physicals for students who need such physical to obtain working papers for students who do not have a physician.
D. The Physician will perform examinations and/or evaluations of students with disabilities when requested by the Committee on Special Education ("CSE") or Committee on Preschool Education ("CPSE").

E. The Physician will perform student physicals for students who need such a physical to participate in athletics.

F. The Physician will perform examinations of and/or consultation regarding a student’s injury that requires medical clearance for participation in physical education. The Physician shall examine all students including student athletes, who suffer a concussion or are suspected to have suffered a concussion, for the purpose of issuance of clearance for the student to return to play. Return to play shall include Interscholastic athletics, Physical Education class, Intramural Sports, Extracurricular activities and recess.

G. The scheduling of the physicals, examinations, evaluations and/or consultation discussed in Paragraphs III(A) – III(F) shall be mutually agreed to by the Physician and Patricia Binaxas, Director of Health Services, in cooperation with Daniel Pacos, Assistant Superintendent for Administration and Finance. The Physician will perform physicals at the following locations, unless otherwise agreed to by the Parties:

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior High School (Grades 9-12)</td>
<td>959 Beach Road, Angola, NY 14006</td>
</tr>
<tr>
<td>Middle School (Grades 6-8)</td>
<td>8855 Erie Road, Angola, NY 14006</td>
</tr>
<tr>
<td>A.J. Schmidt Elementary (Grades K-5)</td>
<td>9455 Lake Shore Road, Angola, NY 14006</td>
</tr>
<tr>
<td>Highland Elementary (Grades K-5)</td>
<td>6745 Erie Road, Derby, NY 14047</td>
</tr>
<tr>
<td>J.T. Waugh Elementary (Grades K-5)</td>
<td>100 High Street, Angola, NY 14006</td>
</tr>
</tbody>
</table>

H. The Physician shall make arrangements to examine District employees when requested to do so by the Superintendent of the District or his designee.

I. As needed, the Physician will consult with a student's or employee's private physician.

J. The Physician shall, upon the request of the Superintendent of the District or his designee, review reports of accidents; review excuses from any of the physical activities connected with school programs; and review the health literature used in the schools of the District as to its scientific accuracy.

K. The Physician shall recommend the exclusion or readmission of students or staff in connection with any infectious or contagious disease if the individual does not have a personal physician and otherwise upon the request of the Superintendent of the District or his designee.

L. The Physician may be required to attend home football games if the District-employed Athletic Trainer is unavailable to attend such games. If the Physician's
attendance will be required at a home football game, the District will notify the
Physician as soon as practicable.

M. The Physician shall perform such other duties as school physician as may be
described in State Education Department bulletins or memoranda covering
student health services and any additional duties as the Board of Education of
the District may from time to time require.

IV. COMPENSATION

The District shall pay the Physician twenty nine thousand nine hundred sixty-one
dollars and fifty cents ($29,961.50) as compensation for his services pursuant to this
Agreement. Payments will be made quarterly so long as the Physician submits quarterly
invoices to the District.

V. ADDITIONAL CONTRACTUAL TERMS AND CONDITIONS

A. Not an Employment Agreement

This Agreement is a contract for the provision of professional services by the Physician.
The Physician is not an employee of the District. Therefore, the Physician and/or Southtowns
Family Practice, assume all statutory obligations for the Physician and/or any employee who
performs services in connection with this Agreement, including but not limited to, Worker's
Compensation insurance, liability insurance, malpractice insurance, disability benefits, and any
and all other statutory obligations and/or fringe benefits.

The Physician will report for tax purposes in a manner required by and consistent with
the terms of this Agreement. Because of the independent contractor status, the District will not
be responsible for withholding of taxes, nor for the payment of FICA taxes, nor for any
insurance coverage or other similar benefits required by law to be provided for an employee.

B. Liability and Malpractice Insurance

The Physician will maintain, at his expense, professional malpractice insurance to
insure against loss resulting from any act or omission on the part of the Physician relating to
the rendering or failure to render medical treatment, diagnosis or advice, to patients examined
and/or treated by the Physician in his capacity as School Physician, and necessary to insure the
indemnity obligation contained in Paragraph (V)(C), below, and name the District as an
“additional insured.” The policy limits shall be at least $1,000,000 per claim and $3,000,000
annual aggregate, or such other greater amount that presently covers the professional
activities of the Physician and/or Southtowns Family Practice. The Physician and Southtowns
Family Practice, agree to supply to the District a certificate of medical malpractice insurance
covering the Physician and his agents or designees. This policy will be primary to any policy of
insurance available to the District and shall provide that the District shall receive at least thirty
(30) days written notice of cancellation or content change.
C. **Indemnification**

The Physician and/or Southtowns Family Practice agree to hold the District harmless from any and all liability arising from acts or omissions of the Physician or his agents and/or employees of Southtowns Family Practice. To the fullest extent permitted by law and this Agreement, the Physician shall defend, indemnify and hold the District harmless, at all times during and after the term of this Agreement, from all claims, damage, liability and expense, including reasonable legal fees, arising from or in any way connected with a breach by the Physician of any term or condition contained in this Agreement.

D. **Cooperation in the Event of a Claim**

In the event that either the Physician or the District becomes aware of any alleged injury arising from the care and treatment of any student or District staff pursuant to this Agreement, each Party has a duty to provide the other Party with notice of such alleged claim, including the particulars sufficient to identify the name and address of the allegedly injured person, the place of the incident, the circumstances leading up to the alleged injury, as well as the name and address of any witnesses to the alleged injury.

Subject to the terms of each Party’s respective liability and/or professional malpractice insurance policies, each of the Parties shall cooperate with the other in the defense of any legal action commenced against either Party in connection with any aspect of this Agreement and/or services provided pursuant to this Agreement, including enforcement of any right of contribution or indemnity against any person or organization that may be liable to either of the Parties. Each Party will assist in the defense of any legal action including, but not limited to, by attending any legal proceeding and assisting in securing evidence.

E. **Assignment of Duties and Referrals**

It is understood that this Agreement contemplates the particular professional experience and skill of the Physician, and that the duties enumerated in this Agreement shall not be assigned in whole or in part to persons outside of Southtowns Family Practice, unless agreed to by the District. The Physician may suggest referrals to other members of their profession for the purpose of examining certain pupils in the District.

F. **Confidentiality**

By signing this Agreement, the Parties agree to maintain the confidentiality of all students examined in or treated pursuant to the Health Insurance Portability Accountability Act (“HIPAA”) and the Family Educational Rights and Privacy Act (“FERPA”).

G. **Licensed to Practice Medicine**

The Physician warrants that he is certified and licensed to practice in the State of New York. If his license is ever suspended or revoked, Southtowns Family Practice will immediately inform the District’s Superintendent.
H. Duration and Termination of Agreement

This Agreement is to become effective July 1, 2014 and will remain in effect until June 30, 2015 provided each Party may terminate this Agreement upon thirty (30) days written notice to the other Party. Both Parties reserve the right to renew this Agreement under the same terms and conditions including prices quoted, for a period of one additional year from July 1, 2015 through June 30, 2016 based upon their mutual agreement.

The District may, at its option, immediately terminate this Agreement for cause, including but not limited to, the loss or suspension of any license held by the Physician or failure to obtain clearance for employment pursuant to a background check performed by the State Education Department, provided written notice is given to Craig MacLean, D.O., or his designee.

I. Medicaid

The Physician shall comply with all requests by the District for all information and documentation necessary for the District to comply with all rules and requirements for Medicaid reimbursement, including but not limited to, written orders, scripts, and written referrals. In addition, the Physician shall: (1) review and authorize orders for IEP related services; and (2) comply with all of the components of the District’s Medicaid-Compliance Plan, Policies and Procedures, including but not limited to, training requirements.

J. Outside Activities

The Physician may engage in teaching, consulting, and the practice of medicine off District premises provided that such activities do not create a conflict of interest with or interfere with the discharge of his obligations under the terms of this Agreement.

K. Reports

All reports and other administrative documentation and record keeping required of the Physician by the District or applicable law will be provided and maintained by the Physician in accordance with the District’s request and policies. During the term of this Agreement and for a reasonable period of time after this Agreement has been terminated or expired, the Physician will provide the District with all such reports, documentation and other records which relate to performance by the Physician of their obligations under the terms of this Agreement.

L. Ownership of Records

All records relating to District students, District personnel and the performance by the Physician under the terms of this Agreement are and will remain the property of the District both during and after the term of this Agreement. However, the Physician will be entitled to reasonable access to those records on an as-needed basis, during normal business hours, upon written request submitted to the District.
M. Compliance

Performance under the terms of this Agreement by the Physician and the District will comply with all federal, state and local laws and regulations, including but not limited to, professional ethics and standards as enunciated by the New York State Education Department.

N. Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. The County of Erie is hereby designated as the place for trial of any action or proceeding arising from or connected with this Agreement.

O. Non-Waiver of Breach

This Agreement shall be construed pursuant to the laws of the State of New York. No waiver by any Party of one or more defaults by the other in performance of any provisions of this Agreement shall operate or be construed as a waiver of any other default or defaults, whether of a like or different character.

P. Severability

The provisions of this Agreement are severable; if any provision of this Agreement shall be ruled by any court of competent jurisdiction to be contrary to law, all other provisions shall remain in full force and effect.

Q. Headings

The headings of the sections in this Agreement are for convenience of reference only and shall not affect the interpretation of this Agreement.

R. Execution of Agreement

Several copies of this Agreement may be executed by the Parties, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

S. Complete Agreement

This Agreement and express incorporations required by the language of this contract set forth the entire contractual agreement between the Parties, concerning the subject matter of this Agreement. The express language of this Agreement supersedes all prior and contemporaneous written and/or oral negotiations and agreements between the Parties concerning any and all subjects contained in this Agreement. This Agreement may not be changed, terminated, nor any of its provisions modified or waived, except in writing signed by all Parties to this Agreement.
T. Acceptance of Proposed-Contractual Agreement

Once accepted by the Board of Education, by resolution, and once all other conditions are complied with, such as the provision of all necessary Certificates of Insurance, said acceptance and execution of this proposal by the authorized representatives of the District, as well as execution of this proposal by the authorized representative of Southtowns Family Practice, shall cause this proposal to become binding and a complete legal contract consisting of all terms and conditions as set forth herein, or as referenced herein as if fully set forth herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year specified below:

For The Evans-Brant (Lake Shore) Central School District:

__________________________________________________________________________ Date:________________________
James Przepasniak, Superintendent

For Southtowns Family Practice:

__________________________________________________________________________ Date:________________________
Craig MacLean, D.O.
To: James Przepasniak  
From: Melissa Evingham  
Date: June 20, 2014  
Re: Crisis Intervention Plan

I respectfully submit the Crisis Intervention Plan for the Board of Education approval at our July 1, 2014 meeting.

Matthew Fisher, in collaboration with our School Counselors worked diligently to update our plan. They received feedback from principals and now are ready to present to you their plan.

Should you have any questions, please feel free to contact Matthew Fisher who is the Facilitator for K-12 School Counselors or me. Thank you!
June 19, 2014

Matthew Fisher - Assistant Principal
Lake Shore Senior High School
959 Beach Road
Angola, NY 14006

RE: District Crisis Plan

Lake Shore Central School District Board of Education,

Submitted for your approval are the updated “Crisis Intervention Plan” and “Student Support Team Crisis Documents” for Lake Shore Central Schools. Myself and the District Counselors worked together to make revisions and updates to this plan as part of the March 21st, 2014 Superintendent Conference day. Additional feedback and revisions led to a completed document on June 6, 2014.

The District Counselors and I believe that this plan represents an excellent collection of resources to assist Lake Shore Central Schools in dealing with potential future crises. I submit this collection of documents for your approval as Facilitator for K-12 School Counselors.

Respectfully,

Matthew Fisher
To:       James Przepasniak  
From:  Melissa Evingham  
Date:   June 23, 2014  
Re:       Mentor Teacher Internship Program  

It is my pleasure to submit to you for your review and Board of Education approval our Mentor Teacher Internship Program. Our committee members have worked diligently in May and June 2014 to submit to you this final document for approval. Committee members are:

Paula Eastman, J.T. Waugh Principal  
Melissa Evingham, Assistant Superintendent for Instruction  
JulieAnn Horner, High School Teacher  
Sarah Kauzala, A.J. Schmidt Teacher  
Peggy Koch, Middle School Teacher  
Denise Kushner, A.J. Schmidt Teacher  
Mary Morrison, A.J. Schmidt Teacher  
Shannon Muldowney, Middle School Teacher  
Jody Schmidle, Highland Teacher  

This plan has been updated to include our Mentor Teacher Internship Program grant requirements for the 2014-15 school year. If you have any questions, please contact me. 
Thank you!
Mentor Teacher Internship Program
Lake Shore Central School District
2014-2015

Lake Shore CSD Mentor Steering Committee, June 2014
I. Statement of Mentor Teacher Internship Program

The Mentor Teacher Internship Program (MTIP) in Lake Shore CSD will allow a trained mentor to work with a Lake Shore Central Teachers Association (LSCTA) professional new teacher (intern). This may include LSCTA professionals who are new to teaching, new to Lake Shore CSD, or have been placed on a Teacher Improvement Plan (TIP). This may include other LSCTA professionals who could benefit from the resources of a mentor when moving between grade levels, subject areas, job assignments, or buildings. In this program an intern is provided with opportunities for both encouragement and effective feedback using systematic, proactive, and collaborative activities within a confidential mentor / intern relationship. This program will comply with all New York State Education Department (NYSED) Commissioner’s Regulations Part 80 Requirements for Teachers’ Certificates and Teaching Practice.

The primary goal for the MTIP is to improve student achievement. Additionally, the goal of the program is to develop highly effective teachers through Charlotte Danielson’s *A Framework For Teaching*:

1. Demonstrating Knowledge of Content and Pedagogy
2. The Classroom Environment
3. Instruction
4. Professional Responsibilities
II. Mentor Steering Committee

The Lake Shore MTIP is governed by the Mentor Steering Committee (MSC). The committee administers the practices and procedures of the program. The committee will be composed of administrators and a minimum of 51% voting LSCTA members, representing all three elementary buildings, the middle school and the high school. The committee is chaired by the Assistant Superintendent for Instruction (or the designee) and the MTIP facilitator. Each year, the MSC will:

- Recruit potential mentors
- Accept applications from trained LSCTA mentors
- Create a pool of mentors available to match with interns
- Review and update the Mentor Teacher Internship Program

Members of the Mentor Steering Committee are:

Paula Eastman, J.T. Waugh Principal
Melissa Evingham, Assistant Superintendent for Instruction
JulieAnn Horner, High School Teacher
Sarah Kauzala, A.J. Schmidt Teacher
Peggy Koch, Middle School Teacher
Denise Kushner, A.J. Schmidt Teacher
Mary Morrison, A.J. Schmidt Teacher
Shannon Muldowney, Middle School Teacher
Jody Schmidle, Highland Teacher
III. Mentor and Intern Release Time

In order for the mentor and the intern to conference, observe, joint plan and reflect, both the mentor and the intern will be released for a minimum of 10% of their instructional time. This release time is equivalent to an average of 6 hours per month. The mentor and intern will complete a joint Mentoring Log each month to track their hours and document their professional development/mentoring activities during that month, both during the instructional day as well as during the non-instructional day. To support the instructional-day release time, replacement teachers will be hired from the District Substitute List. A Google Docs district calendar will provide dates (scoring, etc.) when replacement teachers will be in high demand. Mentor/intern pairs will schedule their replacement days to avoid these high demand dates.

IV. Setting Directions

In August, each mentor/intern pair will meet initially to determine the needs of the intern and the direction of the mentoring relationship. The meeting will include specialized topics including the four domains from The Framework for Teaching and goal writing. Each intern will complete the Four-Domain Self Reflection (page 15), a tool to reflect on practice and self-assess. This reflection rubric facilitates a mentor/intern dialogue about the four domains and how the components of the domains impact student achievement. Data from this tool helps the intern identify a domain for the intern to build on and a domain for the intern’s development. The Intern Goals Worksheet with the Intern Goal-Setting Directions (pages 16-18) is a collaborative tool for the intern and the mentor. The intern sets one goal to build on (an area of strength in the domains) and a second goal to develop upon (an area that needs development). These goals should be specific and measurable. The evidence for each goal is the data used to determine whether the goal is being attained. (Some examples of data are mentor observations, walk through observations, quantitative student data – STAR results). The worksheet is a tool for discussion, reflection and the implementation of a goal-directed plan to move along the continuum to highly effective. The process supports differentiation by allowing the mentor and the intern to design a plan that best fits the intern's needs
and to modify and adjust quarterly as needed using the template provided. If the intern is not adequately progressing toward reaching the goal, the mentor will provide ideas to improve and/or resources to assist the intern, including specific professional development.

Interns and mentors will review student learning data from pre-assessments, formative assessments, Star Literacy (as applicable) and benchmark testing. Professional Development will be designed to fit the needs accordingly. The use of historical data will be used when available or applicable pending a teacher assignment. Progress monitoring data will be used for the purpose of Response to Intervention and IEP Goal implementation and data collection. These materials will be integral in elevating the level of instruction and improving student learning.

V. Mentor Training

The role of the mentor is significant in the Lake Shore Central School District organization for thorough induction of new professionals and effective professional development. Assigned mentors will receive four full days of professional development throughout the school year. Topics include:

- Charlotte Danielson's Framework for Teaching (Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities)
- Review of guidelines of confidentiality, the MTIP grant process, the use of the Mentoring Log (page 19) and the importance of goal setting
- Cognitive Coaching Skills and Practice and the use of the Mentor Skills Rubric (pages 20-23)
- Review of the MTIP expectations
- Common Core professional development as applicable and needed, dependent on previous training
- Data-Driven Instruction (district review of data, data collection by building, RtI teams, SLO growth-setting process)
- Tools and techniques for observing a mentor including evidence-based observation, pre-observation tools and templates for planning with an intern, and data collection during an observation
- Best practices for mentoring, including a review of the Mentoring Library (page 24)
- Instructional strategy toolkit review
- Reflection
- Networking

Mentors will meet to review expectations, confidentiality and self-assess using the Mentor Skills Rubric. From this tool, the MTIP facilitator will be provided with future training needs for mentors. Mentors go through a rigorous selection process. Should a mentor be deemed ineffective with an intern or found unable to fulfill mentoring duties, or if an intern is dissatisfied with the mentor assignment, the mentor or the intern may request an end to the partnership using the “No Fault, Easy Out” Policy form (page 25). This form will be utilized as a last resort, after the mentor, the intern, or both meets with the MTIP facilitator.

VI. Mentor Selection

Mentors will be selected in a published procedure made available to staff of the school district or BOCES and upon request of the public. LSCTA professionals interested in being mentors will be recruited in the spring for the following school year. District staff representing all building and instructional areas will be invited to enter the pool of potential mentors. Recruitment/application opportunities will target those particular buildings or certification areas that align with the predicted new hires/teachers in need of mentors for the following school year. Mentor training will be offered at various times throughout the year to accommodate those professionals interested in mentoring. The Mentor Steering Committee will select the professionals who will be in the pool of potential mentors. These potential mentors will have completed the Application for Mentoring (page 26). Applicants will have a minimum of 5 years of teaching experience. Their last three Annual Professional Performance Review reports must have included an overall rating of “effective” or “highly effective”. Each applicant will list 3 references, committee work and agree to complete the required mentor training.
The Mentor Steering Committee’s selection criteria incorporate the 10 NYS Standards of Effective Mentoring (page 27) as follows:

- Mentors are recruited and selected through a rigorous and transparent process by criteria that consider the mentor candidate’s commitment to the profession and teaching experience (#4). All staff are encouraged to apply to be mentors. However, effective and highly effective teachers are chosen based on evidence of commitment to the profession and teaching experience. Teachers must have a minimum of five years of teaching experience. Mentors must have evaluation ratings and observations that are effective and highly effective, and beyond the committee, they must have full support of the principal in order to be a mentor.

- Through observation, mentors must be skilled and show evidence of research-based practices, data analysis, and technology (#7) that promote student learning at the various stages of development. With assistance from the Mentor Steering Committee and the principal, it will be documented that mentors have been trained and will immerse themselves in best practices of mentoring.

- Mentors demonstrate leadership (#8). They fully participate in training and have a shared sense of responsibility to retain our very best teachers. In the classroom, they provide evidence of effective instruction and a model for interns to observe throughout the year.

- Mentors have been trained (#5) in cognitive coaching, evidence-based observation, The Framework for Teaching, and maintain a mentor/intern log of active participation in the mentoring program.

- Mentors have clearly defined roles and responsibilities. In our application process, mentors must review the roles and responsibilities and sign off that they agree to the expectations.
A mentor is assigned to a teacher under one of these six “intern” teacher scenarios:

- The teacher is a new teacher in the district
- The teacher has initial certification (an exception applies to initial certificate holders who have at least two years of teaching experience prior to receiving the initial certificate)
- The teacher has initial certification, is in the first year of teaching and is employed in the district for more than 40 contiguous days (long term substitute teaching)
- The teacher is making a significant shift in assignment ("significant" will be determined by the MSC)
- The teacher is returning to the district (and needs a mentor, as determined by the MSC)
- The teacher is on a TIP and the plan requires a mentor assignment

Mentoring can be pro-rated and does not need to be a full year.

A Mentor Steering Committee Slice Group will convene to match a specific mentor with a specific intern. The Slice Group will be comprised of a building principal, an LSCTA member from that building, and the MTIP facilitator. This Slice Group will give consideration to the following criteria:

- Immediate needs of potential interns
- Potential mentors who have completed the required mentoring training
- Subject area/certification that complements that of the intern
- Proximity of mentors and interns
- Most pressing need of the district
- Funding available

Once mentor-intern assignments are made, the Assistant Superintendent for Instruction (or designee) will send letters of notification to each mentor and intern involved and notify the immediate supervisors and the MTIP Facilitator. The Assistant Superintendent and the Facilitator will maintain contact with each pair to ensure continued progress and to identify possible needs. The
facilitator will monitor the monthly Mentoring Logs to ensure compliance of the expectations. If at any time during the mentoring year, there needs to be a re-assignment to a mentor or intern, the MSC Slice Group will assign a trained mentor that meets the immediate needs of the intern. Either the mentor or the intern may initiate the “No Fault, Easy Out” option only after the mentor or the intern initiating the process has met with the MTIP Facilitator.

VII. Role of the Mentor

Interns will receive mentor guidance to promote understanding of the following:

- Lesson planning and record keeping (Planning and Preparation)
- Classroom management and communication skills (The Classroom Environment)
- Pedagogical skills (Instruction)
- NYS Educational Law including APPR requirements
- NYS Common Core materials and State assessments
- The intricacies of the school and community organization
- Professional opportunities and responsibilities

A Mentor Intern Checklist (pages 28-29) has been developed to guide the mentor and intern.

The mentor must help the intern create a safe, confidential and proactive environment necessary for honest exchanges and reflections to occur. The mentor’s primary concern is to aid and support the intern. In this supportive relationship, the mentor shall:

- provide guidance, support and encouragement to the intern
- invite the intern to observe the mentor’s classroom
- use the skills obtained in training to facilitate conversations
- model best instructional practices and behavioral management strategies
• collaborate with the intern in goal setting and goal implementation
• offer suggestions and resources to support the intern and seek out workshops to help the intern reach his/her goals.

The mentor will be a colleague, working with another professional to implement a smooth transition from a novice teacher to an effective, competent instructor. The role of the mentor is, at all times, non-supervisory.

The mentor shall complete the Mentoring Log with the intern. This log will document all the various mentoring professional development opportunities that the mentor and intern have participated in throughout the month. The Mentoring Log should reflect that the intern and mentor have engaged in mentoring activities for 10% of their instructional day on average each month.

Confidentiality is mandatory in the MTIP. The mentor will collaborate with the intern to provide assistance and support. There is no supervisory role. No interactions between mentors and interns will be discussed with anyone else on staff. Each mentor and intern will be given careful instructions to this effect and will be expected to strictly adhere to the policy of confidentiality. Written evidence in the Mentoring Log will contain nothing except dates, places, generic descriptions of activities and whether the activity occurred during the instructional day or outside the instructional day. No information obtained by the mentor through interaction with the intern will be made available to any person, nor will it be used in the intern’s evaluation process. This procedure will be fully explained to everyone in the organization and will be complied with in all circumstances, contributing to an atmosphere of mutual trust and respect between mentors and interns.

The only exception to the component above is: information obtained by a mentor through interaction with a new teacher while engaged in mentoring activities of the program shall not be used for evaluating or disciplining a new teacher, unless withholding such information poses a danger to the life, health or safety of an individual, including but not
limited to students and staff of the school, or unless such information indicates that the new teacher has been convicted of a crime.

VIII. Role of the Superintendent

The Superintendent, in collaboration with the Assistant Superintendent for Instruction, will oversee the implementation of the Mentoring Program. An annual written report of the MTIP program will be provided to the Superintendent and Board of Education. The Superintendent will communicate the benefits of the program with school community stakeholders and the media, using the district website, *The Eagle Express*, and *The Superintendent’s News and Notes*.

The Superintendent or designee is recommended to evaluate the intern once before January during the intern's first year. This early observation will allow for improvement and reflection by the intern. The Superintendent will honor the confidentiality of the intern/mentor relationship.

IX. Role of the Principal

The Building Principal has an integral role in the implementation of MTIP. The Building Principal will serve on the MSC Slice Group that matches an intern with a mentor. The Building Principal will attend the New Teacher Orientation in August. It is recommended that the Building Principal conduct a formal observation of the intern before November. The Building Principal will honor the confidentiality of the intern/mentor relationship.

X. Role of the Intern

All new teachers are provided a mentor through our Mentor Steering Committee using the guidelines as stated above to determine the greatest benefit from the mentor-intern experience.

Interns will be responsible for working with assigned mentors in a manner that enhances a program of professional growth and instructional excellence. The intern will be responsive to suggestions,
articulate and be eager to adopt new techniques into his/her teaching skills repertoire. Success in the mentor-intern program is equally dependent upon both interns and mentors. Interns will work with the program facilitator, respond to self-evaluations, attend seminars, workshops and programs identified as useful in the educational/certificate field, and participate fully in the induction process.

All interns will receive a variety of professional experiences, including development opportunities listed on both the **Mentoring Log Activities** (page 30) and the **Mentor Intern Checklist** (pages 28-29).

In addition to the above listed supportive experiences, interns engage in self-assessment of progress at regular intervals throughout the year. Goal setting that results in professional growth will begin at the first meeting and continue throughout the school year with opportunities to modify and adjust along the way to meet the needs of the intern. Through the mentor relationship, interns will gain confidence in their ability to conduct a class in a manner that is conducive to learning and that establishes the groundwork for a productive professional career.

Finally, the intern will honor the confidentiality of the intern/mentor relationship.

**XI. Program Evaluation**

The District will assess the extent to which the program has benefitted both mentors and interns in several ways. All interns and mentors will complete quarterly questionnaires and feedback surveys regarding perception and value of the program. During the school year and upon completion of the program, mentors and interns will offer concrete suggestions for program improvements and will document progress in the program through self-evaluation (using the Mentor Rubric and the Intern Self-Reflection). This anecdotal record will provide how mentors and interns have benefitted from the program and not breach confidentiality. We will also add a student component to determine the impact on student learning with hopes that we will accelerate new teachers along the teaching continuum.
Principals will also complete an end-of-the-year feedback survey noting their perception and value of the program.

The mentoring facilitator will review all materials pertaining to the program (handouts, feedback sheets, workshop feedback and anecdotal data from intern and mentors program feedback), noting any changes observed as a result of mentor-intern activities. This knowledge will guide the planning prior to courses and seminars presented to mentor-intern pairs. Identification of problem areas, suggestions for future improvements, notable accomplishments and any adjustments suggested by the Mentor Steering Committee will be implemented in collaboration with the Assistant Superintendent.

Each training session will be evaluated by participants, where all components of training will be reviewed by the program facilitator, including planning, goals, objectives, utilization of leadership training, time utilization and outcomes. Information received as a result of these reviews will be shared with the Mentor Steering Committee. The feedback surveys completed by the mentors, interns and principals will be reviewed by the Mentor Steering Committee to ascertain areas which have proven most successful and those which may need modification.

Each survey will be thoroughly examined and an overall assessment will be compiled and presented to the Mentor Steering Committee and Superintendent. A written report, prepared by the mentoring facilitator, will incorporate the committee’s recommendations for revisions and will be shared with the superintendent. Changes critical to program improvement will be made prior to the beginning of the following school/program year.

The New York State Mentoring Standards will be incorporated into the program. The Mentor Steering Committee will conduct a dialogue on essential program components, addressing the following concerns. Based on program feedback,

1. In what ways did the release time configuration promote or constrain the mentor-intern relationship?
2. In what ways did the mentor-intern training empower mentors to work successfully with interns?
3. To what extent did interns increase their repertoire of instructional practices? How did classroom visitations promote innovations in teaching strategies and enhance student performance?

4. What criteria for selection of mentors and interns should be implemented that was not originally suggested?

5. How might the committee further support the mentor-intern relationship?

6. How might our plan for mentoring change to better reflect our program philosophy and purposes?

7. How might we continue to better clarify roles for mentors and interns?

8. What professional development opportunities are integral for mentors and interns in year 1 and year 2?

9. What data might we collect next year to better inform our needs and program effectiveness?

10. In what ways might we encourage more mentor applications to prevent variances in mentor intern pairings?

In order to best determine the impact of program factors, the district will use the deliverable metrics as guides as distributed by NYSED and through Network Teams from our BOCES.
Forms are also available online at [http://www.lakeshorecsd.org/Domain/536](http://www.lakeshorecsd.org/Domain/536)

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## LAKE SHORE CENTRAL SCHOOLS 4-DOMAIN SELF REFLECTION

**NAME:**

**DATE:**

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### 1. PLANNING AND PREPARATION

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<tr>
<td>d. Demonstrating knowledge of resources</td>
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<tr>
<td>e. Designing coherent instruction</td>
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<tr>
<td>f. Designing student assessments</td>
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### 2. THE CLASSROOM ENVIRONMENT

<table>
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<tr>
<th>Comments</th>
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<th>E</th>
<th>D</th>
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<tbody>
<tr>
<td>a. Creating an environment of respect and rapport</td>
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<tr>
<td>b. Establishing a culture for learning</td>
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<tr>
<td>c. Managing classroom procedures</td>
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<tr>
<td>d. Managing student behavior</td>
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<tr>
<td>e. Organizing physical space</td>
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### 3. INSTRUCTION

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<tbody>
<tr>
<td>a. Communicating clearly and accurately</td>
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<tr>
<td>b. Using questioning and discussion techniques</td>
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<tr>
<td>c. Engaging students in learning</td>
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<tr>
<td>d. Using assessment in instruction</td>
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<tr>
<td>e. Demonstrating flexibility and responsiveness</td>
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### 4. PROFESSIONAL RESPONSIBILITIES

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<th>Comments</th>
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<th>E</th>
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<tbody>
<tr>
<td>a. Reflecting on teaching</td>
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<tr>
<td>b. Maintaining accurate records with student contribution</td>
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<tr>
<td>c. Communicating with families</td>
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<tr>
<td>d. Participating in professional community</td>
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<tr>
<td>e. Growing and developing professionally</td>
<td></td>
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<tr>
<td>f. Showing professionalism</td>
<td></td>
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</tbody>
</table>
## Intern Goal Worksheet

**First Goal: A Domain Component to Build On (a strength)**

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Measurable Goal 1:</strong> (Please include domain and component)</th>
<th>Evidence:</th>
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</table>

**Goal 1 Reflection:**
Modify/adjust?

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Goal 1 Reflection:</strong> Modify/adjust?</th>
<th>Evidence:</th>
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**Goal 1 Reflection:**
Modify/adjust?

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<tr>
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<th><strong>Goal 1 Reflection:</strong> Modify/adjust?</th>
<th>Evidence:</th>
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</tbody>
</table>
# Intern Goal Worksheet

**Second Goal: A Domain Component to Develop (an area of development)**

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Measurable Goal 2:</strong> (Please include domain and component)</th>
<th>Evidence:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Goal 1 Reflection:</strong> Modify/adjust?</th>
<th>Evidence:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Goal 1 Reflection:</strong> Modify/adjust?</th>
<th>Evidence:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th><strong>Goal 1 Reflection:</strong> Modify/adjust?</th>
<th>Evidence:</th>
</tr>
</thead>
</table>
Intern Self-Reflection/Goal-Setting Directions

The **Four Domain Self-Reflection** provides interns with a tool to reflect on practice and self-assess. The assessment allows the mentor and the intern to facilitate a reflective dialogue and to identify an area for the intern to build on and an area for development. The intern completes the rubric at an initial meeting with the mentor and uses the results to set 2 goals for the school year.

**The Self-Reflection Goal Worksheets** are completed by the intern and the mentor collaboratively. The intern sets one goal to build on (an area of strength in the domains) and a second goal to develop upon (an area that needs development). These goals should be specific and measurable. The evidence for each goal is the data used to determine whether the goal is being attained. (Some examples of data are mentor observations, walk thru observations, quantitative student data – STAR results).

At 3 times over the course of the school year, the intern and mentor return to the goal worksheets to add/reflect on the evidence. The worksheets are a tool for discussion, reflection and creation of a plan to move along the continuum to highly effective.
# Lake Shore Central School District Monthly Mentoring/Intern Contact Log

(Submit monthly to the MTIP Facilitator)

## Domain Addressed:
Charlotte Danielson’s *A FRAMEWORK FOR TEACHING*

- Domain 1: Demonstrating Knowledge of Content and Pedagogy
- Domain 2: The Classroom Environment
- Domain 3: Instruction
- Domain 4: Professional Responsibilities

## Type of Contact:
- W/C: Workshop/Conference
- HDR: Half Day Release
- E: E-mail
- P: Phone call
- FDR: Full Day Release
- SM: Scheduled Meeting
- IM: Impromptu Meeting
- CO: Classroom Observation
- O: Other

## Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Domain</th>
<th>Contact</th>
<th>Time Spent Instructional Day</th>
<th>Time Spent Non-Instructional Day</th>
<th>Mentor Intern Both (M, I, B)</th>
<th>Comments (Name of conference)</th>
<th>Mentor Initials</th>
<th>Intern Initials</th>
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<tbody>
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Total:       
Total:
Lead Teacher Assigned as Mentor Self-Evaluation

The Self-Evaluation should be used in conjunction with the Mentor Skills Rubric on pages 3-4. After you have assessed your skills as a Mentor, answer the questions below. The Self-Evaluation should be completed and used to set professional goals.

Mentor Name ___________________________________________________________
Date Completed __________________________________________________________

A. Using the Mentor Skills Self-Evaluation Rubric and thinking back to the professional mentor goals you set for yourself for this year, what are some of your accomplishments?

B. Using the Mentor Skills Self-Evaluation Rubric, identify goals based on areas in which you believe you need to develop.
C. What are some ways you helped your intern develop in the following four domains: Planning and Preparation, Classroom Environments, Instruction and Professional Responsibilities?

D. Describe your activities as a Mentor that have led to improved student outcomes.

E. How might Lake Shore Central School District help you achieve your professional goals as a mentor?

Please return to Mary Morrison by ________________.

Mentor’s Signature _____________________________ Date _____________
# Mentor Skills Self-Evaluation Rubric

| Mentor’s Signature ____________________________ Date ____________ |
|---|---|---|---|
| **ATTENDS FULLY** | Flexibly and Fluently | Consciously Skilled | Consciously Unskilled |
| Uses effective physical alignment (sits next to the intern) |  |  |  |
| Uses nonjudgmental body language (eye contact, nodding of head, smiling, etc.) |  |  |  |
| Listens without interruption |  |  |  |
| Listens non-judgmentally without personal referencing, personal curiosity, personal certainty |  |  |  |
| Listens for assumptions, inferences, perceptions, perspectives |  |  |  |
| **INVITES THINKING** | Flexibly and Fluently | Consciously Skilled | Consciously Unskilled |
| Uses Invitational stems that include: |  |  |  |
| An approachable voice (intonation) |  |  |  |
| Plural Forms (What are some ways...) |  |  |  |
| Exploratory Language (How might...) |  |  |  |
| **SUSTAINS THINKING** | Flexibly and Fluently | Consciously Skilled | Consciously Unskilled |
| Through pausing and paraphrasing |  |  |  |
| **Pauses** |  |  |  |
| • After asking a question |  |  |  |
| • After hearing a response |  |  |  |
| • Before making a response or asking a question |  |  |  |
| **Paraphrases** |  |  |  |
| • To acknowledge and clarify emotion |  |  |  |
| • To acknowledge and clarify content |  |  |  |
| • To summarize/organize content |  |  |  |
| • To shift level of abstraction |  |  |  |
| **USES A THIRD POINT** | Flexibly and Fluently | Consciously Skilled | Consciously Unskilled |
### MENTOR SKILLS RUBRIC (continued)

<table>
<thead>
<tr>
<th>SUSTAINS THINKING THROUGH QUESTIONING</th>
<th>Flexibly and Fluently</th>
<th>Consciously Skilled</th>
<th>Consciously Unskilled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uses Inquiry Questions to Open Thinking</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avoids yes/no format</td>
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<tr>
<td>E.g. Avoid “Do you think cooperative learning is a good strategy?”</td>
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<tr>
<td><strong>Uses Inquiry Questions to Open Thinking</strong></td>
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<tr>
<td>Asks questions that produce new insights</td>
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<tr>
<td>E.g. “How might this strategy keep your students more engaged?”</td>
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<tr>
<td><strong>Uses Inquiry Questions to Open Thinking</strong></td>
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<tr>
<td>Uses language to focus on specific cognitive process</td>
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<tr>
<td>E.g. “How might you compare today's mini-lesson to yesterday's mini-lesson?”</td>
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<tr>
<td><strong>Uses Probing Questions to Focus Thinking</strong></td>
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<tr>
<td>Asks questions to clarify explanations and ideas</td>
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<tr>
<td>E.g. “In what ways was it better?”</td>
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<tr>
<td><strong>Uses Probing Questions to Focus Thinking</strong></td>
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<tr>
<td>Surfaces specific examples</td>
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<tr>
<td>E.g. “What are some examples of student learning that took place?”</td>
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<tr>
<td><strong>Uses Probing Questions to Focus Thinking</strong></td>
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<tr>
<td>Asks questions to examine implications, consequences, inferences, or assumptions</td>
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<tr>
<td>E.g. “How might this strategy impact the way you plan your future lessons?”</td>
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### EXTENDS THINKING

- Provides Information
- Provides Resources
- Frames Expectations

### SHIFTS ON THE CONTINUUM

- Coaching---Collaborating---Consulting
Lake Shore CSD
Mentoring Committee

Mentoring Library Resources
(a work in progress)

Books

Coppola, Albert J., Scricca, Diane B. & Connors, Gerard E. Supportive Supervision: Becoming a Teacher of Teachers


Danielson, Charlotte Enhancing Professional Practice: A Framework for Teaching 2nd Edition (4 copies)

Podsen, India J. & Denmark, Vicki M. Coaching & Mentoring First-Year & Student Teachers

Rutherford, Paula The 21st Century Mentor’s Handbook

Udelhofen, Susan & Larson, Kathy The Mentoring Year: A Step-by-Step Program for Professional Development

Web Sites

EngageNY
NO FAULT, EASY OUT POLICY

This form should be filled out by any member of a mentoring partnership (mentor or intern) who for any reason wishes to discontinue his/her current responsibilities. When the form is completed, it is to be given to the Mentor Teacher Internship Program (MTIP) Facilitator.

Note: All information on this form will be regarded as confidential. The Mentor Steering Committee (MSC) will assign a new mentor intern pairing.

Your Name: ____________________________________________ Date: __________
Name of Mentoring/Intern Partner: ____________________________

_____ I have a personal concern with the effectiveness of the mentoring partnership. (Please provide a brief explanation.)

_____ I have a professional concern with the effectiveness of the mentoring partnership. (Please provide a brief explanation.)

_____ I am taking a temporary leave of absence from mentoring or from my job. (Please provide anticipated starting and ending dates.)

_____ Other concern with a brief explanation:
Evans-Brant Central School District
Lake Shore Central Schools
Application for Appointment as a Mentor Teacher

(Available online)
There are ten standards for effective mentoring.

1. **Program Philosophy and Purposes:** The philosophy of the mentoring program upholds the assertion that induction is a crucial transition between teacher preparation and continuing professional development. The mentoring program facilitates the transition of the beginning teacher from success in preparation programs to effective practice in new contexts of the classroom and school district.

2. **Program Design:** The mentoring program is designed as a critical component of a comprehensive induction plan and is embedded in an integrated professional culture. The design supports a district's mission and vision and is consistent with school, district and state standards in addressing Pre-K-12 learning standards.

3. **Beginning Teacher Knowledge, Skills, and Dispositions:** Beginning teachers bring valued knowledge, skills, and dispositions to the new context of the classroom, school, and districts where they are first employed. The beginning teachers must display a readiness to continue learning about teaching, and invite collaborative support and guidance.

4. **Mentoring Skill and Knowledge:** Mentors must be familiar with research-based practices that promote student learning and growth at the various stages of development. Additionally, mentors should be immersed in the knowledge, research base and best practices of mentoring.

5. **Mentors Have Clearly Defined Roles and Responsibilities:** The role of the mentor is to engage, inspire, assist, encourage and advance the professional learning of a beginning teacher. The mentor as a teacher/leader serves as a model of professional conduct and embodies a vision of excellence in teaching.

6. **Mentor Development:** Mentoring is a professional practice with its own knowledge and research base, strategies and best practices. Mentor development is a comprehensive and continuous program extending from initial preparation through ongoing professional learning.

7. **Shared Leadership and Administration:** Leadership of the mentoring program is a shared responsibility among all stakeholders. Administrative processes that provide instructional support to both beginning teachers and mentors are embedded within the comprehensive induction program.

8. **Program Implementation:** The mentoring program is implemented to meet New York State Teaching Standards and sustain program activities that support the development of all beginning teachers. An infrastructure (resources, time, staff, and preparation) is established to help ensure that beginning teachers receive the continuum of support and development necessary to foster effective teaching and learning.

9. **Mentor Selection:** Mentors are recruited and selected through a rigorous and transparent process using well-articulated and accepted criteria that consider the mentor candidate's commitment to the profession and teaching experience. The mentor selection process is aligned with a district's needs as well as those of the beginning teacher.

10. **Program Evaluation:** The mentor program has a comprehensive system of formative and summative assessments that evaluates and analyzes program concepts, involves program participants and other stakeholders, and leads to substantive and continual improvements.

For the full document, go to: [http://www.highered.nysed.gov/tcert/pdf/mentoringstds10032011.pdf](http://www.highered.nysed.gov/tcert/pdf/mentoringstds10032011.pdf)
Mentor Intern Checklist
Evans-Brant Central School District
Lake Shore Central Schools

The following information and/or forms are recommended topics to be shared and discussed between the intern and mentor. Please note that some of these items may have been shared with the intern during orientation.

**Building Routines and Procedures**
- Parking
- Normal working hours
- Announcements
- Open House
- Introductions to secretaries and custodians
- Incoming and outgoing mail boxes
- Lake Shore Central School/Faculty Handbook
- School policy regarding snacks or drinks in classrooms for staff/students
- Assemblies – procedures
- Using the courtyard
- Field Trip Arrangements
- Smoking Policy
- Money collection - policy/ procedures
- Newsletter
- Licensing Agreement
- Excuses, Bus Passes
- Early dismissal
- Late bus passes

**Staff Absences**
- Arranging for a substitute
- Who to notify/AESOP
- Applying for sick or personal leave
- Conferences
- Preparing for an absence (sub folder)

**Telephone System**
- Accessing voicemail
- Outgoing calls
- Setting up voicemail
- Long distance calls

**Cafeteria procedures**
- What is my role?
- Where can I get lunch?

**Building Routines and Procedures**
- Phone Tree
- Keys
- Building Tour
- Maintenance Request
- Procedures for student absence/tardiness
- Office procedures, copy machine, etc.
- Room Reservations
- What if I need to leave my classroom?
- Playground procedures
- Chaperoning
- Employee dress and appearance
- Use of the library for class projects
- Guest Speakers – getting approval
- Supplies (budget items vs. school-supplied items) Central Store Usage

**Meetings** (faculty, department, grade level, CSE, RTI, parent, team meetings)
- What are they?
- What should I expect?
- Who will let me know the schedule?
- Expected length
- What if I can’t be there?
- Roles and expectations

**Professional Development**
- Workshops/Conferences/Meetings
- Erie/Catt Teacher Center
- Procedures (How to register for PD classes)
- Course Credit Requests (College)
- Claiming mileage
- APPR Requirements
- Claim Forms

**Curriculum Questions**
- New York State Standards
- Common Core Curriculum
- Lake Shore Central School Curriculum
**Technology/Audio Visual**

___ District Technology Report Center
___ Computer access, computer labs, laptop carts, I-pad carts, projectors
___ What is available?
___ Where is it?
___ How do I reserve it?
___ Technology Integration
___ Power School
___ Remote Storage
___ E-Mail (Acceptable Use Policy)
___ Cell Phone Usage (Student and Faculty)

**Student Matters**

___ Handling a fight between students
___ Reporting a discipline problem
___ Reporting serious problems with a student (health or behavior)
___ Handling confidential information
___ IEP/CSE/504 Plans
___ Student records – attendance, phone log, grades
___ Parental contact – procedures for incoming and outgoing (phone log, e-mail log, letters, conferences, potential problems)
___ Photo release of students
___ Student Code of Conduct
___ Relationships with students
___ Grading and homework guidelines or policies, documenting grades
___ Report Cards
___ Roles and responsibilities of a teacher aide, teaching assistant
___ Approval for notes home
___ Approval to use written materials for publication
___ Mandated Reporter
___ Dignity for All Students Act (DASA)

**Safety/Emergency Procedures**

___ Fire drills and lock-downs
___ Emergency plans and procedures
___ Fire extinguishers and alarms
___ Accident reports
___ Medical emergencies
___ Medication procedures

**Other**

___ Coaching
___ Extracurricular opportunities
___ Questions about the ATA contract
___ APPR, pre and post observation process, evaluation tool, PIP
___ Business Office
___ Medical/Flex Plans/105H
___ Power School
___ Bus Duties/Breakfast Duties
___ Confidentiality
___ Reviewing Faculty Handbook
___ Other
Mentor Log Activities
Record 6 hours of instructional release time every month.

Activities to include on your log:

W/C: Workshop/conference
- Teacher center classes
- PD workshops

SM: Scheduled Meetings
- Department meetings
- Grade level meetings
- Faculty meetings
- Union Meetings
- Committee Meetings
- Completing Mentoring Paperwork
  (log, questionnaire, goal reflections, etc.)

CO: Classroom Observations
- Superintendent
- Principal
- Mentor teacher
- Intern Observations
- Third Party Teacher
- Visit another School
- Parent teacher conference

HDR: Half Day Release
- to attend conferences
- workshops
- observations

FDR: Full Day Release
- to attend conferences
- workshops
- observations

IM: Impromptu Meeting

E: E-mails

P: Phone Calls

O: Other
- chaperoning
- school functions
- Club Advisor Meetings
- Field Trips
- Hallway Conversations