LAKE SHORE CENTRAL SCHOOLS
Evans-Brant Central School District

Agenda
Board of Education ~ Regular Meeting
Tuesday, August 19, 2014 @ 7:00 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.

Notice: Board of Education meetings are recorded for the sole purpose of back up information for the Board Minutes. Upon the finalization of the Board Minutes, the recordings are deleted unless otherwise warranted.

I. Call to order

II. Roll call

BOARD MEMBERS PRESENT: 

_____ Connors
_____ Farrell
_____ Latimore
_____ Michalec
_____ Scritchfield
_____ Thompson
_____ Vogan
_____ Camryn Kmitch, Student Representative

DISTRICT OFFICIALS:

_____ Przepasniak
_____ Pacos
_____ Evingham
_____ DeMartino

SCHOOL DISTRICT ATTORNEY:

_____ Harris Beach PLLC (Smith)

III. Approval of Agenda

IV. Recognition of scheduled visitors

1. Energy Stewardship Award – Presentation by Charles Fasnacht of Cenergistic
V. 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 #1 of July 1, 2014, and Board Retreat of August 12, 2014.

2. Financial Reports
   a. Treasurer’s Report – June & July 2014 #2
   b. Interest/Investment Report – Informational
   c. Extra Class Accounts: #3
      Sr. High School
      Balance as of 6/30/14 $94,948.07
      Balance as of 7/31/14 $92,387.88
      Middle School
      Balance as of 6/30/14 $15,880.52
      Balance as of 7/31/14 $7,977.99

3. Approve Library Books and Textbooks to be discarded, resold or rebound. #4

4. Declare the item (1995 Ford Dump Truck) described in the attachment as surplus and offer it up for sale to the highest bidder. #5

5. Declare the items (athletic equipment) described in the attachment as surplus and offer them up for sale to the highest bidder or disposal. #6

6. Declare the items (tables, desks, carts) described in the attachment as surplus and offer them up for sale to the highest bidder or disposal. #7

7. Declare the items (textbooks) described in the attached as surplus and offer them up for sale to the highest bidder or disposal. #8

8. Approve the meal prices and the attached a la carte item prices for the 2014-15 school year: #9
   Breakfast K-12 $0.85
   Lunch (Grades K-5) $1.15
   Lunch (Grades 6-12) $1.25
   Adult Breakfast $1.98
   Adult Lunch $3.36
   Reduced Meals $0.25 (Breakfast & Lunch)

9. Approve the purchase of Physics for Scientists and Engineers – online textbook version, by Serway-Jewett. #10

10. Approve the attached budget transfers exceeding $100,000 for the 2013-14 fiscal year. #11
11. Approve the Committee on Special Education & CPSE reports as attested. #12

B. PERSONNEL
1. Approve the appointment or Robert Holden as the Model United Nations Advisor for the 2014-15 school year. #13

2. Approve an unpaid childcare leave for Alicia Faust from her position as Music Education Teacher, effective August 25, 2014. #14

3. Approve the temporary appointment of Laura Noack in the area of Music Education, at Step 1 –Masters, effective August 25, 2014 while Alicia Faust is on unpaid leave status. #15

4. Approve an unpaid childcare leave for Melissa Ruszaj from her position as Elementary Education Teacher, effective August 25, 2014. #16

5. Approve the temporary appointment of Mary Desing in the area of Elementary Education, at Step 1 – Masters, effective August 25, 2014 while Melissa Ruszaj is on unpaid leave status. #17

6. Approve the temporary appointment of Jennifer L. Betz in the area of Mathematics Education, at Step 2 - Masters, effective August 25, 2014 while Michael Drezek is serving as a Teacher on Special Assignment (TOSA) during the 2014-15 school year. #18

7. Approve the attached lists of additional 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. #19

8. Approve the appointment of Bonita Anticola as a Home Tutor for the District at a rate of $35/hour. #20

9. Approve an unpaid leave for Carrie Slotman from her position as Clerk Typist, effective July 25, 2014 through August 8, 2014. #21

10. Approve an unpaid leave for Donna Hayden from her positions as Bus Attendant and School Monitor, effective May 11-15, 2015. #22

VI. Old Business
Recommendation from the Superintendent to approve the following:
A. FISCAL / OPERATIONAL MATTERS
1. Approve the appointment of Lynn Krajacic as the Tax Collector for the Town of Evans & Eden for the 2014-15 school year. #23

B. PERSONNEL
VII. New Business

Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

1. Approve the 2014-15 District Goals as attached. #21

2. Approve the First Reading of Policies reviewed by the Subcommittee on August 12, 2014:
   
   Amended Policies:
   1332 – Duties of the School District Treasurer
   3110 – School Sponsored Media
   3170 – School District Standards and Guidelines for Web Page Publishing
   3411 – Prohibition of Weapons on School Grounds
   3420 – Non Discrimination and Anti-Harassment in the School District
   4340 – Confidential (Exempt) Support Staff Definition
   5110 – Budget Planning and Development
   5120 – School District Budget Hearing
   5570 – Financial Accountability
   5632 – Pest Management and Pesticide Use
   5710 – Transportation Program
   6120 – Equal Employment Opportunity
   6130 – Evaluation of Personnel
   6220 – Temporary Personnel
   6471 – Use of Email in the School District
   6510 – Health Insurance
   6562 – Employment of Retired Persons
   7210 – Student Evaluation
   7220 – Graduation Requirements/Early Graduation/Accelerated Programs
   7240 – Student Records: Access and Challenge
   7316 – Student Use of Personal Technology
   7512 – Student Physicals
   7513 – Administration of Medication
   7617 – Declassification of Students with Disabilities
   7631 – Appointment and Training of Committee on Special Education (CSE)/Subcommittee on Special Education Members
   7632 – Appointment and Training of Committee on Preschool Special Education (CPSE) Members
   7660 – Parent Involvement for Children with Disabilities
   8130 – Equal Educational Opportunities
   8220 – Career and Technical (Occupational) Education
   8242 – Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education
   8255 – Animals in the School (Instructional Purposes)
   8450 – Home Tutoring (Homebound Instructions)
   New Policies:
   6111 – Testing Misconduct and Mandatory Reporting Requirements
   7244 – Student Data Breaches

3. Approve the attached NYSSBA Resolution to authorize the Board of Education, Superintendent & District Clerk to attend the New York State School Boards Association’s 95th Annual Convention in New York, NY on October 26-28, 2014. #23
4. Approve the attached 2014-15 School Tax Levy. #24

5. Approve the recommendation of the Audit Committee to accept the Internal Audit from Bahgat & Laurito-Bahgat, CPAs, P.C., as well as the testing of the Accounts Payable system for the 2014-15 school year. #25

6. Approve the attached Memorandum of Agreement with the North Collins Central School District to share services of Lake Shore Central School District’s Supervisor of Transportation. #26

7. Approve a stipend in the amount of $5,000 for the 2014-15 school year for the Supervisor of Transportation, Perry Oddi, for duties of Shared Supervisor of Transportation between the Lake Shore Central School District and the North Collins Central School District. #27

B. PERSONNEL

1. Approve the attached Resolution for abolishment/reduction of instructional/non-instructional positions for the 2014-15 school year. #28

2. Approve the three-year probationary appointment of Melanie Wasielewski in the area of Speech – Remedial, at Step 1 – Masters, effective August 25, 2014, with the probationary period ending August 25, 2017. #29

3. Approve the three-year probationary appointment of Sophie A. Chimera as a Teaching Assistant, at a rate of $25.50 per hour, effective August 25, 2014, with the probationary period ending August 25, 2017. #30

4. Approve the permanent appointment of John Page as a Senior Custodian for the District at Step 5 of the Teamsters 264 contract, effective July 24, 2014. #31

5. Accept with regret the resignation of Renee Loomis from her Music Education position with the District, effective August 12, 2014. #32

6. Approve the recall of Tracy Glashauser from the layoff list to a Personal Care Aide position for the District at Step 2 of the Teamsters 264 contract, effective August 25, 2014. #33

VIII. Discussion

1. Agenda items for the September 2, 2014 Work Session
   ➢ Opening Day Reports
   ➢ Program Presentation Schedule for 2014-15 Work Sessions/Meetings
   ➢ Accountability

2. Schedule Athletics Committee Meeting
IX. School Board Reports, News and Notes

1. Student Representative Report – None Scheduled

2. Board of Education Committee Reports
   - Administrative Leadership Committee Report
   - Policy Committee Report

3. ECASB Update/Reports

4. Calendar
   - August 25th – Superintendent’s Conference Day
   - August 26th – Superintendent’s Conference Day
   - August 26th – Kindergarten, Grade 6 & Grade 9 Orientation Programs
   - 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
   - September 9th – Instrumental Music Beginner Parent Night (Grade 4/5) – JTW @ 7 p.m.
   - September 10th – AJS Open House @ 6:30 p.m.
   - September 10th – Highland Open House (K-2) @ 6:30 p.m.
   - September 11th – Highland Open House (3-5) @ 6:30 p.m.
   - September 16th – Board of Education Regular meeting @ 7 p.m. in Sr. High Media Center
   - September 17th – JTW Open House @ 6:30 p.m.
   - September 17th – Senior College Planning @ 6:30 p.m.
   - September 18th – Middle School Open House @ 7 p.m.
   - September 23rd – Parent Drug & Alcohol Forum @ 6 p.m. in Sr. High Auditorium
   - September 25th – Sr. High School Open House & WNY College Consortium Fair @ 7 p.m.
   - September 26th – Freshman Academy Team Building Boot Camp
   - September 26th – Middle School Fun Night @ 5-7 p.m.
   - September 30th – October 3rd – Spirit Week

5. Superintendent’s Report

X. Recognition of unscheduled visitors

XI. Executive Session

1. Discuss the employment history of particular individuals.
2. Discuss collective negotiations.

XII. Return to Regular Session

XIII. Adjournment

James E. Przepasniak
Superintendent of Schools
PART I OPENING OF MEETING

1. Call to Order and Pledge of Allegiance – The meeting was called to order in the Senior High School Media Center at 4:07 p.m. by Mrs. DeMartino, District Clerk, 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.

2. Roll call and quorum

   BOARD MEMBERS PRESENT: William Connors, Jr. 
   Jennifer Farrell 
   Jennifer Michalec 
   Dyan Scritchfield 
   Carla Thompson

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

   OTHERS PRESENT: Marnie Smith, School Attorney

   EXCUSED:
   Cindy Latimore 
   Richard Vogan

3. Administer Oath of Office to Dyan Scritchfield & Carla Thompson – Mrs. DeMartino, District Clerk, administered the Oaths of Office to new Board Member, Dyan Scritchfield, and newly re-elected Board Member Carla Thompson.

4. Approval of Agenda

A motion was made by Jennifer Michalec, seconded by Jennifer Farrell, voted upon and carried 5-0 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. 1  7/1/14
5. Nomination & Election of Officers:

Mrs. DeMartino called for nominations for Board President. Jennifer Michalec was nominated by Carla Thompson and Dyan Scritchfield. There were no other nominations made for Board President. A roll call vote was taken and members in attendance all voted in favor of Mrs. Michalec as Board President.

Mrs. DeMartino called for nominations for Board Vice President. Carla Thompson was nominated by Jennifer Michalec and Jennifer Farrell. There were no other nominations made for Board Vice President. A roll call vote was taken and members in attendance voted in favor of Mrs. Thompson as Board Vice President with the exception of Mr. Connors who abstained.

a) President of the Board of Education – Jennifer Michalec
b) Vice-President of the Board of Education – Carla Thompson

Administer Oath of Office to President and Vice President.

Mrs. DeMartino, District Clerk, administered the Oaths of Office to the newly re-elected Board President, Jennifer Michalec, and re-elected Board Vice President, Carla Thompson.

At that time she turned the meeting over to Jennifer Michalec, Board President.

PART II CONSENSUS MATTERS (1-7)

Mrs. Michalec advised Board Members that positions needed to be filled under #7 (Approve Board Assignments), and that after those positions were filled the Board could move forward with a motion to approve the items under the consensus matters. Discussions took place to fill the various association and committee seats under #7.

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 5-0 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 continued under Consensus Matters.**

Action No. 2 7/1/14

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 (Senior High School & Middle School)  Julie Nagel
   n) Election Inspectors/Alternates (Workers – $120 for the day)  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
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<tr>
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<th>Role</th>
<th>Name</th>
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<tr>
<td>o)</td>
<td>School Attorney</td>
<td>Law Firm of Harris Beach, PLLC</td>
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<td>Bond Counsel</td>
<td>Law Firm of Harris Beach, PLLC</td>
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<td>Financial Advisors</td>
<td>Capital Markets Advisors, PLLC</td>
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<td>Attendance Officer</td>
<td>Daniel Pacos</td>
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<td>Medicaid Compliance Officer</td>
<td>Daniel Pacos / Mary Steenberg</td>
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<td>Records Access Officer</td>
<td>Daniel Pacos</td>
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<td>Records Management Officer</td>
<td>Daniel Pacos</td>
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<td>v)</td>
<td>Purchasing Agent</td>
<td>Daniel Pacos</td>
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<td>w)</td>
<td>Asbestos (LEA) Designee</td>
<td>Timothy Feider</td>
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<td>x)</td>
<td>Compensation Insurance Coverage</td>
<td>Erie II BOCES Self-Funded Workmen's Compensation Consortium</td>
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<td>Assistant Superintendent for Administration &amp; Finance</td>
<td>District’s Representative</td>
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<td>y)</td>
<td>Disability Coverage</td>
<td>State Insurance Fund</td>
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<td>Dignity for All Students Act (DASA)</td>
<td>Christine Burdick</td>
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<td></td>
<td>District Coordinator</td>
<td>Matthew Fisher</td>
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<td>Sr. High School Coordinator</td>
<td>Christopher Scarpine</td>
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<td>Middle School Coordinator</td>
<td>Jill Clark</td>
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<td>A. J. Schmidt Coordinator</td>
<td>Christopher Walsh</td>
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<td>Highland Coordinator</td>
<td>Paula Eastman</td>
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<td>J. T. Waugh Coordinator</td>
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<td>aa)</td>
<td>District Data Coordinator</td>
<td>Jeffrey Barnes</td>
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<td>bb)</td>
<td>State Occupational Safety &amp; Health Officer (SOSHA)</td>
<td>Daniel Pacos</td>
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<td>cc)</td>
<td>Parent Surrogates</td>
<td>Robin Igielinski</td>
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<td>dd)</td>
<td>Committee on Special Education:</td>
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<td></td>
<td>Mary Steenberg</td>
<td>District Chairperson</td>
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<td></td>
<td>Michelle Lleras</td>
<td>Chairperson</td>
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<td>Deborah Anderson</td>
<td>Chairperson</td>
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<td>Dolores Armbrust</td>
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<td>Brian Dziewa</td>
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<td>Paul Taylor</td>
<td>Chairperson</td>
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<td></td>
<td>Deborah Anderson</td>
<td>District Psychologist</td>
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<td>Dolores Armbrust</td>
<td>District Psychologist</td>
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<td></td>
<td>Brian Dziewa</td>
<td>District Psychologist</td>
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</table>
Paul Taylor                 District Psychologist
Michelle Lleras             District Psychologist
Frances Chudy               Parent Member
Robin Igielinski            Parent Member
Rayann Wheeler              Parent Member
Cindy Keefe                 Parent Member
Lynn Smith                  Parent Member
Lori Rutter                 Parent Member
Parent, guardian or person in parental relationship with child
School Physician            School Physician, as needed
Regular Education Teacher   Teacher Representative, as needed
Special Education Teacher   Appropriate Staff Member
Related Service Provider    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.**

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

   g) **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).

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

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

k) 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:

<table>
<thead>
<tr>
<th>Non-Teaching (Per Hour)</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<tbody>
<tr>
<td>Clerical</td>
<td>$10.00</td>
<td>$10.75</td>
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<tr>
<td>Custodian</td>
<td>$9.50</td>
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<td>Laborer</td>
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<td>$16.50</td>
<td>$18.00</td>
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<tr>
<td>Classroom Aide / PCA</td>
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<td>$9.75</td>
<td>$11.75</td>
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<td>Monitor</td>
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<td>LPN</td>
<td>$19.00</td>
<td>$19.50</td>
<td>$20.00</td>
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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>
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<tbody>
<tr>
<td>1</td>
<td>$100</td>
<td>Community Ed.</td>
<td>Christine Burdick</td>
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<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 Przepasniak

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 Przepasniak

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
       Alternate
       1) Cindy Latimore
       2) Richard Vogan
   ac) Erie County Association Of School Boards
       Delegate Assembly
       Alternate
       Legislative Team
       Alternate
       Budget & Finance Team
       Alternate
       1) Jennifer Farrell
       2) Jennifer Michalec
       1) Richard Vogan
       2) Cindy Latimore
       1) Bill Connors, Jr.
       2) Carla Thompson
   ad) Board of Education Committees
       Administrative Leadership Committee (Standing)
       Carla Thompson
       Cindy Latimore
       Dyan Scritchfield
       Audit Committee (Standing)
       Jennifer Michalec
PART III – ADJOURNMENT

At 4:31 p.m. a motion to adjourn the reorganizational meeting was made by Jennifer Farrell, seconded by Bill Connors, Jr., voted upon and carried 5-0.

Respectfully submitted,

Kristine DeMartino
District Clerk
I. Approval of Agenda

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 5-0 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. 3  7/1/14

II. Recognition of scheduled visitors – There were no scheduled visitors.

III. Consent Agenda

A motion was made by Bill Connors, Jr., seconded by Jennifer Farrell, voted upon and carried 5-0 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.*

Action No. 4  7/1/14

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.

2. Financial Reports
   a. Treasurer’s Report – May 2014
   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
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

A motion was made by Jennifer Farrell, seconded by Dyan Scritchfield, voted upon and carried 5-0 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 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.

Action No. 5  7/1/14

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.

A motion was made by Carla Thompson, seconded by Bill Connors, Jr., voted upon and carried 5-0 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 Crisis Intervention Plan.

Action No. 6  7/1/14

2. Approve the attached Crisis Intervention Plan.

A motion was made by Carla Thompson, seconded by Carla Thompson, voted upon and carried 5-0 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 2014-15 Mentor Teacher Internship Program.

Action No. 7  7/1/14

3. Approve the attached 2014-15 Mentor Teacher Internship Program.
A motion was made by Carla Thompson, seconded by Bill Connors, Jr., voted upon and carried 5-0 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 Allyson Mion to a full time (1.0 FTE) Elementary Education position, Step 4 – Masters, effective August 25, 2014.**

Action No. 8  7/1/14

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.

A motion was made by Dyan Scritchfield, seconded by Jennifer Farrell, voted upon and carried 5-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby accepts the resignation of Allyson Mion from her position as Teaching Assistant, effective August 25, 2014.**

Action No. 9  7/1/14

2. Accept the resignation of Allyson Mion from her position as Teaching Assistant, effective August 25, 2014.

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 5-0 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 Bonita Anticola from her position as Home Economics Teacher, effective June 30, 2014.**

Action No. 10  7/1/14

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.

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 5-0 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 Resolution for abolishment/reduction of non-instructional positions for the 2014-15 school budget.**

Action No. 11  7/1/14

A motion was made by Carla Thompson, seconded by Bill Connors, Jr., voted upon and carried 5-0 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 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.**

Action No. 12 7/1/14

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.

VI. Discussion

1. Use of Facilities – The Use of Facilities discussion will be tabled due to the absence of Mr. Vogan and Mrs. Latimore and will be further discussed at a future board meeting. Mr. Przepasniak did advise Board Members that the rental rates were reestablished at tonight’s meeting. He would like the Board to have a discussion at a future meeting about the amount of use of our facilities without any payment to the District because it is costing the District resources to accommodate all these requests.

2. Schedule Policy Committee Meeting – A Policy Committee Meeting was scheduled for August 12, 2014 at 3 p.m. in the District Conference Room.

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 – There were no Student Representative reports.

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


4. Calendar
   - July 2nd – Eric2-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 – Mr. Przepasniak advised Board Members there were 191 graduates on June 28th. The K-12 Regular & Special Education Summer Program starts on July 7th. The Elementary program will run four weeks this year, and the Secondary & Special Education programs will run six weeks. The Graduation Edition of the Eagle Express is currently available on-line and was printed in the Angola Penny Saver as well.

Mr. Pacos received the Dr. Joan Colvin Starfish Award on June 9th through the New York State Association of School Business Officials. The second part of that award was a $1,000 scholarship for a student in Mr. Pacos’ home district. That scholarship was awarded to Alphonso Butlak. Congratulations!

VIII. Recognition of unscheduled visitors – There were no unscheduled visitors.

IX. Executive Session
At 4:57 p.m. a motion was made by Dyan Scritchfield, seconded by Jennifer Farrell, voted upon and carried 5-0 to go into Executive Session to discuss the employment history of two particular individuals and to discuss collective negotiations.

Mrs. Michalec indicated that no action will be taken during Executive Session.

1. Discuss the employment history of two particular individuals.
2. Discuss collective negotiations.

X. Return to Regular Session
At 5:52 p.m. a motion was made by Bill Connors, Jr., seconded by Jennifer Farrell, voted upon and carried 5-0 to return to regular session.
XI. Adjournment

At 5:52 p.m. a motion to adjourn the meeting was made by Bill Connors, Jr., seconded by Dyan Scritchfield, voted upon and carried 5-0.

Respectfully submitted,

[Signature]

Kristine DeMartino
District Clerk
The meeting was called to order in the District Office Conference Room at 4:15 p.m. by Mrs. Michalec, 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.

Attendance:

BOARD MEMBERS PRESENT:  DISTRICT OFFICIALS:
William Connors, Jr.  James Przepasniak, Superintendent of Schools
Jennifer Farrell  Daniel Pacos, Asst. Superintendent for Administration & Finance
Cindy Latimore  Melissa Evingham, Assistant Superintendent for Instruction
Jennifer Michalec
Dyan Scritchfield
Carla Thompson
Richard Vogan

OTHERS PRESENT:
None

1. Review of Agenda

A motion was made by Jennifer Michalec, seconded by Cindy Latimore, voted upon and carried 7-0 that the following resolution be adopted:

\[
\text{BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the agenda.}
\]

Action No. 13  8/12/14

2. BOE Computer/IPad – Mr. Barnes provided information on computer equipment for Board member use. He demonstrated the pros/cons of both a lap top computer and IPad.

3. Shared Services – Mr. Przepasniak and Mr. Pacos provided information on how the District may pursue shared services with other school districts or municipalities.


5. School Tax Exemption for Veterans – Mr. Pacos provided an overview of the Veterans Tax Exemption.
6. 3 Year Budget Plan – Mr. Pacos reviewed the three year budget plan which will be reviewed semi-annually.

7. NYS Assessments – Ms. Evingham led a discussion on the development of a plan for staff and parent awareness concerning the NYS 3-8 assessments.

8. Program Presentation Schedule for 2014-15 Work Sessions/Meetings – Program Presentation discussion was moved to the September 2nd Work Session.

9. Dinner

At 8:08 p.m. a motion to adjourn the meeting was made by Dyan Scritchfield, seconded by Carla Thompson, voted upon and carried 7-0.

Respectfully submitted,

Kristine DeMartino
District Clerk
### General Fund Checking

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<tr>
<td>Balance available, June 1, 2014</td>
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<td>Receipts during month</td>
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<td>Plus receipts undeposited</td>
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### General Fund Savings

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### General Fund State Aid

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### TRUST & AGENCY FUND

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### FLEXIBLE SPENDING/T & A FUND

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### PAYROLL

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**CAFETERIA FUND**

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<td>Less outstanding checks</td>
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<tr>
<td>Cash in Transit</td>
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<tr>
<td>Total available balance</td>
<td>$112,158.31</td>
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**SPECIAL AID FUND CHECKING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Balance available June 1, 2014</td>
<td>$1,274.97</td>
</tr>
<tr>
<td>Receipts during month</td>
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<td>Bank statement balance June 30, 2014</td>
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</tr>
<tr>
<td>Less outstanding checks</td>
<td>$(1,275.77)</td>
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<tr>
<td>Plus receipts undeposited</td>
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<tr>
<td>Total available balance</td>
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**CAPITAL FUND CHECKING**

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<tr>
<td>Bank statement balance June 30, 2014</td>
<td>$2,219.37</td>
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<td>Less outstanding checks</td>
<td>-</td>
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<tr>
<td>Plus receipts undeposited</td>
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## CAPITAL HIGH SCHOOL PROJECT MONEY MARKET

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<td>Cash balance as shown by records</td>
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<tr>
<td>Bank statement balance, June 30, 2014</td>
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</tr>
<tr>
<td>Less outstanding checks/wires</td>
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Submitted by:

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

**DATE OF MEETING**  
August 19, 2014

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

**YEAR TO DATE RECEIVED/ANTICIPATED**

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<th>PERCENT</th>
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<tr>
<td>DETAIL OF INVESTMENT TE SCHOLARSHIP</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>101,579.80</td>
<td>Evans</td>
<td>08/13/13</td>
<td>08/13/14</td>
<td>365</td>
</tr>
<tr>
<td>DETAIL OF INVESTMENT T &amp; A FLEXIBLE BENEFIT</td>
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<tr>
<td>CD</td>
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<td>Evans</td>
<td>09/07/13</td>
<td>09/07/14</td>
<td>365</td>
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TREASURER'S REPORT
LAKE SHORE CENTRAL SCHOOLS
EVANS-BRANT CENTRAL SCHOOL DISTRICT

JULY 2014

GENERAL FUND CHECKING

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GENERAL FUND SAVINGS

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<tr>
<td>Plus receipts undeposited</td>
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GENERAL FUND STATE AID

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<tr>
<td>Less outstanding checks/wires</td>
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<tr>
<td>Plus receipts undeposited</td>
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**TRUST & AGENCY FUND**

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<td>Plus receipts undeposited</td>
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</table>

**FLEXIBLE SPENDING/T & A FUND**

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<th>Date</th>
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</thead>
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<tr>
<td>Balance available</td>
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<td>($4,136.47)</td>
</tr>
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**PAYROLL**

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<td>Plus receipts undeposited</td>
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### CAFETERIA FUND

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<td>Cash balance as shown by records</td>
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### SPECIAL AID FUND CHECKING

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### CAPITAL FUND CHECKING

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<td>Description</td>
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<tr>
<td>Balance available</td>
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<td>Disbursements made during month</td>
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<td>Cash balance as shown by records</td>
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<tr>
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</tr>
<tr>
<td>Total available balance</td>
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<td>$376,338.65</td>
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</tbody>
</table>

Submitted by:

Julie A. Nagel
District Treasurer
LAKE SHORE CENTRAL SCHOOL DISTRICT
GENERAL FUND
INTEREST/INVESTMENT REPORT
2014-2015

DATE OF MEETING
August 19, 2014

INTEREST A2401 - ANNUAL ESTIMATED REVENUE $50,000 100.00%

YEAR TO DATE RECEIVED/ANTICIPATED

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>PERCENT</th>
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<tr>
<td>CD</td>
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<td>08/13/14</td>
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<td>CD</td>
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<td>.40%</td>
<td>570.80</td>
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TREASURER'S REPORT  
LAKE SHORE CENTRAL SCHOOLS  
EVANS-BRANT CENTRAL SCHOOL DISTRICT  

JUNE 2014

**HIGH SCHOOL EXTRA CLASS FUND**

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<td>Total receipts including balance</td>
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<td>Balance per Checking Statement, June 30, 2014</td>
<td>$74,723.76</td>
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<tr>
<td>Balance per Savings Statement</td>
<td>29,363.77</td>
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<tr>
<td>Less outstanding checks (listed)</td>
<td>(9,139.46)</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
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<tr>
<td>Total available balance</td>
<td>$94,948.07</td>
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**MIDDLE SCHOOL EXTRA CLASS FUND**

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<td>$14,562.19</td>
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<tr>
<td>Receipts during month</td>
<td>4,457.40</td>
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<td>Total receipts including balance</td>
<td>19,019.59</td>
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<td>Disbursements made during month</td>
<td>(3,139.07)</td>
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<td>Cash balance as shown by records</td>
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<td>Bank statement balance, June 30, 2014</td>
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<td>Less outstanding checks/ wires</td>
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<td>-</td>
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<td>Total available balance</td>
<td>$15,880.52</td>
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Submitted by:

Julie A. Nagel  
District Treasurer
TREASURER'S REPORT
LAKE SHORE CENTRAL SCHOOLS
EVANS-BRANT CENTRAL SCHOOL DISTRICT

JULY 2014

HIGH SCHOOL EXTRA CLASS FUND

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<td>Total receipts including balance</td>
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<td>Balance per Savings Statement</td>
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<td>Total available balance</td>
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MIDDLE SCHOOL EXTRA CLASS FUND

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<td>-</td>
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<tr>
<td>Total available balance</td>
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Submitted by:

Julie A. Nagel
District Treasurer
### Highland Elementary School

**Library Weeding Log**  
**From: 8/1/2013 To: 6/26/2014**

#### 6/26/2014 - Copies Removed: 1

**Cats : how to choose and care for a cat (Removed: 1)**

- **Author:** Jeffrey, Laura S.  
- **LCCN:** 2003-22967  
- **Published:** 2004

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#### 6/23/2014 - Copies Removed: 11

**100 Most disgusting things on the planet (Removed: 1)**

- **Author:** Claybourne, Anna.  
- **ISBN:** 0-545-19775-9  
- **Published:** 2010

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**The adventures of Ook and Gluk : kung-fu cavemen from the future by George (Removed: 1)**

- **Author:** Pilkey, Dav, 1966-  
- **ISBN:** 0-545-38577-6  
- **Published:** 2010

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**Among the hidden (Removed: 1)**

- **Author:** Haddix, Margaret Peterson.  
- **LCCN:** 97-30525  
- **Published:** 1998

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**The bombing of Pearl Harbor, 1941 (Removed: 1)**

- **Author:** Tarshis, Lauren.  
- **ISBN:** 0-545-20698-7  
- **Published:** 2011

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**Cloudy with a chance of meatballs (Removed: 1)**

- **Author:** Barrett, Judi.  
- **LCCN:** 78-2945  
- **Published:** 1978

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**The complete story of the Three blind mice (Removed: 1)**

- **Author:** Ivimey, John W. (John William), b. 1868.  
- **LCCN:** 87-689  
- **Published:** 1987

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**The Fran that time forgot (Removed: 1)**

- **Author:** Benton, Jim.  
- **LCCN:** 2004-11638  
- **Published:** 2005

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*Report generated on 6/26/2014 at 9:30 AM*
### 6/23/2014 - Copies Removed: 11

**Frog and Toad are friends (Removed: 1)**
- **Author**: Lobel, Arnold.
- **LCCN**: 73-105492
- **Published**: 1970
- **Call Number**: E LOB
- **Barcode**: VOTZ018260
- **Price**: $8.56
- **Acquired**: 8/11/2005
- **Removed By**: susan.walterich
- **Was Lost on 1/9/2014 by Martin, Brandon H (Student: P 42295) - fine was satisfied -- Deleted**

**Junie B., first grader: boss of lunch (Removed: 1)**
- **Author**: Park, Barbara.
- **LCCN**: 2001-48983
- **Published**: 2002
- **Call Number**: FIC PAR
- **Barcode**: VOTZ005949
- **Price**: 9/23/2004
- **Removed By**: susan.walterich
- **Was Lost on 10/31/2013 by Martin, Peyton G (Student: P 22786) -- Deleted**

**Sierra (Removed: 1)**
- **Author**: Siebert, Diane.
- **LCCN**: 90-30522
- **Published**: 1991
- **Call Number**: E SIE
- **Barcode**: VOTZ004277
- **Price**: 7/16/2002
- **Removed By**: susan.walterich
- **Was Available -- Weeded**

**Top cat (Removed: 1)**
- **Author**: Ehlert, Lois.
- **LCCN**: 97-8818
- **Published**: 1998
- **Call Number**: E Ehl
- **Barcode**: VOTZ015331
- **Price**: 9/5/2003
- **Removed By**: susan.walterich
- **Was Lost on 6/12/2014 by Welch, Tia M (Student: P 42290) - fine was satisfied -- Deleted**

### 6/18/2014 - Copies Removed: 1

**Understanding learning (Removed: 1)**
- **Author**: Payne Ruby K.
- **LCCN**: 88-831706
- **Published**: 2002
- **Call Number**: PRO 362 PAY
- **Barcode**: VOTZ007365
- **Price**: 9/5/2008
- **Removed By**: susan.walterich
- **Was Available -- Deleted**

### 6/17/2014 - Copies Removed: 16

**Arbor Day (Removed: 1)**
- **Author**: Burns, Diane L.
- **LCCN**: 88-31706
- **Published**: 1989
- **Call Number**: 394.2 BUR
- **Barcode**: VOTZ004784
- **Price**: 7/16/2002
- **Removed By**: susan.walterich
- **Was Available -- Weeded**

**Discovering trees (Removed: 1)**
- **Author**: Florian, Douglas.
- **LCCN**: 85-22143
- **Published**: 1986
- **Call Number**: 582.16 FLO
- **Barcode**: VOTZ000884
- **Price**: 7/16/2002
- **Removed By**: susan.walterich
- **Was Available -- Weeded**

**From path to highway: the story of the Boston Post Road (Removed: 1)**
- **Author**: Gibbons, Gail.
- **LCCN**: 85-47897
- **Published**: 1986
- **Call Number**: 388.1 GIB
- **Barcode**: VOTZ00360
- **Price**: 7/16/2002
- **Removed By**: susan.walterich
- **Was Available -- Weeded**
### Fur and feathers (Removed: 1)
- **Author:** Pluckrose, Henry Arthur.
- **LCCN:** 89-40008
- **Published:** 1989
- **Barcode:** VOTZ000937
- **Price:** $0.00
- **Acquired:** 7/16/2002
- **Removed By:** susan.walterich
- **Call Number:** 591.1 PLU
- **Was Available -- Weeded**

### Good books, good times! (Removed: 1)
- **Author:** selected by Lee Bennett Hopkins; pictures by Harvey Stevenson.
- **LCCN:** 89-49108
- **Published:** 1990
- **Barcode:** VOTZ001994
- **Price:** $0.00
- **Acquired:** 7/16/2002
- **Removed By:** susan.walterich
- **Call Number:** 811.008 GOO
- **Was Available -- Weeded**

### Minnie and Moo. (Removed: 1)
- **Barcode:** VOTZ050100
- **Price:** $0.00
- **Acquired:** 10/1/2012
- **Removed By:** susan.walterich
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### Near water (Removed: 1)
- **Author:** Sanders, Pete.
- **LCCN:** 89-50450
- **Published:** 1989
- **Barcode:** VOTZ000346
- **Price:** $0.00
- **Acquired:** 7/16/2002
- **Removed By:** susan.walterich
- **Call Number:** 371.7 SAN
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### Neighborhood odes (Removed: 1)
- **Author:** Soto, Gary.
- **LCCN:** 91-20710
- **Published:** 2005
- **Barcode:** VOTZ002081
- **Price:** $7.64
- **Acquired:** 7/16/2002
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- **Call Number:** 811.54 SOT
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### Pigs make me sneeze! (Removed: 1)
- **Author:** Willems, Mo.
- **ISBN:** 1-42311411-6
- **Published:** 2009
- **Barcode:** VOTZ020219
- **Price:** $7.64
- **Acquired:** 1/13/2010
- **Removed By:** susan.walterich
- **Call Number:** E WIL
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### Samuel Todd’s book of great inventions (Removed: 1)
- **Author:** Konigsburg, E. L.
- **LCCN:** 90-23688
- **Published:** 1991
- **Barcode:** VOTZ001133
- **Price:** $0.00
- **Acquired:** 7/16/2002
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- **Call Number:** 608 KON
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### The search for the right whale (Removed: 1)
- **Author:** Kraus, Scott D.
- **LCCN:** 92-18091
- **Published:** 1993
- **Barcode:** VOTZ001085
- **Price:** $0.00
- **Acquired:** 7/16/2002
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**The Spiderwick chronicles : notebook for fantastical observations** (Removed: 1)
- **Author:** DiTerlizzi, Tony.
- **ISBN:** 1-41690345-3
- **Published:** 2005

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**Tree** (Removed: 1)
- **Author:** Burnie, David.
- **LCCN:** 88-1572
- **Published:** 1988

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**Tree flowers** (Removed: 1)
- **Author:** Selsam, Millicent Ellis, 1912-
- **LCCN:** 83-17353
- **Published:** 1984

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**Water's way** (Removed: 1)
- **Author:** Peters, Lisa Westberg.
- **LCCN:** 90-55648
- **Published:** 1991

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**Your foot's on my feet! : and other tricky nouns** (Removed: 1)
- **Author:** Terban, Marvin.
- **LCCN:** 85-19561
- **Published:** 1986

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### 6/16/2014 - Copies Removed: 1

**There was an old lady who swallowed Fly Guy** (Removed: 1)
- **Author:** Arnold, Tedd.
- **LCCN:** 2006-37714
- **Published:** 2007

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**Adventures in cartooning** (Removed: 1)
- **Author:** Sturm, James.
- **ISBN:** 1-59643-369-8
- **Published:** 2009

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**The last battle** (Removed: 1)
- **Author:** Lewis, C. S. (Clive Staples), 1898-1963.
- **ISBN:** 978-0-06-447108-4 (pbk.)
- **Published:** 1994

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# Library Weeding Log

**Highland Elementary School**

**From: 8/1/2013 To: 6/26/2014**

## 5/16/2014 - Copies Removed: 2

**There is a bird on your head! (Removed: 1)**

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## 5/15/2014 - Copies Removed: 1

**Fly Guy meets Fly Girl! (Removed: 1)**

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## 5/14/2014 - Copies Removed: 3

**Elephants cannot dance! (Removed: 1)**

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**I am going! (Removed: 1)**

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**Today I will fly! (Removed: 1)**

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## 5/7/2014 - Copies Removed: 20

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Was Available -- Weeded

**Big Nate makes the grade (Removed: 1)**

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**Captain Underpants and the attack of the talking toilets : the second epic (Removed: 1)**

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### 11/5/2013 - Copies Removed: 1

**Here come the Purim players!** *(Removed: 1)*

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### 9/25/2013 - Copies Removed: 1

**Captain Underpants and the attack of the talking toilets : another epic no** *(Removed: 1)*

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From: 8/1/2013 To: 6/26/2014 Total Copies Removed: 84

Deleted: 12, Transferred: 0, Weeded: 72
### 6/27/2014 - Copies Removed: 1

**The third wheel** *(Removed: 1)*
- **Author:** Kinney, Jeff.
- **ISBN:** 1-41970584-9
- **Published:** 2012

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**Hooray for Fly Guy!** *(Removed: 1)*
- **Author:** Arnold, Tedd.
- **LCCN:** 2007-37521
- **Published:** 2008

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**Martha calling** *(Removed: 1)*
- **Author:** Meddaugh, Susan.
- **LCCN:** 93-50611
- **Published:** 1994

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**Millicent's gift** *(Removed: 1)*
- **Author:** Rinaldi, Ann.
- **LCCN:** 2001-39734
- **Published:** 2002

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**There was an old lady who swallowed Fly Guy** *(Removed: 1)*
- **Author:** Arnold, Tedd.
- **LCCN:** 2006-37714
- **Published:** 2007

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**Was Lost on 6/25/2014 by Ballard, Patrick J (Student: P 41677) - fine was satisfied -- Weeded**

### 6/24/2014 - Copies Removed: 3

**Mrs. Mack** *(Removed: 1)*
- **Author:** Polacco, Patricia.
- **LCCN:** 97-52946
- **Published:** 1998

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**The mystery at Claudia's house** *(Removed: 1)*
- **Author:** Martin, Ann M., 1955-
- **LCCN:** 94-135878
- **Published:** 1992

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**On the halfpipe with-- Tony Hawk** *(Removed: 1)*
- **Author:** Stout, Glenn, 1958-
- **LCCN:** 00-56687
- **Published:** 2001

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Author: Martin, Les, 1934-

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**The angel with a mouth-organ (Removed: 1)**

Author: Mattingley, Christobel.

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**Baby-sitters’ summer vacation (Removed: 1)**

Author: Martin, Ann M., 1955-

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**Claudia and the mystery at the museum (Removed: 1)**

Author: Martin, Ann M., 1955-

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**The composite guide to track & field (Removed: 1)**

Author: Macht, Norman L. (Norman Lee), 1929-

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**Dear children of the earth : a letter from home (Removed: 1)**

Author: Schimmel, Schim, 1954-

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**Diary of a wimpy kid : the last straw (Removed: 1)**

Author: Kinney, Jeff.

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**Good morning, gorillas (Removed: 3)**

Author: Osborne, Mary Pope.

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#### Kristy and the vampires (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-47053-1
- **Published:** 1994
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#### Lauren in the middle (Removed: 1)
- **Author:** Saunders, Susan.
- **ISBN:** 0-590-42816-0
- **Published:** 1990
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#### Logan's story (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-45575-3
- **Published:** 1992
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#### Mallory and the ghost cat (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-44799-8
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#### Mary Anne and the library mystery (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-47051-5
- **Published:** 1994
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#### Mary Anne and the secret in the attic (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-44801-3
- **Published:** 1992
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#### Rabbit (Removed: 1)
- **Author:** Evans, Mark, 1962-
- **LCCN:** 92-52829
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#### Snowbound (Removed: 1)
- **Author:** Martin, Ann M., 1955-
- **ISBN:** 0-590-44963-X
- **Published:** 1991
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**Jack in the Green (Removed: 1)**

- **Author:** Atkinson, Allen.
- **LCCN:** 86-33662
- **Published:** 1987
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**Let's go home, Little Bear (Removed: 1)**

- **Author:** Waddell, Martin.
- **LCCN:** 92-53003
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**Moss gown (Removed: 1)**

- **Author:** Hooks, William H.
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- **Author:** Elgar, Susan.
- **LCCN:** 99-20057
- **Published:** 2000
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- **Price:** $12.75
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**Bugs! (Removed: 1)**

- **Author:** Greenberg, David (David T.).
- **LCCN:** 96-23023
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**Judy Moody (Removed: 1)**

- **Author:** McDonald, Megan.
- **LCCN:** 99-13464
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**The story of the battle for Iwo Jima (Removed: 1)**

- **Author:** Stein, R. Conrad.
- **LCCN:** 77-5088
- **Published:** 1977
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**The stray dog (Removed: 1)**

- **Author:** Simont, Marc.
- **LCCN:** 99-45404
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- **Author:** Macht, Norman L. (Norman Lee), 1929-
- **LCCN:** 97-30934
- **Published:** 1998

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**The composite guide to golf** (Removed: 1)
- **Author:** Hull, Mary.
- **LCCN:** 97-30644
- **Published:** 1998

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- **Author:** Wukovits, John F., 1944-
- **LCCN:** 98-14296
- **Published:** 1999

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- **Author:** Muskat, Carrie.
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- **Author:** Anderson, William, 1952-
- **LCCN:** 96-31203
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- **Author:** St. George, Judith, 1931-
- **LCCN:** 97-9734
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- **LCCN:** 60-12640
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- **Author:** James, Ian.
- **LCCN:** 88-50362
- **Published:** 1989

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#### The Cheyenne (Removed: 1)
- **Author:** Lodge, Sally, 1953-
- **LCCN:** 90-8476
- **Published:** 1990
- **Call Number:** 973 Lod
- **Barcode:** VOTX004716
- **Price:** $0.00
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#### The clue of the hissing serpent (Removed: 1)
- **Author:** Dixon, Franklin W.
- **LCCN:** 73-13373
- **Published:** 1974
- **Call Number:** FIC Dix
- **Barcode:** VOTY004098
- **Price:** $15.30
- **Acquired:** 7/20/2009
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#### The Comanche Indians (Removed: 1)
- **Author:** Mooney, Martin J.
- **LCCN:** 92-9932
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- **Barcode:** VOTX008044
- **Price:** $15.30
- **Acquired:** 3/23/2000
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#### The Navajo (Removed: 1)
- **Author:** Stan, Susan.
- **LCCN:** 88-25002
- **Published:** 1989
- **Call Number:** 973 Sta
- **Barcode:** VOTX004756
- **Price:** $0.00
- **Acquired:** 2/22/2000
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#### Sailing to America : colonists at sea (Removed: 1)
- **Author:** Knight, James E.
- **LCCN:** 81-23161
- **Published:** 1982
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- **Barcode:** VOTX004734
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#### The secret of the caves (Removed: 1)
- **Author:** Dixon, Franklin W.
- **ISBN:** 978-0-448-08907-2
- **Published:** 1992
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- **Barcode:** VOTY004083
- **Price:** $0.00
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#### St. Patrick's Day (Removed: 1)
- **Author:** Kessel, Joyce K.
- **LCCN:** 82-1254
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#### Amazing armored animals (Removed: 1)
- **Author:** Sowler, Sandie.
- **LCCN:** 91-53140
- **Published:** 1992
- **Call Number:** 591.5 SOW
- **Barcode:** VOTY004018
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**John T. Waugh Elementary School**

**From: 7/1/2013 To: 6/30/2014**

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### Batting champs (Removed: 1)

**Author:** Bliss, Jonathan.  
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**Published:** 1991  
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### Cy Young winners (Removed: 1)

**Author:** Nabhan, Marty.  
**LCCN:** 91-11371  
**Published:** 1991  
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### George Bush (Removed: 1)

**Author:** Sullivan, George, 1927-  
**LCCN:** 89-8349  
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### Gold gloves (Removed: 1)

**Author:** Marx, Doug.  
**LCCN:** 91-2225  
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### I spy Christmas : a book of picture riddles (Removed: 1)

**Author:** Wick, Walter.  
**LCCN:** 91-45732  
**Published:** 1992  
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### MVPs (Removed: 1)

**Author:** Barden, Renardo.  
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### Once a wolf : how wildlife biologists fought to bring back the gray wolf (Removed: 1)

**Author:** Swinburne, Stephen R.  
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### Patrick Doyle is full of blarney (Removed: 1)

**Author:** Armstrong, Jennifer, 1961-  
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### The red wolf (Removed: 1)

**Author:** Silverstein, Alvin.  
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Skateparks : grab your skateboard (Removed: 1)

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Snowboarding : a complete guide for beginners (Removed: 1)

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Call Number: 743 Lun  
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The young inline skater (Removed: 1)
Author: Edwards, Chris.  
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The classroom at the end of the hall (Removed: 1)
Author: Evans, Douglas, 1953-  
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Author: Gauthier, Gail, 1953-  
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The school librarian's book of lists (Removed: 1)
Author: Streiff, Jane E.  
Call Number: PRO 027.8 STR  
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The story of Ferdinand (Removed: 1)
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As long as there are mountains (Removed: 1)
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Author: World Conservation Monitoring Centre ; [Bob Burton].

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Published: 1992
Author: Taylor, J. David.

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Author: Taylor, J. David.

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- **LCCN**: 94-18684
- **Published**: 1995
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- **Price**: $15.90
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- **LCCN**: 93-24537
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# Library Weeding Log

**From:** 7/1/2013 **To:** 6/30/2014

## 1/23/2014 - Copies Removed: 9

### The secret funeral of Slim Jim the snake (Removed: 1)
- **Author:** Woodruff, Elvira.
- **LCCN:** 92-54419
- **Published:** 1993

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### Valentine Frankenstein (Removed: 1)
- **Author:** Twohill, Maggie.
- **LCCN:** 90-24459
- **Published:** 1991

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## 1/21/2014 - Copies Removed: 5

### The bones in the cliff (Removed: 1)
- **Author:** Stevenson, James, 1929-
- **LCCN:** 94-15381
- **Published:** 1995

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### The first Olympic games (Removed: 1)
- **Author:** Christesen, Barbara, 1940-
- **LCCN:** 78-15976
- **Published:** 1978

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### Olympic Games in ancient Greece (Removed: 1)
- **Author:** Glubok, Shirley.
- **LCCN:** 75-25408
- **Published:** 1976

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- **Author:** Twohill, Maggie.
- **LCCN:** 90-24459
- **Published:** 1991

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## 1/17/2014 - Copies Removed: 3

### My Little house songbook (Removed: 1)
- **Author:** Wilder, Laura Ingalls, 1867-1957.
- **ISBN:** 0-06-024294-9
- **Published:** 1995

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# Library Weeding Log

**John T. Waugh Elementary School**

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<td>Author: Gliori, Debi.</td>
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# Library Weeding Log

**From:** 7/1/2013  **To:** 6/30/2014

## 1/13/2014 - Copies Removed: 5

**Poison! Beware! (Removed: 1)**

- **Author:** Skidmore, Steve.
- **LCCN:** 91-29898
- **Published:** 1991

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**The Southwest: Colorado, New Mexico, Texas (Removed: 1)**

- **Author:** Aylesworth, Thomas G.
- **LCCN:** 87-18292
- **Published:** 1988

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**Viruses (Removed: 1)**

- **Author:** Facklam, Howard.
- **LCCN:** 94-25429
- **Published:** 1994

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## 1/10/2014 - Copies Removed: 1

**Living with deafness (Removed: 1)**

- **Author:** Taylor, Barbara, 1938-
- **LCCN:** 89-8895
- **Published:** 1989

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**Horrible Harry and the Christmas surprise (Removed: 1)**

- **Author:** Kline, Suzy.
- **LCCN:** 90-51005
- **Published:** 1991

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**Viking explorers (Removed: 1)**

- **Author:** Pruneti, Luigi.
- **LCCN:** 96-33
- **Published:** 1996

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**Bats (Removed: 1)**

- **Author:** Lovett, Sarah.
- **ISBN:** 1-56261-008-2 (pbk.)
- **Published:** 1991

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## 11/21/2013 - Copies Removed: 2

**The beagle (Removed: 1)**  
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LCCN: 97-12208  
Published: 1998  
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636.753 WIL  
**Barcode**  
VOTV007088  
**Price**  
Acquired: 3/13/2008  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

**My pony book (Removed: 1)**  
Author: Pritchard, Louise.  
LCCN: 97-34425  
Published: 1998  
**Call Number**  
636.1 Pri  
**Barcode**  
VOTX004186  
**Price**  
Acquired: 2/22/2000  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

## 11/19/2013 - Copies Removed: 1

**Alice in April (Removed: 1)**  
Author: Naylor, Phyllis Reynolds.  
LCCN: 92-17016  
Published: 1993  
**Call Number**  
Fic Nay  
**Barcode**  
VOTX001638  
**Price**  
Acquired: 2/22/2000  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

## 11/18/2013 - Copies Removed: 1

**Yikes! : your body, up close! (Removed: 1)**  
Author: Janulewicz, Mike.  
LCCN: 96-71979  
Published: 1997  
**Call Number**  
612 Jan  
**Barcode**  
VOTX002957  
**Price**  
Acquired: 2/22/2000  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

## 11/15/2013 - Copies Removed: 1

**Junie B. Jones and that meanie Jim's birthday (Removed: 1)**  
Author: Park, Barbara.  
LCCN: 95-35513  
Published: 1996  
**Call Number**  
FIC PAR  
**Barcode**  
VOTY000985  
**Price**  
Acquired: 12/15/2010  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

## 11/12/2013 - Copies Removed: 1

**The Little house cookbook : frontier foods from Laura Ingalls Wilder's cla (Removed: 1)**  
Author: Walker, Barbara M.  
LCCN: 76-58733  
Published: 1979  
**Call Number**  
641.5 Wal  
**Barcode**  
VOTX003210  
**Price**  
Acquired: 2/22/2000  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

## 11/5/2013 - Copies Removed: 4

**Frogs (Removed: 1)**  
Author: Martin, James, 1950-  
LCCN: 96-29879  
Published: 1997  
**Call Number**  
597.8 Mar  
**Barcode**  
VOTX004020  
**Price**  
Acquired: 2/22/2000  
Removed By: Lorraine.Florczyk  
Was Available -- Deleted

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*Report generated on 7/2/2014 at 12:30 PM*
## 11/5/2013 - Copies Removed: 4

**Hearing (Removed: 1)**

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<tbody>
<tr>
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<td>VOTY009674</td>
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## 10/29/2013 - Copies Removed: 2

**I spy school days : a book of picture riddles (Removed: 1)**

<table>
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<tr>
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<td>VOTX005967</td>
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**Make it special : cards, decorations, and party favors for holidays and ot (Removed: 1)**

<table>
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<th>Call Number</th>
<th>Barcode</th>
<th>Price</th>
<th>Acquired</th>
<th>Removed By</th>
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<td>745.594 Hau</td>
<td>VOTX003291</td>
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## 9/26/2013 - Copies Removed: 2

**High tide in Hawaii (Removed: 1)**

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</thead>
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<tr>
<td>FIC OSB</td>
<td>VOTY011038</td>
<td>$12.95</td>
<td>1/7/2005</td>
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**Martial arts (Removed: 1)**

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<tr>
<td>796.8 Arm</td>
<td>VOTX005477</td>
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<td>7/20/2009</td>
<td>Lorraine.Florczyk</td>
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## 9/12/2013 - Copies Removed: 2

**Ranger Rick. (Removed: 2)**

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<td>Copies Removed</td>
<td>Call Number</td>
<td>Author</td>
<td>LCCN</td>
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<td>-------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>9/12/2013</td>
<td>2</td>
<td>MAG RAN</td>
<td>Furtado, Peter</td>
<td>80-52500</td>
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<tr>
<td>9/11/2013</td>
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<td></td>
<td>Arnold, Helen</td>
<td>95-52927</td>
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<td>---------------------------------------------</td>
<td>-------------</td>
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<td></td>
<td></td>
<td>The time trekkers visit the Middle Ages</td>
<td>Needham, Kate.</td>
<td>95-39832</td>
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<tr>
<td>7/1/2013</td>
<td>1</td>
<td>The war between the twins</td>
<td>Suzanne, Jamie.</td>
<td>0-553-15779-5</td>
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</table>

From: 7/1/2013 To: 6/30/2014 Total Copies Removed: 394
Deleted: 379, Transferred: 0, Weeded: 15
To: Mr. Jim Przepasniak, Superintendent of Schools  
From: Mr. Perry Oddi, Transportation Supervisor  
Date: August 13, 2014  
Re: Declaration as Surplus Equipment

I recommend the following list of equipment be declared surplus by the Board of Education so that it may be sold at auction to the highest bidder.

- 1 - Vehicle, unit #008, 1995 Ford Dump Truck with Snow Plow and Sander

Feel free to contact me with any questions you may have with regards to this recommendation.

Respectfully yours,

Perry Oddi
The Lake Shore Athletic Office is asking that the Board of Education review the following list of items and vote to excise them as they are not safe and or used by our athletes any longer.

Lacrosse
23 Helmet
31 Shoulder Pads
16 Rib Pads
26 Gloves
70 Elbow pads
6 face masks
22 Girls M Lacrosse jerseys

Baseball/softball
14 Baseball bats
12 Baseball/Softball helmets
10 sets of shin guards

Swimming
40 Swim Jackets

Also, with your permission we would like to place lacrosse balls that have been deemed unplayable by NYSPHSAA on to the auction used by the district for sale.
TO: James Przepasniak, Superintendent of Schools
Kristine DeMartino, District Clerk

DATE: August 13, 2014

RE: Surplus & Recycling Items

Please add the following items to the agenda and offer them up for sale to the highest bidder and or authorize their disposal for recycling. Thank you!

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>12’ Cafeteria Tables with Seats</td>
</tr>
<tr>
<td>2</td>
<td>8’ Computer Tables with Legs</td>
</tr>
<tr>
<td>2</td>
<td>6’ Computer Tables</td>
</tr>
<tr>
<td>4</td>
<td>4’ Computer Tables</td>
</tr>
<tr>
<td>3</td>
<td>Wooden Teacher Desks</td>
</tr>
<tr>
<td>2</td>
<td>AV Carts</td>
</tr>
<tr>
<td>80</td>
<td>Student Desks</td>
</tr>
</tbody>
</table>
TEXTBOOK SURPLUS
SOLD/DISPOSAL FORM
Lake Shore Central School District

Please put one of these forms on top of each box delivered to Central Store for processing. Please copy each form and submit a full set of forms to Karl Ringer upon sending the boxes to Central Store for processing.

Today’s Date: 6/26/14  Total Number of Boxes (i.e. 1 of 5) One

<table>
<thead>
<tr>
<th>Textbooks/Workbooks*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Title:</td>
</tr>
<tr>
<td>Author:</td>
</tr>
<tr>
<td>Publisher:</td>
</tr>
<tr>
<td>Building:</td>
</tr>
<tr>
<td>Copyright Date:</td>
</tr>
<tr>
<td>Quantity:</td>
</tr>
</tbody>
</table>

Reason for disposal:

Outdated

Teacher Signature:

Administrator/Supervisor Signature:

Disposition (to be sold or disposed of):

To be completed by Central Store Clerk

Central Store Clerk:

Assistant Superintendent for Instruction: Melissa 7/8/14

District Clerk:  Board of Education approval date:

Date physically removed from Lake Shore property:

To be completed by Central Store Clerk

*This does not apply to School Library books as they follow a different process.
TEXTBOOK SURPLUS
SOLD/DISPOSAL FORM
Lake Shore Central School District

Please put one of these forms on top of each box delivered to Central Store for processing. Please copy each form and submit a full set of forms to Karl Ringer upon sending the boxes to Central Store for processing.

Today's Date: 6/26/14  Total Number of Boxes (i.e. 1 of 5) One

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<td><strong>Full Title:</strong></td>
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<tr>
<td><strong>Author:</strong></td>
</tr>
<tr>
<td><strong>Publisher:</strong></td>
</tr>
<tr>
<td><strong>Building:</strong></td>
</tr>
<tr>
<td><strong>Copyright Date:</strong></td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
</tr>
</tbody>
</table>

Reason for disposal: Outdated

Teacher Signature: [Signature]

Administrator/Supervisor Signature: [Signature]

Disposition (to be sold or disposed of): Year 9.09

Central Store Clerk: [Signature]  To be completed by Central Store Clerk

Assistant Superintendent for Instruction: [Signature]

District Clerk:  Board of Education approval date: 

Date physically removed from Lake Shore property:  To be completed by Central Store Clerk

*This does not apply to School Library books as they follow a different process.
TEXTBOOK SURPLUS
SOLD/DISPOSAL FORM
Lake Shore Central School District

Please put one of these forms on top of each box delivered to Central Store for processing.
Please copy each form and submit a full set of forms to Karl Ringer upon sending the boxes to Central Store for processing.

Today's Date: 6/26/14  Total Number of Boxes (i.e. 1 of 5)  One

Textbooks/Workbooks*

| Full Title: |  
| --- | --- |
| Amsco's Math A |  
| Author: |  
| Dressler Kennan |  
| Publisher: |  
| Amsco |  
| Building: | S15 |
| Copyright Date: | 2003 |
| Quantity: | 6 + 2 answer edition = 8 |

Reason for disposal: Outdated, changed curriculum

Teacher Signature: [Signature]

Administrator/Supervisor Signature: [Signature]

Disposition (to be sold or disposed of): Releasing

Central Store Clerk: [Signature]  To be completed by Central Store Clerk

Assistant Superintendent for Instruction: [Signature]  7/18/14

District Clerk:  

Board of Education approval date:  

Date physically removed from Lake Shore property:  

[Signature]  To be completed by Central Store Clerk

After Board of Education approval, this form should be returned to Central Store for processing and is to be kept on file.

*This does not apply to School Library books as they follow a different process.
Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 8/4/14
Re: Recommendation for approval of 2014-15 Breakfast & Lunch prices

Mr. Przepasniak:

Please recommend that the Board of Education approve the prices below for cafeteria meals (breakfast and lunch), and the attached a la carte item prices for the 2014-15 school year. The prices for student meals remains the same as last year. Adult meal prices are increased slightly, to comply with the State’s requirements for the minimum adult meal price:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (All Levels)</td>
<td>$0.85</td>
</tr>
<tr>
<td>Elementary School Lunch</td>
<td>1.15</td>
</tr>
<tr>
<td>Middle &amp; High School Lunch</td>
<td>1.25</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>1.98</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>3.36</td>
</tr>
</tbody>
</table>

The items listed in the a la carte pricing comply with the new Federal regulations that govern the sale of snack items in school buildings. Many of the items previously sold in our cafeterias (cookies, muffins, etc.) do not comply with the new Federal regulations and can no longer be offered. All items sold in our cafeterias throughout the District will comply with the new regulations, as required.

If you have any questions about the prices or item changes, please do not hesitate to contact me. Thank you in advance for making the recommendation to the Board of Education.
<table>
<thead>
<tr>
<th>Item</th>
<th>Previous Year 2013-14</th>
<th>Recommended 2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Adult</td>
<td>$3.33 Approved by Board in July 2013</td>
<td>$3.36</td>
</tr>
<tr>
<td>Chips</td>
<td>$0.75</td>
<td>$0.80</td>
</tr>
<tr>
<td>Soft Pretzel</td>
<td>$0.75</td>
<td>$0.80</td>
</tr>
<tr>
<td>1 Pretzel Rod</td>
<td>$0.15</td>
<td>$0.20</td>
</tr>
<tr>
<td>2 Pretzel Rod</td>
<td>$0.25</td>
<td>$0.30</td>
</tr>
<tr>
<td>Slush Puppie</td>
<td>$1.25</td>
<td>$1.35</td>
</tr>
<tr>
<td>Saltines</td>
<td>$0.15</td>
<td>$0.20</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>$0.75</td>
<td>$0.90 $1.00</td>
</tr>
<tr>
<td>Gold Fish</td>
<td>$0.50</td>
<td>$0.65</td>
</tr>
</tbody>
</table>

**New Items**

- **EPIC Water**
  8oz. Bottles/ 4 Varieties $1.25

- **Rice Krispy Treat**
  1.3 oz./ 2 Varieties/ MS+HS Only $1.00

- **Scooby-Doo Fruit Snacks**
  1 Variety $0.65

- **Fruit Roll-Up**
  2 Varieties $0.65
To: James Przepaniak
From: Melissa Evingham and JulieAnn Hoerner
Date: August 1, 2014
Re: Approval to purchase Physics for Scientists and Engineers – online version

This memorandum is to serve as indication of my support for the purchase of 6 Physics for Scientists and Engineers – online version. According to Board Policy #8340, “...the Board of Education shall designate the textbooks to be used.”

This book is recommended 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, students will have the resources to understand the natural forces and principles of physics. Throughout every chapter, the authors have built in a wide range of examples, exercises, and illustrations that will help one understand the laws of physics.

If you have any questions, please do not hesitate to contact us.
| Course name | AP Physics C: Mechanics |
| Grade Level(s) | 11-12 |
| Proposed Textbook Title | Physics for Scientists & Engineers |
| Author(s) | Serway, Jewett |
| Publisher | Cengage Learning |
| Copyright Date/Edition | 2014, 9th edition |
| Teacher(s) reviewing the text | Jeff Seleno |
| Number of texts needed | Purchasing online copies for 6 students |
| Cost of each text | |
| Total proposed cost | $154.00 for 6 electronic copies |
| Funding Source | |
| Readability level | |
| Reason for adoption of a new text (list strengths of the new text compared with current materials, texts and resources) | The course is brand new and I'm trying to be cost-effective in how we implement a new text. A single hardcopy will cost more than these bundle prices are. Brand new text is $230 online. |
| What other texts were reviewed? | Physics for Educators - Cutnell & Johnson |
| Additional comments | Physics: Halliday & Resnick |

Department Chair Signature  
Principal Signature*  
Assistant Superintendent for Instruction  
Superintendent’s Signature (upon Board of Education approval)  
Date of Board Approval  

- Attach anticipated cost sheet that would include teacher editions, student texts and other ancillary materials (to be provided by the department upon submission to the principal).  
- Include a copy of the book for the Board of Education’s review with this submission.

*For Special Education specific materials, please provide signatures for the principal and the Director of Special Education.
Memo

To:        James Przepasniak, Superintendent
From:     Daniel W. Pacos
Date:      7/30/14
Re:        Recommendation for Board approval of budget transfers

Mr. Przepasniak:

Please recommend that the Board of Education approve the attached budget transfers for the 2013-14 fiscal year. The transfers exceed $100,000 each and according to Board Policy, the Board needs to approve them. The transfers are part of the District’s year-end close out of the books.

The first transfer covers a shortage in teacher salaries. The shortage was due to salary increases and reallocation of staff to correct budget codes (some caused by staff assignment changes, etc.) and for benefit leave time buy-outs.

The second transfer covers a shortage in teacher aide salaries. This shortage was caused by a reduction in grant funding that had previously been used to cover more of the teacher aide salaries, which in turn caused us to charge those salaries to the District’s General Fund rather than the grant funds.

The third transfer covers a shortage in bus driver salaries. The shortage was caused by long term paid absences (paying two drivers for the same assignment), and by the addition of some special transportation runs during the school year. You will note some of the funding for the shortfall will come from the substitute bus driver budget line. That is because regular drivers picked up the work, and substitutes were not used. That caused an overage on the regular driver wages budget line, and an excess in substitute driver salaries.

The last transfer covers a shortfall in the budget line for Teachers Retirement contributions. This was due mostly to increased contributions for benefit day buy-outs at the time of retirement, for normal staff retirements as well as payments in the 2013-14 year under the District’s retirement incentive that was in place for the 2012-13 year. This shortfall was covered by an excess in the health insurance budget line.

Thanks in advance for making this recommendation to the Board of Education. As always, please contact me with any questions or concerns.
<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Trans ID</th>
<th>Transaction Description</th>
<th>Budget Account</th>
<th>Description</th>
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<th>Amount Transferred To</th>
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<tr>
<td>06/30/2014</td>
<td>013959</td>
<td>TO TRANSFER FUNDS FOR TEACHER SALARIES 4-6</td>
<td>A2330-150-35-0000 R</td>
<td>SUMMER PROG-CERTIFIED SAL</td>
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<td>A2810-161-75-0000 R</td>
<td>CASEWORKER SALARY</td>
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<td>A2820-150-00-0000 R</td>
<td>PSYCHOLOGISTS SALARY</td>
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<td></td>
<td></td>
<td>A2850-151-00-0000 R</td>
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<td></td>
<td></td>
<td></td>
<td>A2110-125-00-0000 R</td>
<td>TEACHER SALARIES 4-6</td>
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<td>124,702.47</td>
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<td>TO TRANSFER FUNDS FOR AIDES SALARIES</td>
<td>A9060-800-00-0000 R</td>
<td>HEALTH INSURANCE</td>
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<td></td>
<td></td>
<td>A2250-162-95-0000 R</td>
<td>AIDES SALARIES</td>
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<td>06/30/2014</td>
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<td>TO TRANSFER FUNDS FOR DRIVER SALARIES</td>
<td>A5510-169-85-0000 R</td>
<td>SUBSTITUTES DRIVERS SALAR</td>
<td>-30,202.26</td>
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<td></td>
<td>A5510-452-85-0000 R</td>
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<td></td>
<td>A5510-164-85-0000 R</td>
<td>DRIVERS SALARIES</td>
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<td>06/30/2014</td>
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<td>TO TRANSFER FUNDS FOR NYS TEACHERS RETIREMENT</td>
<td>A9060-800-00-0000 R</td>
<td>HEALTH INSURANCE</td>
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<td></td>
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<tr>
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<td></td>
<td></td>
<td>A9020-800-00-0000 R</td>
<td>NYS TEACHERS RETIREMENT</td>
<td></td>
<td>127,737.35</td>
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<td>Total for Fund A - GENERAL FUND</td>
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<td></td>
<td>-541,831.58</td>
<td>541,831.58</td>
</tr>
</tbody>
</table>
The Lake Shore Central School District Board of Education supports professional learning communities that focus on results and cultivate a culture of collaboration to improve student learning and opportunity. The Board of Education goals listed below are the measure for our high expectations in all aspects of educating our students.

- *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 all formal assessments.
- *The District will* continue to enhance communication with our entire school community focusing on student, staff and District efforts and achievements.
- *The District will* make adequate yearly progress on accountability measures to continue to earn the New York State Education Department designation as a “District in Good Standing.”
- *The District will* increase graduation rates annually, reflecting a greater percentage of students achieving Regents Diplomas with Advanced Designation status.
- *The District will* continue to demonstrate fiscal responsibility by reviewing enrollment, programming, procedures and initiatives for effectiveness, success, need and opportunity, while seeking and supporting opportunities to reduce expenditures, share services and secure grant funding.
- *The District will* support an evolving technology blueprint that meets hardware, software and network needs for the implementation and advancement of technology through the District Technology Plan.
- *The District will* promote skills, attitudes, behaviors and environmental factors that lead to schools free from discrimination, intimidation and harassment.
Memorandum

To:        James E. Przepasniak, Superintendent  
            Board Policy Subcommittee
From:      Daniel W. Pacos
Date:      8/13/14

Mr. Przepasniak and Board Policy Subcommittee Members:

Please recommend the following policy changes/additions to the Board of Education for First Reading at the upcoming August 19th Regular Meeting of the Board of Education. The Board Policy Subcommittee met on Tuesday August 12, 2014 and reviewed the draft policies. I have incorporated their requested changes/corrections into the attached documents.

If you have any questions about any of the draft policies, please do not hesitate to contact me. Thanks-

Policy #  Explanation

1332      There are some slight wording changes in f), to update the policy to reference the use of electronic signatures when printing checks (instead of the ancient check signing machines).

3110      There are a couple of small wording changes in the 2nd paragraph. “Mailed” is changed to “sent” (to allow for sending information electronically) and a provision for posting information on the District’s website is added.

3170      The last sentence of the 1st paragraph which requires staff to post their web site through the District’s Web server has been deleted. The 3rd paragraph on the first page is deleted and replaced by alternate wording. Bullets “f” and “j” have been added on page 2, requiring a disclaimer and approval on web pages. Most of the section on FERPA has been deleted (pp 2 & 3) as has the section on the use of copy written materials on pp 3 & 4. A new section is added to cover student posting of materials on school-affiliated web sites.

3411      This is a rewrite of the current policy, that basically says the same thing that it currently does, but in a different way. It just combines the 3 paragraphs from the current policy into one, and reorders them. The only real change that I see is that it adds “any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District” (gives us broader coverage).

3420      This policy has a few minor wording changes, to update the phrase “recognized guide dog, hearing dog, or service dog” to “service animal”, which covers all of these plus the miniature horses that are now allowed.

4340      The policy has been updated further, with revisions from Marnie Smith (Harris Beach). The definition of Confidential Employees has been changed to include the Civil Service requirements, per Rick Vogan’s suggestion. Marnie recommends that the word “managerial” be removed, as the employees referenced are all confidential and not managerial employees.

5110      This policy has minor revisions throughout, and a new section added on page 3 for “School District Report Card”.

5120      This policy has a new sentence added at the end of the first section, to state that NYS District & Property Tax Report Cards are available on line.
The section titled “Audit Response” on page 2 has been updated to reflect the change in legislation that no longer requires us to publicize the acceptance of Internal Audit Reports.

This policy has a minor addition to wording on page 1, and updated wording to make the “Fertilizer Use” introductory paragraph on page 2 up to date.

The policy has new sections added for “Scheduling and Routing”, “School Bus Schedules” and “Use of Buses by Community Groups”.

This is an entirely new policy, to address the District’s and staff members’ obligations under new State testing requirements. The wording of the policy is the recommended wording from the Erie 1 BOCES Policy Service.

The first paragraph on page 1 has the same updated wording for “service animal” as policy # 3420 above.

The first paragraph on page one for “All Staff Members” has been added, and it does match our practice. The title for “Teachers and Administrators” has been added, and we corrected the spelling of “Lake Shore”.

The paragraph requiring the District to allow student teachers to videotape their lessons has been added. The section for “Substitute Teachers” has been expanded to correspond to the Commissioner’s Regulations for substitute teachers.

The policy has new wording added to a) to specify who requests for lists of employees or students should be sent to (principal/supervisor). “Encryption” has been added to b) under precautions. Section d) is new and has been added to protect personal identifiable information. Section f) is new and has been added to address information protected by HIPAA and FERPA. *Jeff Barnes has reviewed the proposed changes.

The words “and applicable law” have been added to the first sentence.

The fifth paragraph on the first page is new. It was added to address Section 211 waivers for retired police officers who are hired by school districts as School Resource Officers. Wording is also added to the last paragraph on the first page for the same purpose.

The first paragraph on page 1 “Placement” has some revisions. “Building Principal” has been added, and the last sentence of the paragraph has been added to allow for parent requests.

“English” has been added to the listing of Regents Exam courses under “Regents Diploma with Honors”. “History” and “Government” have been changed to “US History and Government”. The “Regents Diplomas with Advanced Designation” has been added. In the “Regents Diploma with Advanced Designation with Honors” section, subject titles were again updated. The “Annotation of Science and/or Math Mastery section is new, along with the “Career and Technical Endorsement” section. There are some minor rewordings in the “Appeal of Regents Examination Score Option” section, with a sentence added to stipulate the only way for a student to earn a local diploma.

An introductory sentence has been added under “Exceptions” on page, for clarification. Section b) on page 2 has been added, c) on page 3 is in the current policy but has been moved (that's why its high lighted in a different color), e) on page 3 is new, as are f) through i) on page 4 and j) on page 5. These match our current practices. The “State Exception for Student Teacher Videotaped Instruction” section on page 6 has been added to address student teachers’ need to videotape lessons. The “Disclosure to Parents of Eligible Students” section in the current policy is deleted, as its been broken into two new sections as described above.

This is a new policy, which addresses the unauthorized release of students’ personal data. Jeff Barnes has reviewed the proposed policy.

There are a few words added in the second paragraph on the first page, to update the section that defines “personal technology”. There are subheadings added to break the policy into sections for “Instructional Uses” and “Non-Instructional Uses”, and a “Liability” section. A new section that prohibits the use of personal technology during State Assessments has been added, with an exception for students with disabilities (if the device’s use is required on their IEP).
“Pre-Kindergarten” and “Kindergarten” have been added to the first paragraph under “Health Certificate, to require a health certificate when a student enrolls into school in either of these grades (in addition to the grades previously listed). The “Dental Certificate” section on page 2 is updated to allow a registered dental hygienist to sign the certificate, and the word “examination” has been changed to “assessment”.

The current section on use of sunscreen (page 3) has been replaced. It is less restrictive, while stating basically the same information.

The “Graduation/Aging Out” section on the bottom of page 1 has updated language, and the current sentence that requires the District to provide the Student Exit Summary to students exiting with a High School Equivalency Diploma has been deleted. The first paragraph on page 2 has been rewritten to comply with current regulations and diploma options. Mary Steenberg has reviewed these changes.

There are minor wording changes to h) on page 2 – the first sentence is rewritten to say the same thing as before, and the word “child” has been changed to “student”. Item k) has been added to include an additional parent in the CSE. Mary Steenberg reviewed these changes.

Item g) is added at the bottom of page one, to include an additional parent in the CPSE (just like the CSE policy above). Mary Steenberg reviewed this change too.

The “Surrogate Parents” section on the first page has been rewritten/reordered. The first paragraph has been deleted with some portions inserted in other areas (the yellow highlighted piece at the end of the next paragraph). There is new wording under “Prior Written Notice” on page 2, requiring the District to provide notice eligibility for a free, appropriate public education (or ineligibility for f.a.p.e.). Under “Parental Consent” on page 3, the 2nd and 3rd paragraphs are deleted, and replaced with the paragraph that is highlighted in yellow. It more concisely states that parents with custody rights can make educational decisions for the child. Finally, the “Consent to Access Public Benefits of Insurance (e.g., Medicaid)” section on page 4 is new. This outlines the new requirements that have to be met in order to bill Medicaid for special education services. Mary Steenberg has reviewed this policy also.

The first two paragraphs have been updated for the “service animal” language that corresponds to earlier policies. There is a new section to address “Educational Services for Married/Pregnant Students”. Melissa Evingham has reviewed this policy.

The only changes proposed for this policy are two changes to update the “service animal” language as discussed previously.

Wording is added to the 2nd paragraph on page 1, to require anti-bullying, harassment & discrimination to be included in character education programs. Bullets e) and f) have been added to address requirements under the Dignity for All Students Act (DASA). Bullet j) is added to address safe use of the internet and electronic communications.

The only change proposed for this policy is the change to update the “service animal” language as discussed previously.

The term “tutor” has been replaced with “an appropriately certified teacher”. This complies with our requirement to employ highly qualified staff members.
SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

a) Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;

b) Pays all authorized obligations of the District as directed, including payments of bond principal and interest;

c) Maintains proper records and files of all checks, and approved payment of bills and salaries;

d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;

e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;

f) Safeguards either his/her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;

g) Assumes other duties customary to the office.

Education Law Sections 2122, 2130 and 2523
Local Finance Law Sections 163 and 165
8 NYCRR Sections 170.2(o) and 170.2(p)
9 NYCRR Section 540.4

Adopted: 11/15/05
Revised: 8/19/08; 1/18/11;
SUBJECT: SCHOOL SPONSORED MEDIA

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and sent to each resident of the School District or posted on the District's website. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Adopted: 8/19/08
Revised:
SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING

General Criteria

The availability of Internet access in the School District provides an opportunity for staff and students to access information and contribute to the School District's presence on the World Wide Web. The District/school/classroom websites must relate to curriculum or instructional matters, school authorized activities, or general information of interest to the public pertaining to the District or its schools. Staff and students are prohibited from publishing personal home pages or links to personal home pages as part of the District/school/classroom Web Page(s). Similarly, no individual or outside organization will be permitted to publish personal Web Pages as part of the District/school/classroom Web Page(s). Staff must post their Web Site through the District Web server and not through an off site server.

Internet access for the creation of Web Pages is provided by the District and all information must be reviewed by the Website Manager prior to publishing it on the Web. Personnel designing information for the Web Pages must familiarize themselves with and adhere to District standards and procedures. Failure to follow District standards or responsibilities may result in disciplinary sanctions in accordance with law and/or the applicable collective bargaining agreement.

The District shall provide general training on relevant legal considerations and compliance with applicable laws and regulations including copyright, intellectual property, and privacy of student records as well as relevant District procedures to those staff members and students before they are allowed to develop or place material on the District/school/classroom Web Page(s). The District will ensure that any and all notifications and documents required by law, regulation, or District policy to be posted on its website will be so published.

Content Standards

a) Approval for posting a Web Page must be obtained from the Website Manager or his/her designee(s). If at any time, the Website Manager/designee(s) believes the proposed material does not meet the standards approved by the District, it will not be published on the Web. Decisions regarding access to active Web Pages for editing content or organization will be the responsibility of the Website Manager/designee(s).

b) A Web Page must be sponsored by a member of the District faculty, staff or administration who will be responsible for its content, design, currency and maintenance. The sponsor is responsible for ensuring that those constructing and maintaining the Web Page have the necessary technical training and that they fully understand and adhere to District policies and regulations. The Web Page must include the name of the sponsor.

c) Staff or student work should be published only as it relates to a school/classroom authorized project or other school-related activity, and in compliance with any and all relevant laws, rules, and regulations.

(Continued)
SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont’d.)

d) The review of a Student Web Page (if considered a school-sponsored student publication) shall be subject to prior District review as would any other school-sponsored student publication.

e) An authorized teacher who is publishing the final Web Page(s) for himself/herself or for a student will edit and test the Page(s) for accuracy of links and check for conformance with District standards and practices.

f) The following disclaimer statement about the content of Web Pages must be part of individual sites: “The District has made every reasonable attempt to ensure that our Web Pages are educationally sound and do not contain links to questionable material that can be deemed in violation of the School District’s Standards and Guidelines for Web Page Publishing”.

g) Commercial advertising or marketing on the District/school/classroom Web Page(s) (or the use of school-affiliated Web Pages for the pursuit of personal or financial gain) shall be prohibited unless otherwise authorized in accordance with law and/or regulation. Decisions regarding website advertising must be consistent with existing District policies and practices on this matter. School-affiliated Web Pages may mention outside organizations only in the context of school programs that have a direct relationship to those organizations (e.g., sponsorship of an activity, student community service project).

h) Web Pages may include faculty or staff names; however, other personal information about employees including, but not limited to, home telephone numbers, addresses, email addresses, or other identifying information such as names of family members may be published only with the employee's written permission.

i) All Web Pages must conform to the standards for appropriate use found in the District's Acceptable Use Policy(ies) and accompanying Regulations regarding standards of acceptable use; examples of inappropriate behavior; and compliance with applicable laws, privacy, and safety concerns.

j) All Web Pages must be approved through the designated process before being posted to the District/school/classroom Websites.

k) All staff and/or students authorized to publish material on the District/school/classroom Web Page(s) shall acknowledge receipt of the District's Web Page Standards and agree to comply with same prior to posting any material on the Web.

Release of Student Education Records/Directory Information

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

a) Identifies and authenticates a particular person as the source of the electronic consent: and
b) Indicates such person’s approval of the information contained in the electronic consent.

The District will not permit students’ personally identifiable information to be posted on any District Web Pages unless such action is consistent with the Family Educational Rights and Privacy Act (FERPA) and District policy.

Parental/Eligible Student Consent Required and Privacy Concerns

Written parental/eligible student consent shall be obtained by the District before education records or personally identifiable information contained therein is released to any party unless:

a) Such Release is authorized by the Family Educational Rights and Privacy Act, or its implementing regulations;

b) The information released is “directory information” as designated by the District in accordance with FERPA. The District shall provide parents and eligible students with annual notification of their rights under FERPA and designation of directory information (i.e., disclosure of personally identifiable information contained in student records);

c) For anything not specifically designated as “directory information” by the District, the District must receive a “signed and written consent” from the parent/eligible student prior to releasing such information (unless otherwise authorized per FERPA);

d) However, even if student photographs are designated as directory information per FERPA, due to privacy and safety concerns, the District requires specific affirmative written parent/eligible student consent prior to posting student photographs on District/school/classroom Web Pages. Whenever possible, group photographs of students and/or the use of photographs where the student is not easily identifiable is preferable to the use of individual student photographs for safety reasons;

e) Web Pages shall not include a student’s full name, telephone number, address, e-mail address or post such information of other family members or friends. Posting of student names will be limited to first name only. Permission forms from parents are required;

Bus Schedules

f) Online posting of school bus schedules and/or other specific activity schedules detailing dates/times/locations (e.g., field trips) is prohibited on school-affiliated websites as such information can pose risks of child abduction or other security concerns. Password protected websites may be authorized by the Superintendent/designee.

(Continued)
SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont’d.)

Use of Copyrighted Materials and "Fair Use" Exceptions/Intellectual Property and Works Made for Hire

Copyrighted Materials

All employees and students are prohibited from copying materials not specifically allowed by the copyright law, "Fair Use" guidelines, licenses or contractual agreements, or the permission of the copyright proprietor. Web Page publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials or notice that such publication is in accordance with the "Fair Use" provisions of the Copyright Law.

Fair Use of Copyrighted Materials

— Pursuant to Section 107 of the Copyright Law ("Fair Use" provisions), the use of copyrighted material for criticism, comment, news reporting, teaching, scholarship, or research may be permitted under certain circumstances.

— However, any appropriation of someone else’s work on the Internet is a potential copyright infringement. “Fair Use” provisions may not apply when a project created by a teacher or student is accessed by others over the Internet. If there is a possibility that school-affiliated Web Page(s), which incorporate copyrighted works under the “Fair Use” provisions, could later result in broader dissemination, it will be necessary to seek the permission of the copyright holder. The complex interplay between copyright law and the “Fair Use” provisions in educational multimedia projects should be considered in development of Web Page publishing standards and reviewed by school counsel prior to District implementation for compliance with applicable laws and regulations.

a) — Unless otherwise noted, always assume that work on the web is copyrighted. It is NOT necessary the the copyrighted symbol — © — be displayed for the work to be protected by copyright laws.

b) — Proper attribution must always be given.

e) — Obtaining permission(s) from the copyright holder(s) (whether text, graphics or music) should occur during the developmental process or project, rather than waiting to seek permission upon completion of the project.

d) — Unauthorized electronic transmission of copyrighted materials is illegal.

Intellectual Property/Works Made for Hire
All works completed by employees as part of their employment shall be considered “works made for hire” as described by the United States Code Annotated, Title 17. Copyrights to the extent permitted by law. This determination includes, but is not limited to, the following activities:

a) Work prepared by an employee within the scope of his/her employment, whether tangible or intangible:

b) Work Specifically ordered or commissioned for use as a contribution to a collective work, as enumerated by law.

Any work not created within the scope of such relationship will be considered a work made for hire when a regular employment relationship exists.

Work covered under this policy is the property of the School District, not the creator of such work. The District shall own any and all rights to such works, or derivatives thereof, unless there is a written agreement to the contrary.

Student Work

Students are the copyright holders of their own original work. The District must receive written permission from both parent and student prior to publishing students’ original work on the District/school/classroom Websites.

Student Free Speech Issues (School Sponsored Publications)

In general, School Districts can exercise editorial control over the style and content of student expression in school-sponsored publications, theatrical productions, and other expressive activities that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school.

However, the school’s actions in such a case must be reasonably related to legitimate pedagogical concerns and may not amount to viewpoint discrimination.

Consequences for Non-Compliance

Web Pages that do not comply with the above criteria are subject to revocation of approval and removal from the District/school/classroom websites.

Staff

Faculty or staff posting non-approved or inappropriate material on a school-affiliated website are subject to discipline, including possible suspension or revocation of access to the District's computer network, in accordance with law and applicable collective bargaining agreements. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Students

Students posting non-approved or inappropriate material on a school-affiliated website are subject to discipline, including possible suspension or revocation of access to the District's computer network, in accordance with applicable due process procedures and the District Code of Conduct. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

(Continued)
SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)

Oversight

The Superintendent of Schools or his/her designee shall have the authority to approve or deny the posting of any proposed Web Pages on school-affiliated websites based upon compliance with the terms and conditions set forth in this policy as well as applicable District practices and procedures.

Digital Millennium Copyright Act (DMCA), 17 USC Sections 101 et seq., 512 and 1201 et seq.
Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232(g)
34 CFR Parts 99 and 201

NOTE: Refer also to Policies #7241 -- Student Directory Information
      #7411 -- Censorship of School-Sponsored Student Publications and Activities
      #8350 -- Use of Copyrighted Materials

Adopted: 12/15/09
Revised:
SUBJECT: **UNLAWFUL POSSESSION PROHIBITION OF A WEAPONS ON SCHOOL GROUNDS**

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization by the Superintendent/designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the Code of Conduct.

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition shall include, but not be limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge; and any object that could be considered a reasonable facsimile of a weapon.

Penal Law Sections 265.01-265.06, 265.20

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property #7313 -- Suspension of Students #7360 -- Weapons in School and the Gun-Free Schools Act
SUBJECT: NON DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by federal and state law. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing or service dog animal, or domestic violence victim status by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the pursuant to anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises, or in another state.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing or service dog animal or domestic violence victim status that:

a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;

b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;

c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

(Continued)
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont’d.)

Complaints and Grievances by Employees

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two (2) procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Complaints and Grievances by Students

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints or grievances through proper administration channels. In addition, the administration shall be responsible for developing an appeals process, ensuring that students have full understanding and access to these regulations and procedure, and providing prompt consideration and determination of student complaints and grievances.

Investigation of Complaints and Grievances

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The District will designate, at a minimum, two (2) Compliance Officers, one (1) of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

(Continued)
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont’d.)

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a prompt, equitable and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. The Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment.

Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

(Continued)
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont’d.)

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who knowingly make false accusations against another individual as to allegations of discrimination and harassment may also face appropriate disciplinary action.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)

The Civil Rights Compliance Officers are the Assistant Superintendent for Administration and Finance and the Principal at JT Waugh School. The Civil Rights Compliance Officers shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Civil Rights Compliance Officers.

The Civil Rights Compliance Officers shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog animal, or domestic violence victim status.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating, and remediying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

(Continued)
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and non-discriminatory reason shall not be considered a violation of District policy.

Age Discrimination in Employment Act, 29 USC Section 621
Americans With Disabilities Act, 42 USC Section 12101 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.
Civil Rights Law Section 40-c
Civil Service Law Section 75-B
Education Law Section 2801(1)
Executive Law Section 290 et seq.
Military Law Sections 242 and 243

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel
#6122 -- Complaints and Grievances by Employees
#7550 -- Complaints and Grievances by Students
#7551 -- Sexual Harassment of Students

Adopted: 8/19/08
Revised: 1/18/11; 2/14/12; 10/15/13;
SUBJECT: CONFIDENTIAL AND/OR (EXEMPT) SUPPORT STAFF Definition

Confidential and/or (Exempt) Support Staff are defined by New York State Civil Service Law section 201(7)(a). Confidential employees are designated by the Public Employees Relations Board (PERB) as District support staff as designated by the Board of Education that are not members of the District’s Non-Instructional (Teamster’s Local #264) Bargaining Unit, due to the confidential nature of their regular day to day duties and the information that they have access to for the completion of their day to day duties. These positions shall include:

1. the Secretary to the Superintendent, 
2. the Secretary(ies) to the Assistant Superintendent(s), 
3. the Secretary to the Business Administrator/District Clerk, the transportation clerk, the personnel clerk and 
4. the Accountant.

In addition, the District recognizes that the following employees are not members of a bargaining unit:

1. the Secretary to the Assistant Superintendent for Administration & Finance 
2. the Personnel Clerk 
3. the Transportation Clerk

Therefore, the Board hereby establishes this policy to govern their terms of employment.

Salary and Benefits

All Confidential and/or (Exempt) Support Staff shall receive salary increments equal to the percentage salary increment contained in the current collective bargaining agreement between the District and the Teamster’s Local #264. Confidential and/or (Exempt) Support shall receive longevity increases as contained in the current collective bargaining agreement between the District and the Teamster’s Local #264. Additionally, all Confidential and/or (Exempt) Support Staff shall receive the same employee benefits including health insurance, retirement and leave days as the District’s other Non-Instructional Staff members, as detailed in the collective bargaining agreement between the District and the Teamster’s Local #264.

Holidays

All Confidential and/or (Exempt) Support Staff shall receive the same paid holidays as the District’s other Non-Instructional Staff Members, as detailed in the collective bargaining agreement between the District and the Teamster’s Local #264.

Adopted: 8/19/08
SUBJECT:  BUDGET PLANNING AND DEVELOPMENT

Budget planning and development for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the School System. Budget planning will be a year-round process involving participation of District-level administrators, Principals, Directors, Coordinators, teachers, and other personnel. The process of budget planning and development should allow for community input and contain numerous opportunities for public information and feedback.

The Superintendent and Assistant Superintendent for Administration and Finance will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the Principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Superintendent will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the School System's educational priorities prior to the presentation of the budget to the Board of Education.

All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in such information from the prior year's submitted budget.

In accordance with Commissioner's Regulations, the budget will be presented in three (3) components which are to be voted upon as one (1) proposition. The law prescribes the types of items to be included in each component and further prescribes that all relevant costs be included in the component.

a) A program component which shall include, but need not be limited to, all program expenditures of the School District, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;

b) A capital component which shall include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or

(Continued)
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

compromised claims; and all facilities costs of the School District, including facilities lease expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the School District, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities; and

c) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and all compensation, including salaries and benefits of all school administration and supervisors, business administrators, superintendents of schools and deputy, assistant, associate or other superintendents under all existing employment contracts or collective bargaining, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of Schools, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Each component must be separately delineated in accordance with Commissioner of Education’s Regulations.

Additionally, the Board of Education shall append to the proposed budget the following documents:

a) A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any Assistant or Associate Superintendent of Schools in the ensuing school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;

b) A list of all other school administrators and supervisors, if any, whose annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified;

c) A School District Report Card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the School District, on a school by school basis, and measures of the fiscal performance of the District (see subheading School District Report Card);

d) A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading Property Tax Report Card); and

e) A Tax Exemption Report prepared in accordance with law (see subheading Tax Exemption Report).

(Continued)
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

The Board shall attest that unexpended surplus funds (i.e., operating funds in excess of the current school year budget, not including funds properly retained under other sections of law) have been applied in determining the amount of the school tax levy. Surplus funds shall mean any operating funds in excess of four percent (4%).

The proposed budget for the ensuing school year shall be reviewed by the Board of Education and publicly disseminated, in accordance with law, prior to its submission to District voters for approval.

District funds may be expended to inform the public regarding the annual budget and to present the annual budget to District voters; however, such funds shall not be utilized to promote either a favorable or negative opinion of the proposed budget.

School District Report Card

Each year the District shall supply data as required by the State Education Department (SED) and will receive a School District Report Card, sometimes referred to as a New York State Report Card. The Report Cards provide enrollment, demographic, attendance, suspension, dropout, teacher, assessment, accountability, graduation rate, post-graduation plan, career and technical education, and fiscal data for public and charter schools, districts and the State. The Report Cards are generated from the supplied data and are in a format dictated by SED. The School District Report Cards consist of three (3) parts:

a) Accountability and Overview Report - shows District/school profile data, accountability statuses, data on accountability measures such as ELA, Math, and Science scores, and graduation rates.

b) Comprehensive Information Report - shows non-accountability data such as annual Regents examination results and post-graduate plans of students completing high school.

c) Fiscal Accountability Supplement - shows expenditures per pupil and information about placement and classification of students with disabilities.

School District Report Cards are also available online at the SED website (nysed.gov).

Property Tax Report Card

Each year, the Board of Education shall prepare a Property Tax Report Card, pursuant to Commissioner's Regulations, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

available as required by law, making it available for distribution at the Annual Meeting, and otherwise disseminating it as required by the Commissioner.

The Property Tax Report Card shall include:

a) The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget, and the percentage increase or decrease in total spending and total school tax levy from the School District budget for the preceding school year; and

b) The projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year; and

c) The percentage increase in the average of the Consumer Price Indexes from January first of the prior school year to January first of the current school year as defined in Education Law; and

d) The projected amount of the adjusted unrestricted fund balance that will be retained if the proposed budget is adopted; the projected amount of the adjusted restricted fund balance; the projected amount of the assigned appropriated fund balance; the percentage of the proposed budget that the adjusted unrestricted fund balance represents; the actual adjusted unrestricted fund balance retained in the School District budget for the preceding school year; and the percentage of the School District budget for the preceding school year that the actual adjusted unrestricted fund balance represents; and

e) The District's school tax levy limit calculation. The District will submit its school tax levy limit calculation to the Office of the State Comptroller, NYSED and the Office of Taxation and Finance by March 1 annually. If a voter override of the tax levy limit is necessary, the budget vote must be approved by sixty percent (60%) of the District's qualified voters present and voting.

A copy of the Property Tax Report Card prepared for the Annual District Meeting shall be submitted to the State Education Department in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report Card by the Board of Education, but no later than twenty-four (24) days prior to the statewide uniform voting day (i.e., the third Tuesday in May).

The State Education Department shall compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and shall make such compilation available electronically at least ten (10) days prior to the statewide uniform voting day. Links to each school year's Property Tax Report Card can be found at: http://www.p12.nysed.gov/mgtser/p/propertytax/

(Continued)
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

Tax Exemption Report

A Tax Exemption Report shall be annexed to any tentative or preliminary budget and shall become part of the final budget. This report shall be on the form as prescribed by the State Board of Real Property Services and shall show the following:

a) How much of the total assessed value of the final assessment roll(s) used in the budgetary process is exempt from taxation;

b) Every type of exemption granted as identified by statutory authority;

c) The cumulative impact of each type of exemption expressed either as a dollar amount of assessed value or as a percentage of the total assessed value on the roll;

d) The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; however, individual recipients are not to be named; and

e) The cumulative impact of all exemptions granted.

Notice of this report shall be included in any notice of the preparation of the budget required by law and shall be posted on any bulletin board maintained by the District for public notices as well as on any website maintained by the District.

Education Law Sections 1608(3)-(7), 1716(3)-(7), 2022(2-a), 2023-a, 2601-a(3) and 2601-a(7)
General Municipal Law Section 36
Real Property Tax Law Sections 495 and 1318(l)
8 NYCRR Sections 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adoption Date
SUBJECT: SCHOOL DISTRICT BUDGET HEARING

The Board of Education will hold an Annual Budget Hearing, in accordance with law, so as to inform and present to District residents a detailed written statement regarding the District's estimated expenditures and revenue for the upcoming school year prior to the budget vote which is taken at the Annual District Meeting and Election.

The Budget Hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election or Special District Meeting at which the budget vote will occur. The proposed budget will be completed at least seven (7) days prior to the budget hearing at which it is to be presented.

Notice of the date, time and place of the annual budget hearing will be included in the notice of the Annual Meeting and Election and/or Special District Meeting as required by law.

All School District budgets which are submitted for voter approval shall be presented in three (3) components: a program component, an administrative component, and a capital component; and each component will be separately delineated in accordance with law and/or regulation.

The Board of Education will also prepare and append to copies of the proposed budget a School District Report Card, pursuant to the Regulations of the Commissioner of Education, referencing measures of academic and fiscal performance. Additionally, the Board of Education shall also append to copies of the proposed budget a detailed statement of the total compensation to be paid to various administrators as enumerated in law and/or regulation, and a Property Tax Report Card prepared in accordance with law and Commissioner's Regulations.

All budget documents for distribution to the public will be written in plain language and organized in a manner which best promotes public comprehension of the contents. New York School District Report Cards and Property Tax Report Cards are also available online from the State Education Department.

Dissemination of Budget Information

Copies of the proposed annual operating budget for the succeeding year and all required attachments may be obtained by any District resident. Requests for copies of the proposed budget should be made at least seven (7) days before the budget hearing. Copies shall be prepared and made available at the school district office, public or associate libraries within the District and on the District website, if one exists. Copies will be available to District residents during the fourteen (14) day period immediately preceding the Annual Meeting and Election or Special District Meeting at which the budget vote will occur. Additionally, the Board will include notice of the availability of copies of the budget at least once during the school year in any District-wide mailing.

(Continued)
SUBJECT: SCHOOL DISTRICT BUDGET HEARING (Cont'd.)

Budget Notice

The School District Clerk shall mail a School Budget Notice to all qualified voters of the School District after the date of the Budget Hearing, but no later than six (6) days prior to the Annual Meeting and Election or Special District Meeting at which a school budget vote will occur. The School Budget Notice shall compare the percentage increase or decrease in total spending under the proposed budget over total spending under the School District budget adopted for the current school year, with the percentage increase or decrease in the Consumer Price Index from January first of the prior school year to January first of the current school year.

Beginning with the budget notice for the 2012-2013 proposed budget, the District will also include in the notice:

a) The school tax levy limit;

b) The proposed school year tax levy (without permissible exclusions to the school tax levy limit);

c) The total permissible exclusions; and

d) The proposed school year tax levy (including permissible exclusions to the school tax levy limit).

The Notice shall also include, in a manner and format prescribed by the Commissioner of Education, a comparison of the tax savings under the basic school tax relief (STAR) exemption and the increase or decrease in school taxes from the prior year, and the resulting net taxpayer savings for a hypothetical home within the District with a full value of one hundred thousand dollars ($100,000) under the existing School District budget as compared with such savings under the proposed budget.

The Notice shall also set forth the date, time and place of the school budget vote in the same manner as in the Notice of the Annual Meeting. The School Budget Notice shall be in a form prescribed by the Commissioner of Education.

Notice of Budget Hearing/Availability of Budget Statement:
Education Law Sections 1608(2), 1716(2), 2003(1), 2004(1), 2023-a and 2601-a(2)

Election and Budget Vote:
Education Law Sections 1804(4), 1906(1), 2002(1), 2017(5), 2017(6), 2022(1), 2023-a and 2601-a(2)

Budget Development and Attachments:
Education Law Sections 1608(3), 1608(4), 1608(5), 1608(6), 1608(7), 1716(3), 1716(4), 1716(5), 1716(6), 1716(7), 2022(2-a), 2023-a and 2601-a(3)

8 NYCRR Sections 100.2(bb), 170.8 and 170.9

Adoption Date
SUBJECT:  FINANCIAL ACCOUNTABILITY

School districts must have internal controls in place to ensure that the goals and objectives of the District are accomplished; laws, regulations, policies, and good business practices are complied with; audit recommendations are considered and implemented; operations are efficient and effective; assets are safeguarded; and accurate, timely and reliable data are maintained.

The Lake Shore Central Schools' governance and control environment will include the following:

a) The District's code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are less-than-arm's length are prohibited. Less-than-arm's length is a relationship between the District and employees or vendors who are related to District officials or Board members.

b) The Board requires corrective action for issues reported in the CPA's management letter, audit reports, the Single Audit, and consultant reports.

c) The Board has established the required policies and procedures concerning District operations.

d) The Board routinely receives and discusses the necessary fiscal reports including the:
   1. Treasurer's cash reports,
   2. Budget status reports,
   3. Revenue status reports,
   4. Monthly extra-classroom activity fund reports, and
   5. Fund balance projections (usually starting in January).

e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.

f) The District requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.

g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.

h) The District's information systems are economical, efficient, current, and up-to-date.

(Continued)
SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off site or in a secure, fireproof location.

j) The District periodically verifies that its controls are working efficiently.

Audit Response

Periodically, the District receives audit reports from the External (Independent) Auditor, the Internal Auditor and/or the Office of the New York State Comptroller. The Board will review all audit recommendations in consultation with the Audit Committee and respond appropriately. Independent and Comptroller audit reports and the accompanying management letters will be made available for public inspection. Notice of the availability of independent and Comptroller audit reports will be published in the District's official newspaper or one having general circulation in the District. If there is no newspaper, notice must be placed in ten (10) public places within the District. Additionally, final audit reports from the Office of the NYS Comptroller should be posted on the District website, if one is available, for a period of five (5) years.

8 NYCRR Section 170.12
General Municipal Law Section 33(2)(e) and 35(1)(2)

Adopted: 11/15/05
Revised: 8/19/08; 10/15/13;
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff and maintaining a productive learning environment.

Structural and landscape pests can pose significant problems for people and property. Weeds and infestations can destroy playing fields and playgrounds and more importantly, cause severe allergic reactions. Pesticides can pose risks to people, property, and the environment. It is therefore the policy of the School District to incorporate Integrated Pest Management (IPM) procedures for control of weeds, structural and landscape pests. The objective of this program is to provide necessary pest control while using the least toxic approach to all pests, weeds and infestations.

Pest/Pesticide Management Plan

The District will manage weeds and pests to:

a) Reduce any potential human health hazard or threat to public safety.

b) Prevent loss or damage to school structures or property.

c) Prevent pests from spreading into the community, or to plant and animal populations beyond the site.

d) Enhance the quality of life for students, staff, and others.

Integrated Pest Management (IPM) Coordinator

An IPM Coordinator will be appointed by the Superintendent of schools. The Coordinator will be responsible for implementing the IPM policy and plan. The Coordinator's responsibilities will include, but are not limited to the following:

a) Recording all pest sightings by school staff and students.

b) Recording all pesticide use and utilizing the least toxic approach.

c) Meeting with a local pest control expert, such as a pesticide contractor to share information on what pest problems are present in the school.

d) Assuring that all of the expert's recommendations on maintenance and sanitation are carried out where feasible.
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE (Cont'd.)

e) Assuring that pesticide use is done when school is not in session or when the area can be completely secured against access by school staff and students for a standard seventy-two (72) hours, or as required by the pesticide being used.

f) Evaluating the school's progress in the IPM plan.

g) Notifying parents, staff and neighbors of any applications of pesticides forty-eight (48) hours before they occur. The IPM Coordinator will serve as the District's Pesticide Representative.

Pesticide Use on Common Areas

Pesticides will not be used on playgrounds, turf, athletic or playing fields, in effect, all lawn areas of the school. In these common areas where children gather and play, pesticide alternatives will be used whenever possible and effective. The prohibition does not apply to indoor use or the application to building structures.

An exception may be made for emergency applications of pesticide only when approved in advance by the School Board. The Board may consult with the local Health Department on public health related emergency determinations. They may also consult with the Department of Environmental Conservation (DEC) for environmental emergency determinations. Emergency determinations should only be sought for one-time pesticide application in a specific situation, which presents a true emergency. The guidance document from DEC provides clarification on emergency determinations. It can be found at:

http://www.dec.ny.gov/docs/materials_minerals_pdf/guidancech85.pdf

Some types of pesticides and alternatives, those deemed safe in federal regulation, may be allowable on playing fields and playgrounds in certain circumstances. The District will develop regulations governing the use of pesticides and their alternatives on school grounds.

Fertilizer Use

New requirements and restrictions regarding the use of phosphorus fertilizers on school grounds have been developed. Chapter 205 of the Laws of 2010 dictates the requirements which must be adhered to regarding grounds maintenance starting on January 2012. Phosphorous fertilizers will only be used on school grounds in compliance with the requirements of Environmental Conservation Law Section 17-2103, which provides:

a) Fertilizer use is prohibited between December 1 and April 1 annually.

b) The use of fertilizers is prohibited within twenty (20) feet of any surface water except:

1. Where a continuous natural vegetation buffer, at least ten (10) feet wide, separates lawn and water.

(Continued)
SUBJECT:  PEST MANAGEMENT AND PESTICIDE USE  (Cont’d.)

2. Where a spreader guard, deflector shield or drop spreader is used, then the application may not occur within three (3) feet of any surface water.

c) The use of phosphorus fertilizers are prohibited on lawns or other non-agricultural turf with the following exceptions:

1. The use of phosphorus fertilizers are needed to establish a new lawn; or
2. A soil test shows that phosphorus fertilizers are needed for growth.

d) Fertilizer cannot be used on any impervious surfaces and if such an application occurs, it must be cleaned immediately and legally applied or placed in an appropriate container.

Notification

The District's IPM Coordinator or designated Pesticide Representative will give prior written notice of all pesticide applications to anyone who has asked to receive such notice. The District will also notify parents, students and staff of periodic pesticide applications. The District will maintain a list of those people who wish to receive forty-eight (48) hour notice before pesticide applications and will ensure that a system is developed to deliver such notice in a timely fashion to all affected. The notification system may be by mail or email, and will ensure that a back-up method is available to notify those for whom the regular system is unworkable. The name and contact information for the District Pesticide Representative will be made available to all requesting it.

Sample forms for forty-eight (48) hour prior notification can be obtained at:


The District must also provide additional written notification to all parents and staff three (3) times per year to inform them of any pesticide applications that have occurred: within ten (10) days of the end of the school year, within two (2) school days of the end of winter recess and within two (2) days of the end of spring recess.

Recordkeeping

Records of pesticide use will be maintained on site for three (3) years. Records will be completed on the day of pesticide use. In addition, pest surveillance records will be maintained to help verify the need for pesticide treatments. Annual reports of any applications must be sent to DEC.
SUBJECT:  PEST MANAGEMENT AND PESTICIDE USE  (Cont’d.)

Education Law Sections 409-k, 409-h
Environmental Conservation Law Sections 17-2103, 33-0303
40 CFR Part 152.25
7 USC Section 136(mm), 136q(h)(2) (FIFRA)
NYCRR Part 155.4(d)(2)

Adopted:  2/14/12
Revised:
SUBJECT: TRANSPORTATION PROGRAM

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

The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

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

Scheduling and Routing

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

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

School Bus Schedules

The District may either mail schedules directly to parents or have parents pick up schedules at school. Should the District wish to post school bus schedules online, access to the schedules will be password protected.

Use of Buses by Community Groups

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

Education Law Sections 1501-b, 3602(7), 3620-3628, 3635 and 3636

NOTE: Refer also to Policy #7131 -- Education of Homeless Children and Youth

Adopted: 8/19/08
Revised:
SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS

School District employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. When committed by an employee of the School District in a position for which a teaching or school leader certificate is required, such actions or inactions will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations. A School District employee in a position for which a teaching or school leader certificate is not required who commits an unlawful act in respect to examination and records will be subject to disciplinary action by the Board of Education in a manner consistent with New York State law and regulation.

School District employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner for the purpose of maintaining the security and confidential integrity of State assessments.

The School District will not dismiss or take other disciplinary or adverse action against an employee because he/she submitted a report regarding testing misconduct to the State Education Department. Any such adverse action by an individual holding a teaching or school leader certificate will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may be referred to the Office of School Personnel Review and Accountability at the State Education Department.

8 NYCRR Section 102.4
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this District to provide, through a positive and effective program, equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog animal, or domestic violence victim status.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived.

The term "military status" means a person's participation in the military service of the United States or the military service of the state, including but not limited to, the armed forces of the United States, the army national guard, the air national guard, the New York naval militia, the New York guard, and such additional forces as may be created by the federal or state government as authorized by law.

Provisions will be provided for the publication and dissemination, internally and externally of this policy to ensure its availability to interested citizens and groups.

Additionally, administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the District.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

Posting Requirement of Correction Law Article 23-A

The District shall post, in a place accessible to employees and in a visually conspicuous manner, a copy of Article 23-A of the Correction Law and any regulations promulgated under that statute. Article 23-A addresses the licensure and employment of persons previously convicted of one (1) or more criminal offences.

Civil Penalties in Employment Discrimination Matters

New York State Human Rights Law imposes civil fines and penalties, payable to the State, of up to $50,000 for unlawful acts of employment discrimination, and up to $100,000 for willful, wanton, or malicious discrimination. In accordance with law, these penalties may be assessed in all cases of

(Continued)
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (Cont'd.)

employment discrimination (e.g., whether such a claim is pursued in a more formal court action or through an administrative proceeding before the New York State Division of Human Rights). Under the legislation, an employer with fewer than fifty (50) employees may be allowed to pay the civil fines and penalties in installments.

The new civil fines do not replace or limit other relief under New York Human Rights Law that may be awarded to a prevailing complainant in an administrative proceeding which includes, but is not limited to, affirmative relief from the employer (e.g., an order that the individual be hired, promoted or reinstated by the employer), backpay and other compensatory damages (e.g., emotional distress damages). The New York State Division of Human Rights cannot award punitive damages or attorney's fees to a prevailing complainant in an administrative proceeding. However, a New York State Court may award a prevailing plaintiff in a court action various relief, including, but not limited to, punitive damages and attorney's fees. (An administrative proceeding before the New York State Division of Human Rights and an action commenced in a New York State Court represent two (2) different ways to seek redress for acts of alleged employment discrimination.)

Age Discrimination in Employment Act, 29 USC Section 621
Americans With Disabilities Act, 42 USC Section 12101 et seq.
Genetic Information Nondiscrimination Act of 2008 (GINA) Public Law 110-233
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.
Civil Rights Law Section 40-c
Civil Service Law Section 75-b
Executive Law Section 290 et seq.
Labor Law Section 201-f
Military Law Sections 242 and 243

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11; 12/18/12;
SUBJECT: EVALUATION OF PERSONNEL

All Staff Members

The administration shall undertake a continuous program of supervision and evaluation of all personnel, including support staff, in the School District. The primary purposes of the evaluations shall be to encourage and promote improved performance and to make decisions about the occupancy of positions.

Teachers and Administrators

The Lakeshore Central School District is committed to supporting the development of effective teachers and administrators. To this end, the District shall provide procedures for the evaluation of all professional staff. District plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

a) To encourage and promote improved performance;

b) To guide professional development efforts; and

c) To provide a basis for evaluative judgments by applicable school officials.

APPR Ratings

For those teachers and Principals subject to Education Law 3012-c, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and a rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined as follows:

a) 20% - student growth on state assessments or a comparable measure of student achievement growth (increases to 25% upon implementation of a value-added growth model);

b) 20% - locally selected measures of student achievement that are determined to be rigorous and comparable across classrooms as defined by the Commissioner (decreases to 15% upon implementation of a value-added growth model); and

c) 60% - other measures of teacher/principal effectiveness consistent with standards prescribed by the Commissioner in regulation.

The ratings scale based on composite scores has been established as follows:

(Continued)
SUBJECT: EVALUATION OF PERSONNEL (Cont'd.)

a) Highly Effective = composite effectiveness score of 91-100
b) Effective = composite effectiveness score of 75-90
c) Developing = composite effectiveness score of 65-74
d) Ineffective = composite effectiveness score of 0-64.

If a teacher or Principal is rated "developing" or "ineffective," the School District will develop and implement a teacher or Principal improvement plan (TIP) or (PIP). Tenured teachers and Principals with a pattern of ineffective teaching or performance, defined as two consecutive annual "ineffective" ratings, may be charged with incompetence and considered for termination through an expedited hearing process.

The School District will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.

Disclosure of APPR Data

Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.

Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. The District's obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The District will provide conspicuous notice to parents/legal guardians of their right to obtain such information and the methods by which the data can be obtained. Upon request, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.

Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).

Education Law 3012-c
Public Officers Law Sections 87 and 89
8 NYCRR Sections 80-1.1 and 100.2(o)
Adopted: 8/19/08
Revised: 1/18/11; 10/15/13;
SUBJECT: TEMPORARY PERSONNEL

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case-by-case basis.

Student Teachers

The Lake Shore Central Schools shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet their instruction component for their teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant personnel.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

Substitute Teachers

The Superintendent of Schools shall employ qualified, certified substitute teachers in the absence of regular teachers. A substitute teacher qualified to teach in the Lake Shore Central School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

Eligibility for Service

Per Commissioner's Regulations Section 80-5.4, there shall be three (3) categories of substitutes as follows:

a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.

b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.

c) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.
SUBJECT: TEMPORARY PERSONNEL (Cont'd.)

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

Education Law Section 3023
8 NYCRR Sections 80-1.5 and 80-5.4

NOTE: Refer also to Policy #7240 -- Student Records: Access and Challenge

Adopted: 8/19/08
Revised:
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT

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

Employee Acknowledgement

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

Classified and Confidential

District employees and authorized users may not:

a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a Principal/supervisor.

b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.

c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be communicated via email correspondence.

d) Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.

e) Send or forward email with comments or statements about the District that may negatively impact it.

f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

(Continued)
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont’d.)

Personal Use

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

Email Accounts

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

Receiving Unacceptable Mail

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

Records Management and Retention

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

Archival of Email

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

Training

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

a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.

(Continued)
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont’d.)

b) Confidentiality of emails.

c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.

d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

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

Notification

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

Confidentiality Notice

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

NOTE: Refer also to Policies
- #3320 -- Confidentiality of Computerized Information
- #3420 -- Non-Discrimination and Anti-Harassment in the School District
- #5670 -- Records Management
- #6470 -- Staff Use of Computerized Information Resources
- #8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 1/18/11
Revised:
SUBJECT: HEALTH INSURANCE

Health insurance for certified and support staffs shall be in accordance with their respective negotiated agreements and applicable law.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Under COBRA, employees generally may continue their group health insurance coverage for up to eighteen (18) months. In addition, with the exception of those in self-funded or self-insured plans, employees who have exhausted their federal COBRA coverage may extend their coverage for up to an additional eighteen (18) months, for a total period of thirty-six (36) months, under New York Insurance law.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one (1) of the following events:

a) Death of the covered employee; or
b) Divorce or legal separation from the covered employee; or
c) An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
d) The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. Premiums and administrative costs will be paid in accordance with law.

Consolidated Omnibus Budget Reconciliation Act of 1985
Insurance Law Section 3221(m)(4)(5) and (6)
Patient Protection and Affordable Care Act (ACA), Public Law 111-148

Adopted: 8/19/08
Revised: 1/18/11; 12/18/12;
SUBJECT: EMPLOYMENT OF RETIRED PERSONS

A retired person may be employed and earn compensation in a position in the School District, without any effect on his/her status as retired and without suspension or diminution of his/her retirement allowance subject to the conditions enumerated in Retirement and Social Security Law Section 211(1). However, there shall be no earning limitations on or after the calendar year in which any retired person attains age sixty-five (65).

No retired person may be employed in the District except upon approval of the Civil Service Commission or the Commissioner of Education unless otherwise authorized in accordance with law, as discussed below.

Two sections of the Retirement and Social Security Law (RSSL Section 211 and 212) affect a retiree's return to public employment in New York State. If a retiree returns to public employment, he/she may still be able to collect his/her pension depending upon:

a) How much is earned after returning to work; and

b) The retiree's age.

If a retiree is under age 65, he/she can return to public employment without approval or reduction in retirement benefits as long as his/her calendar year earnings do not exceed $30,000 (the RSSL Section 212 limit). If a retiree's earnings will be more than the Section 212 limits, the employer must request and receive prior approval from the appropriate agency to hire the retiree under Section 211. This may help avoid a reduction or suspension of the retiree's pension. (Refer to subheading below for more information regarding RSSL Section 211 and the approval process.)

Section 211 waivers are provided for "unclassified service" positions. Retired police officers employed by a school district as a School Resource Officer fall under the "classified service" but may have the earnings limitation waived at the discretion of the Commissioner of Education, as long as all of the requirements for waivers in the unclassified service are fulfilled.

There is generally no restriction on a retiree's earnings beginning in the calendar year he/she turns 65, unless returning to public office.

RSSL Section 211 Approval Process

Approval for post-retirement employment of a person under the age of 65 or a retired police officer employed as a School Resource Officer whose calendar year earnings exceed $30,000 may be granted only on the written request of the District giving detailed reasons related to the standards set forth in Section 211; and on a finding of satisfactory evidence by the Civil Service Commission or the Commissioner of Education that the retired person is duly qualified, competent and physically fit for the performance of the duties of the position in which he/she is to be employed and is properly certified where such certification is required.

(Continued)
SUBJECT  EMPLOYMENT OF RETIRED PERSONS (Cont'd.)

The District will prepare a detailed recruitment plan to fill such vacancy on a permanent basis when the need arises and will undertake extensive recruitment efforts to fill the vacancy prior to making a determination that there are no available non-retired persons qualified to perform the duties of such position.

Approvals to hire retired individuals may be granted for periods not exceeding two (2) years each, provided that a person may not return to work in the same or similar position for a period of one (1) year following retirement. However, in accordance with RSSL Section 212, a retiree may return to work in the same or similar position within the same year following retirement if his/her earnings are under $30,000 or if he/she receives a Section 212 waiver, or other conditions exist as enumerated in law.

Reporting Requirements and Disclosure

a) The School District shall report all money earned by a retired person in its employ in excess of the earnings limitation outlined in Retirement and Social Security Law Section 212 to the retirement system administered by the State or any of its political subdivisions from which the retired person is collecting his/her retirement allowance.

b) The School District, when employing a retired person who is eligible to collect or is already collecting a retirement allowance from a retirement system administered by the State or any of its political subdivisions, shall report on an annual basis to the retirement system paying such retirement allowance and to the State Comptroller. This report shall consist of the re-employed retiree's name, date of birth, place of employment, current position, and all earnings.

Public Record

Any request for approval of the employment of a retired person, including the reasons stated, and the findings and determination of such request shall be a public record open for inspection in the Office of the Civil Service Commission, the Commissioner of Education, or the Board of Education making such findings and determination as specified in Retirement and Social Security Law Section 211.

Education Law Section 525
Retirement and Social Security Law Sections 111, 211, 212, 217, and 411
8 NYCRR Section 80-5.5(b)

Adopted: 9/15/09
Revised: 1/18/11;
SUBJECT: STUDENT EVALUATION

Placement

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator or Building Principal will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Parents may request, in writing, teacher attributes that would best serve their child's learning needs; however, requests for specific teachers will not be honored.

Promotion and Retention

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy. Building Principals may establish written standards for promotion or retention within the school units to which the students are assigned, subject to the guidelines of the Superintendent and the approval of the Board of Education.

Testing Program

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

Alternative Testing Procedures

The use of alternative testing procedures shall be limited to:

a) Students identified by the Committee on Special Education and/or Section 504 Team as having a disability. Alternative testing procedures shall be specified in a student's Individualized Education Program or Section 504 Accommodation Plan; and

b) Students whose native language is other than English (i.e., English language learners) in accordance with State Education Department Guidelines.

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered.

The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner of Education.
SUBJECT: STUDENT EVALUATION (Cont'd.)

Reporting to Parents/Legal Guardians

Parents/guardians shall receive an appropriate report of student progress at regular intervals.

Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as interim reports, conferences, phone conversations, etc.

When necessary, attempts will be made to provide interpreters for non-English speaking parents/guardians.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Section 1709(3)
8 NYCRR Sections 100.2(g), 117 and 154

NOTE: Refer also to Policy 7212 -- Middle School Promotion Policy: Grades 6-8

Adopted: 8/19/08
Revised:
SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS

In order to graduate from Lake Shore Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation in achieving a minimum of a Regents diploma unless otherwise indicated.

Regents Diploma with Honors

The District may award a Regents diploma with honors to students who receive an average of ninety percent (90%) on all Regents examinations required for a Regents diploma. These exams include comprehensive English, mathematics, science, US History and Government, Global History and Geography and languages other than English (LOTE). This “honors” diploma with honors may also be given to a student who has substituted no more than two (2) alternative assessments for a Regents examination as approved by Commissioner's Regulations Section 100.2(f). However, the student's actual score on the substituted alternative assessment will not be factored into the ninety percent (90%) calculation.

Regents Diplomas with Advanced Designation

The District may award a Regents diploma with Advanced Designation to students who complete all credits for a Regents diploma as well as additional credits, consisting of two (2) LOTE or a five (5) unit sequence in the Arts or Career and Technical Education (CTE). These students must also pass all the required Regents examinations and three additional Regents examinations in Math, Science and LOTE (when available or local exam).

Regents Diplomas with Advanced Designation with Honors

The District may award a Regents diploma with advanced designation with honors. A student needs to have an average score of ninety percent (90%) on all Regents examinations required for the advanced diploma. These Regents examinations are: ELA comprehensive English, two (or three) mathematics, two sciences (one in physical science/the other in life science), US History and Government, Global History and Geography and languages other than English (LOTE).

Annotation of Science and/or Math Mastery

To earn an annotation of science and/or math mastery on a diploma, a student must complete all Regents with advanced designation credits and pass with a score of 85 or better on three Regents examinations in science and/or mathematics.

(Continued)
SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS (Cont’d.)

Career and Technical Endorsement

To earn a career and technical endorsement on a diploma, a student must complete all Regents Diploma credits; complete an integrated career and technical education course, which is jointly developed and taught by an academic subject teacher and/or career and technical education teacher; and pass a technical assessment. If no assessment exists in a particular field, a District or BOCES may form a consortium to solicit local regional or national business or related professional organizations to create an assessment.

Appeal of Regents Examination Score Option

School Districts must provide unlimited opportunities for all students (students with and without disabilities) to retake required Regents examinations to improve their scores so that the student may graduate with a Regents diploma. Any student with or without a disability who fails, after at least two (2) attempts, to attain a score of 65 or above on a required Regents examination for graduation must be given an opportunity to appeal such score in accordance with the provisions of Section 100.5(d)(7)(i) of the Regulations of the Commissioner of Education. No student may appeal his/her score on more than two (2) of the five (5) required Regents examinations. A student whose appeal is accepted for one (1) required Regents examination, and who has attained a passing score of 65 or above on each of the four (4) remaining required Regents examinations, shall earn a Regents diploma. A student whose appeal is accepted for two (2) required Regents examinations, and who has attained a passing score of 65 or above on each of the three (3) remaining required Regents examinations, shall earn a local diploma. This is the only circumstance in which a general education student may earn a local diploma.

Early Graduation

Upon request from the student's parent/guardian, a student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements.

Accelerated Programs

Eighth Grade Acceleration for Diploma Credits

Individual eighth grade students only may be afforded the opportunity to take high school courses in mathematics and in at least one of the following areas: English, social studies, languages other than English, art, music, career and technical education subjects, or science courses. The Superintendent or his/her designee is responsible for determining that an eighth grade student is eligible to take high school courses. The District shall utilize a set of criteria to determine each
SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS (Cont’d.)

Student's readiness for acceleration. Students who are accelerated for diploma credit must have been provided instruction designed to facilitate their attainment of, by the end of Grade 7, the State intermediate learning standards in each subject area in which they are accelerated.

Advanced Placement

Advanced Placement (AP) examinations are administered by the College Board with strict guidelines as to their implementation. A national, standardized, arduous examination is administered by the College Board in May of each year for a great variety of courses in various subject areas. In addition to entering a universe of knowledge that might otherwise remain unexplored in high school, Advance Placement examinations afford students the opportunity to earn credit or advanced standing in most of the nation's colleges and universities. The District shall utilize a set of criteria to determine a student's readiness for enrollment in the Advanced Placement classes.

Online Coursework

Section 100.5(d) of NYCRR amends the Commissioner's Regulations to allow school districts and BOCES to offer students the ability to complete general education and diploma requirements for a specific subject through online instruction or blended coursework that combines online and classroom-based instruction.

To receive credit students shall successfully complete an online or blended course and demonstrate mastery of the learning outcomes for the subject by passing the Regents exam and/or other assessment in the subject area.

8 NYCRR Sections 100.1(i), 100.2(f), 100.4(d), 100.5, 100.6 and 200.5

NOTE: Refer also to Policy #7222 -- Diploma and/or Credential Options for Students with Disabilities

Adopted: 8/19/08
Revised: 9/15/09; 12/18/12;
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE

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

Education Records

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

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

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are:

a) Kept in the sole possession of the maker;

b) Not accessible or revealed to any other person except a temporary substitute; and

c) Used only as a memory aid.

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

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

Access to Student Records

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students

(Continued)
who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

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

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

Exceptions

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

a) Directory Information and Limited Directory Information

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Limited Directory Information Disclosure means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, but restrict disclosure for more potentially dangerous purposes. The District shall limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance.

b) To School Officials who have a Legitimate Educational Interest

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. An educational interest includes the behavior of a student and disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of the student, other students or other members of the school community. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

(Continued)
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

c) To Another Educational Institution

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

d) For Health and Safety Emergency Reasons

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

e) To Juvenile Justice Systems

Information may be disclosed to state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. In such cases the official or authority must certify in writing that the information will not be disclosed to any other party except as provided under law without prior written consent.

(Continued)
f) To Foster Care Agencies

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

g) Pursuant to a Subpoena or Court Order

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

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

1. Based on a subpoena in which the court orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;

2. Pursuant to a judicial order in cases where the parents are a party to a court proceeding involving child abuse or neglect or dependency matters, and the order is issued in the context of that proceeding; or

3. Made to a court (with or without an order or subpoena) when a District is involved in a legal action against a parent or student and the records are relevant to the matter.

h) For Financial Aid Purposes

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

i) To Accrediting Organizations

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

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

k) For Audit/Evaluation Exception Purposes

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, federal, state or local educational authorities ("FERPA permitted" entities). Under this exception, PII from education records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal legal requirements that relate to those education programs (audit, evaluation, or enforcement or compliance activity).

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

l) For Conducting Studies Exception

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

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

In addition, other entities outside of the District may, from time to time, disclose PII from education records that the District has previously shared with that entity, to organizations conducting studies on behalf of the District. For example, a State Education Agency (SEA) may disclose PII from education records provided by the District without consent to an organization for the purpose of

(Continued)
concerning a study that compares program outcomes across school districts to further assess the effectiveness of such programs with the goal of providing the best instruction.

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

To the extent required by law, the District shall enter into a written agreement with organizations conducting studies for the District, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the District. In the event that the District discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program within the District, it shall use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

**State Exception for Student Teacher Videotaped Instruction**

Although not specifically listed in the enumerated exceptions to FERPA, New York State Regulations specify that schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet the instruction component for teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and personnel engaged in the determination of that student teacher's certification.

**Challenge to Student Records**

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

**Disclosures to Parents of Eligible Students**

Even after a student has become an “eligible student” under FERPA (which is defined as a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education) an educational agency or institution may disclose education records to an eligible student’s parents, without the student’s consent:

a) If the student is claimed as a dependent for Federal income tax purposes by either parent;

b) In connection with a health or safety emergency;

(Continued)
c) If the student attends an institution of postsecondary education, is under twenty-one (21) years of age and the disclosure is regarding the student’s violation of law, an institutional rule or policy governing the use of alcohol or a controlled substance at that institution; or

d) If the disclosure falls within any other exception to the consent requirements under FERPA or its Regulations, such as the disclosure of directory information or in compliance with a court order or lawfully issued subpoena.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232g
34 CFR Part 99
8 NYCRR 80-1.5(b)

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7242 -- Military Recruiters' Access to Secondary School Students and Information on Students
#7643 -- Transfer Students with Disabilities

Adopted: 8/19/08
Revised: 9/15/09; 10/15/13;
SUBJECT: STUDENT DATA BREACHES

A student data breach is defined as any instance in which there is an unauthorized release of or access to personally identifiable information (PII) or other protected information of students not suitable for public release.

School districts have a legal responsibility to protect the privacy of education data, including personally identifiable information (PII) of its students. The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, protects the privacy of student education records. Although FERPA does not include specific data breach notification requirements, it does protect the confidentiality of education records and requires districts to record each incident of data disclosure in accordance with 34 CFR 99.32 (a)(1). In addition, under state law, direct notification of parents and/or affected students may be warranted depending on the type of data compromised, such as student social security numbers and/or other identifying information that could lead to identity theft.

The District has implemented privacy and security measures designed to protect student data stored in its student data management systems. These measures include reviewing information systems and data to identify where personally identifiable information is stored and used; monitoring data systems to detect potential breaches; and conducting privacy and security awareness training for appropriate staff. In the event of an alleged breach, the District will promptly take steps to validate the breach, mitigate any loss or damage, and notify law enforcement if necessary.

The Superintendent will develop and implement regulations for prevention, response and notification regarding student data breaches.

34 CFR 99.32 (a)(1)
Technology Law Sections 202 and 208

NOTE: Refer also to Policies #5672 -- Information Security Breach and Notification #7240 -- Student Records: Access and Challenge
SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the Internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional Uses

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

(Continued)
SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY (Cont'd.)

Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administrated. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the Code of Conduct and associated technology guidelines, and signed the Student Use of Personal Technology (#7316F) Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District Code of Conduct and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

NOTE: Refer also to Policies #7315 -- Student Use of Computerized Information Resources #7552 -- Bullying in the Schools #7554 -- Dignity for All Students Act #8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 10/15/13
Revised:
SUBJECT: STUDENT PHYSICALS

Health Examination

Each student enrolled in District schools must have a satisfactory health examination conducted by the student's physician, physician assistant or nurse practitioner within twelve (12) months prior to:

a) The student's first entrance in a District school at any grade level;

b) Entrance to pre-kindergarten or kindergarten;

c) The beginning of 2nd, 4th, 7th and 10th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

In addition, the District requires a certificate of physical fitness for:

a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during the school year;

b) All students who need work permits; and

c) All students either suspected of or sustaining a mild traumatic brain injury (concussion) must receive a written and signed authorization from a licensed physician before returning to athletic activities in school.

Health Certificate

Each student must submit a health certificate attesting to the health examination within thirty (30) days after his/her first entrance into school and within thirty (30) days after his/her entry into pre-kindergarten or kindergarten, the 2nd, 4th, 7th and 10th grades. The health certificate shall be filed in the student's cumulative record. The health certificate must:

a) Describe the condition of the student when the examination was given.

b) State the results of any test conducted on the student for sickle cell anemia.

c) State whether the student is in a fit condition of health to permit his/her attendance at public school and, where applicable, whether the student has defective sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student.

(Continued)
SUBJECT: STUDENT PHYSICALS (Cont'd.)

d) Include a calculation of the student's body mass index (BMI) and weight status category. BMI is computed as the weight in kilograms divided by the square of height in meters or the weight in pounds divided by the square of height in inches multiplied by a conversion factor of 703. Weight status categories for children and adolescents shall be defined by the Commissioner of Health. BMI collection is mandatory, effective September 2008. Reporting is random, with districts chosen by the NYS Department of Health. Selected districts must report BMI results on-line using DOH's Health Provider Network (HPN), a secure website.

e) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is authorized by law to practice in New York State consistent with any applicable written practice agreement; or authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner of Health has determined that such jurisdiction has standards of licensure and practice comparable to those of New York.

Dental Certificate

The dental certificate law became effective on September 1, 2008. This law applies to new entrants in PreK, K, Grades 2, 4, 7 and 10. In accordance with this law, a notice of request for a dental health certificate shall be distributed at the same time that the parent/person in parental relation is notified of health examination requirements, such certificate to be furnished at the same time the health certificate is required. At this time, students will be permitted to attend school regardless of whether or not they have a dental certificate.

The dental certificate shall be signed by a duly licensed dentist or a registered dental hygienist authorized by law to practice in New York State or one who is authorized to practice in the jurisdiction in which the examination assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State. The certificate shall describe the dental health condition of the student upon examination assessment, which shall not be more than twelve (12) months prior to the commencement of the school year in which the examination assessment is requested, and shall state whether the student is in fit condition of dental health to permit his/her attendance at the public schools.

Requests are not to be retroactive (i.e., any physical requested prior to September 1, 2008 does not need to have an additional notice sent requesting the dental certificate). Requests are not required when the student or parent/person in parental relation objects on the grounds of conflict with their genuine and sincere religious beliefs. Within thirty (30) days following the student's entrance in the school or grade, the certificate, if obtained, shall be filed in the student's cumulative health record.

(Continued)
SUBJECT: STUDENT PHYSICALS (Cont'd.)

Examination by Health Appraisal

The Principal or the Principal's designee will send a notice to the parents of, or person in parental relationship to, any student who does not present a health certificate, that if the required health certificate is not furnished within thirty (30) days from the date of such notice, an examination by health appraisal will be made of such student by the Director of Health Services.

The Director of Health Services shall cause such students to be separately and carefully examined and tested to ascertain whether any such student has defective sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student.

The physician, physician assistant or nurse practitioner administering such examination shall determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, shall conduct such test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that any students have defective sight or hearing, or other physical disability, including sickle cell anemia, the Principal or Principal's designee shall notify the student's parents or persons in parental relation as to the existence of such disability. If the parents or persons in parental relation are unable or unwilling to provide the necessary relief and treatment for such students, such fact shall be reported by the Principal or Principal's designee to the Director of Health Services, who then has the duty to provide relief for such students.

Health Screenings

The District will provide:

a) Scoliosis screening at least once each school year for all students in grades 5 through 9. The positive results of any such screening examinations for the presence of scoliosis shall be provided in writing to the student's parent or person in parental relation within ninety (90) days after such finding;

b) Vision screening to all students who enroll in school including at a minimum color perception, distance acuity and near vision within six (6) months of admission to the school. In addition, all students shall be screened for distance acuity in grades Kindergarten, 1, 2, 3, 5, 7 and 10 and at any other time deemed necessary. The results of all such vision screening examinations shall be provided in writing to the student's parent or person in parental relation and to any teacher of the pupil. The vision report will be kept in a permanent file of the school for at least as long as the minimum retention period for such records;

(Continued)
SUBJECT: STUDENT PHYSICALS (Cont'd.)

c) Hearing screening to all students within six (6) months of admission to the school and in grades Kindergarten, 1, 3, 5, 7 and 10, as well as at any other time deemed necessary. Screening shall include, but not be limited to, pure tone and threshold air conduction screening. The results of any such hearing tests shall be provided in writing to the student's parent or person in parental relation and to any teacher of the student.

The results of all health screenings (dental, hearing, vision and scoliosis) shall be recorded on appropriate forms signed by the health professional making the examination, include appropriate recommendations, and be kept on file in the school. The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and State laws.

Accommodation for Religious Beliefs

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

Homeless Students

For homeless children, the enrolling school must immediately refer the parent or guardian of the student to the District's homeless liaison, who must assist them in obtaining the necessary medical records.

Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC Section 1232(g)
Education Law Sections 901-905, 912 and 3217
8 NYCRR Section 135.4 and Part 136

NOTE: Refer also to Policies #5690 -- Exposure Control Program
#5691 -- Communicable Diseases
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses
#7121 -- Diagnostic Screening of Students
#7131 -- Education of Homeless Children and Youth
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7511 -- Immunization of Students
#7522 – Concussion Management

Adopted: 8/19/08
Revised: 9/15/09; 12/18/12; 10/15/13;
SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during school hours under certain conditions. (For the purpose of this policy "medication" includes prescription and non-prescription.) Per New York State Education Department (NYSED) requirements, the school must receive the following before medication is given to a student:

a) The original written order from the student's physician stating the name of the medication, precise dosage, frequency and time of administration;

b) A written, signed consent from the student's parent or legal guardian requesting the administration of the medication, as prescribed by the physician, to the student in school; and

c) The medication, properly labeled in its original container, must be delivered to the School Health Office by the student's parent or legal guardian. (The term "properly labeled" in the context of this policy means that the container must include the following information: the student's name, name of medication, dosage, frequency and prescribing physician.) A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). An exception to this policy may apply for a student's asthma inhaler or epi-pen which a student may carry and use under certain conditions.

All medication orders must be reviewed annually or whenever there is a change in dosage.

Procedures governing the School District's receipt, storage and disposal of medication, as well as those pertaining to the administration of medication to a student after school hours and/or off school grounds during a school-sponsored activity will be in accordance with NYSED guidelines.

Emergency Medication

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "epi-pen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction. Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

Use of Asthma Inhalers in Schools

A student may carry and use an asthma inhaler if the School Health Office has on file: the physician's written order/diagnosis that the student has a severe asthma condition and may be subject

(Continued)
SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd.)

to sudden and debilitating asthmatic attacks; and written permission from the student's parent or legal guardian. Upon written request of the student's parent or legal guardian, the school must allow a student to maintain an extra asthma inhaler in the care and custody of the school's registered professional nurse. (A School District is not required to hire a registered professional nurse solely for the purpose of maintaining a spare inhaler or to ensure that a registered professional nurse is available at all times in a school building for such purpose.)

Health Office personnel will maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the Health Office on a periodic basis as determined by Health Office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization, under any circumstances, will be referred for counseling by school nursing personnel. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may also be involved in determining the proper resolution of such student behavior.

Blood Glucose Monitoring

Children with diabetes have the right to care for their diabetes at school in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Children must receive assistance if needed with the procedure.

The school nurse shall oversee any arrangements that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

Alcohol-Based Hand Sanitizers

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the United States Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus (MRSA) in schools, the New York State Education Department (NYSED) has allowed a medical exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-based hand sanitizers.

(Continued)
SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd.)

The School Medical Director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

Sunscreen

Overexposure to ultraviolet (UV) radiation from the sun may cause sunburn, skin damage and increases the risk of skin cancer, especially exposure in the first fifteen (15) years of life. Although the FDA technically considers sunscreen an over-the-counter drug which would require a doctor's prescription in addition to parental permission, the New York State Education Department (NYSED) has issued an updated guidance document that will allow the use of sunscreen without a physician’s order.

— The District allows students to carry and use sunscreen if:
   a) The sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness;
   b) The sunscreen is approved by the FDA for over-the-counter use; and
   e) The student’s parent or guardian provides written permission for the student to carry and use sunscreen.

A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent/guardian and authorized by the school. Parents/guardians are responsible for providing the sunscreen to be used at school.

Although the Food and Drug Administration (FDA) technically considers sunscreen an over-the-counter drug which would require a doctor's prescription, New York Education Law Section 907 allows students to carry and use topical sunscreen products approved by the FDA for over-the-counter use for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness. A parent/guardian of the student must provide written permission which shall be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or guardian and authorized by the school.

Disposal of Unused Medication

Any unused medication (including, but not limited to expired prescription and nonprescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school
year, then the School Nurse or designated School Health Office personnel must document that the medication was abandoned and dispose of the unused medication.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Sections 902(b), 916, 6527(4)(a) and 6908(1)(a)(iv)
Public Health Law Section 3000-a

NOTE: Refer also to Policies #7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7521 -- Students with Life-Threatening Health Conditions

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11; 2/14/12; 10/15/13;
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES

The School District shall establish and implement a plan for the appropriate declassification of students with disabilities which must include:

a) The regular consideration for declassifying students when appropriate;

b) A reevaluation of the student prior to declassification; and

c) The provision of educational and support services to the student upon declassification.

Eligibility Determinations

The School District must evaluate a student with a disability prior to determining that a student is no longer a student with a disability as defined in accordance with Commissioner's Regulations, and the District shall provide a copy of the evaluation report and the documentation of eligibility to the student's parent at no cost to the parent. The results of any reevaluations must be addressed by the Committee on Special Education (CSE) in a meeting to review and, as appropriate, revise the student's individualized education program (IEP).

Prior to the reevaluation, the School District shall obtain informed written parental consent unless otherwise authorized pursuant to law and/or regulation. Parental consent need not be obtained if the District can demonstrate that it has taken reasonable measures to obtain that consent, and the student's parents fail to respond. The District must have a record of its attempts to obtain parental consent. Should the student's parents refuse consent for the reevaluation, the District may continue to pursue the reevaluation by using mediation and/or due process procedures.

The District shall take whatever action is necessary to ensure that the parent understands the proceedings at the meeting of the CSE, including arranging for an interpreter for parents with deafness or whose native language is other than English.

Graduation/Aging Out

The District is not required to conduct a reevaluation of a student before the termination of a student's eligibility due to graduation with a local high school or Regents diploma or exceeding the age eligibility for a free appropriate public education. However, the District must provide the student with a summary (a sample Student Exit Summary is available on the State Education Department website at nysed.gov) of the student's academic achievement and functional performance, including recommendations on how to assist the student in meeting his/her post secondary goals. In addition, parents must receive prior written notice indicating that the student is not eligible to receive a free appropriate public education after graduation with the receipt of the local high school or Regents diploma. Although not required to do so, the District will also provide the Student Exit Summary (see website: http://www.vesid.nysed.gov/specialed/idea/studentexit.htm) to students exiting with a High School Equivalency Diploma.

(Continued)
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES (Cont'd.)

In addition, the parent must receive prior written notice, in accordance with Commissioner’s Regulations, before the student’s graduation from high school with a local or Regents diploma or before he/she receives an Individualized Education Program (IEP) diploma. If the student will be graduating with an IEP diploma, this prior written notice must indicate that the student continues to be eligible for a free appropriate public education until the end of the school year in which the student turns twenty-one (21) or until receipt of a regular high school diploma. However, New York State Law does not grant a child who has reached the age of majority all rights previously granted to parents under IDEA. In accordance with Commissioner’s Regulations, before a student's graduation from high school with a Skills and Achievement (SA) Commencement Credential or Career Development and Occupational Studies Commencement Credential (CDOS), parents must receive prior written notice indicating that the student continues to be eligible for a free appropriate public education until the end of the school year in which the student turns twenty-one (21) or until receipt of a regular high school diploma. However, New York State Law does not grant a child who has reached the age of majority all rights previously granted to parents under IDEA.

Recommendation for Declassification

If the student has been receiving special education services, but it is determined by CSE that the student no longer needs special education services and can be placed in a regular educational program on a full-time basis, the recommendation shall:

a) Identify the declassification support services, if any, to be provided to the student; and/or the student's teachers; and

b) Indicate the projected date of initiation of such services, the frequency of provision of such services, and the duration of these services, provided that such services shall not continue for more than one (1) year after the student enters the full-time regular education program.

Declassification Support Services

Declassification support services means those services provided to the student or the student's teacher(s) to aid in the student's transition from special education to full-time regular education. These services are provided by persons certified or licensed in the appropriate area of service pursuant to Commissioner's Regulations Part 80. Such services include:

a) For the student: psychological services, social work services, speech and language improvement services, noncareer counseling, and other appropriate support services; and

b) For the student's teacher(s): the assistance of supplementary school personnel and consultations with appropriate personnel.

When appropriate, the District shall provide declassification support services to students who have moved from special education to a full-time regular educational program in accordance with the recommendation of the CSE.

(Continued)
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES (Cont'd.)

Procedural Safeguards Notice

The District shall use the procedural safeguards notice prescribed by the Commissioner of Education. The District will further ensure that the procedural safeguards notice is provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the District shall take steps to ensure that the notice is translated orally or by other means to the parent in his/her native language or other mode of communication; that the parent understands the content of the notice; and that there is written evidence that all due process procedures, pursuant to law and/or regulation, have been met.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Sections 4401-4410-a
8 NYCRR Sections 100.2(u), 100.6, 200.1(ooo), 200.2(b)(8), 200.4(b)(4), 200.4(b)(5), 200.4(c)(3), 200.4(c)(4), 200.4(d)(1) and 200.5(a)

NOTE: Refer also to Policy #7641 -- Transition Services
SUBJECT: APPPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS

Committee on Special Education (CSE) Membership

The Board of Education shall appoint a Committee on Special Education (CSE) whose membership shall include, but not be limited to, the following members:

a) The parent(s) or persons in parental relationship of the student. To ensure that one or both parents are present at each CSE meeting, the District and the parent(s) may agree to use alternative means of participation such as videoconferences or conference phone calls;

b) Not less than one (1) regular education teacher of such student (if the student is, or may be, participating in the regular education environment);

c) Not less than one (1) special education teacher of the student, or, where appropriate, not less than one (1) special education provider (i.e., related service provider) of such student;

d) A representative of the School District who is qualified to provide or administer or supervise special education and who is knowledgeable about the general education curriculum and about the availability of resources of the District. An individual who meets these qualifications may be the same individual appointed as the special education teacher or provider in c) above or the school psychologist in i) below. The representative of the District will serve as the chairperson of the Committee;

e) An individual who can interpret the instructional implications of evaluation results, who may be a CSE member selected from the regular education teacher, the special education teacher or provider, the school psychologist, or the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District;

f) A member as described in letters b) through e) of this subheading is not required to attend the CSE meeting, in whole or in part, if the parent/person in parental relation to the student with a disability and the School District agree, in writing not less than five (5) calendar days prior to the meeting date, that the attendance of the member is not necessary because:

1. The member's area of the curriculum or related services is not being modified or discussed in the meeting; or

2. The member's area of the curriculum or related services is being modified or discussed in the meeting but, not less than five (5) calendar days prior to the meeting, the excused member has submitted to the parents/persons in parental relation and the CSE written input into the development of the IEP, particularly with respect to their area of curriculum or related services; or

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS (Cont'd.)

3. The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in 2. above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation;

   g) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the committee;

   h) Whenever appropriate, the The student with a disability, as appropriate. The District must invite a child the student with a disability to attend the child's student's CSE meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child student and the transition services needed to assist the student in reaching those goals. If the child student does not attend the CSE meeting, the District must take other steps to ensure that the child's student's preference and interests are considered. To the extent appropriate, with the consent of the parent or a student eighteen (18) years or older, the District must also invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services;

   i) A school psychologist;

   j) A school physician, if requested in writing at least seventy-two (72) hours prior to the meeting by the parents of the student or the School District; and

   k) An additional parent, residing in the District or a neighboring school district who is a parent of a student with a disability, of a student who has been declassified and is no longer eligible for an individualized education program (IEP), or a parent of a disabled student who has graduated. This parent member may serve for a period of five (5) years beyond the student's declassification or graduation provided such parent shall not be employed by or under contract with the School District. Such parent shall not be a required member unless the parents or other person in parental relation to the student, the student, or a member of the CSE specifically requests in writing at least seventy-two (72) hours prior to such meeting, that the additional parent member attend the meeting. The parents or persons in parental relation of the student in question shall receive proper written notice of their right to have an additional parent attend any meeting of the committee regarding the student, along with a prepared statement from NYSED explaining the role of having the additional parent attend the meeting.

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL
EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION
MEMBERS (Cont'd.)

Subcommittee on Special Education Membership

The Board of Education shall appoint, as necessary, a Subcommittee on Special Education
whose membership shall include, but not be limited to, the following members:

a) The parent(s) of the student;

b) Not less than one (1) regular education teacher of such student (if the student is, or may be,
participating in the regular education environment);

c) Not less than one (1) special education teacher, of the student, or where appropriate, not
less than one (1) special education provider (i.e., related service provider) of such student;

d) A representative of the School District who is qualified to provide or administer or
supervise special education and who is knowledgeable about the general education
curriculum and about the availability of resources of the District. This individual may also
fulfill the requirements of c) or e) of this section. The representative of the District will
serve as the chairperson of the Subcommittee;

e) A school psychologist, whenever a new psychological evaluation is reviewed or a change
to a program option with a more intensive staff/student ratio, as set forth in Section
200.6(f)(4) of the Regulations of the Commissioner of Education, is considered;

f) A member as described in letters b) through e) of this subheading is not required to attend
the subcommittee meeting, in whole or in part, if the parent/person in parental relation to
the student with a disability and the School District agree, in writing not less than five (5)
calendar days prior to the meeting date, that the attendance of the member is not necessary
because:

1. The member's area of the curriculum or related services is not being modified or
discussed in the meeting; or

2. The member's area of the curriculum or related services is being modified or
discussed in the meeting but, not less than five (5) calendar days prior to the meeting,
the excused member has submitted to the parents/persons in parental relation and the
CSE written input into the development of the IEP, particularly with respect to their
area of curriculum or related services; or

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS (Cont'd.)

3. The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in 2. above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation;

g) At the discretion of the parent or the Committee, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the subcommittee;

h) An individual who can interpret the instructional implications of evaluation results, who may be a member described in letters "b" through "g" of this subheading; and

i) Whenever appropriate, the student with a disability.

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner of Education's Regulations as well as members of the Committee on Special Education.

Alternative Means of Meeting

When conducting a meeting of the Committee on Special Education (CSE), the parent and the representative of the District appointed to the CSE may agree to use alternative means of meeting participation, such as videoconferences and conference calls.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300 and Section 300.321
Education Law Section 4402
8 NYCRR Sections 200.2(b)(3), 200.3, and 200.4(d)(4)(i)(d)

NOTE: Refer also to Policies #7613 -- The Role of the Board of Education in Implementing a Student's Individualized Education Program
#7632 -- Appointment and Training of Committee on Preschool Special Education (CPSE) Members

Adopted: 8/19/08
Revised: 9/15/09; 10/15/13;
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS

Committee on Preschool Special Education (CPSE) Membership

The Board of Education shall appoint a Committee on Preschool Special Education (CPSE) whose membership shall include, but not be limited to, the following members:

a) The parent(s) of the preschool child;

b) Not less than one (1) regular education teacher of such child (if the child is, or may be, participating in the regular education environment);

c) Not less than one (1) special education teacher of the child or, where appropriate, at least one (1) special education provider (i.e., related service provider) of such child;

d) A representative of the School District who is qualified to provide, or supervise the provision of, special education and who is knowledgeable about the general education curriculum and about the availability of preschool special education programs and services and other resources of the District and the municipality (who shall serve as Chairperson of the CPSE);

e) An individual who is a representative from the evaluating agency and can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider, the school psychologist, the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District;

f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the committee;

g) An additional parent of a child with a disability who resides in the School District or a neighboring school district, and whose child is enrolled in a preschool or elementary level education program provided that such parent shall not be employed by or under contract with the School District; and provided further that such parent shall not be a required member unless the parents of the child or a member of the CPSE request, in writing at least seventy-two (72) hours prior to such meeting, that the additional parent member attend the meeting. The parents or other person in parental relation shall receive proper written notice of their right to have an additional parent attend any meeting of the committee regarding the student along with a statement, prepared by NYSED, explaining the role of having the additional parent attend the meeting;

(Continued)
h) For a child's smooth transition from early intervention programs and services (Infant and Toddler Programs), at the request of the parent/person in parental relation, the appropriately licensed or certified professional from the County Early Intervention Program. This professional must attend all meetings of the CPSE conducted prior to the child's initial receipt of services; and

i) A representative from the municipality of the preschool child's residence. Attendance of the appointee of the municipality is not required for a quorum.

However, except for the parents/persons in parental relation and the appointee from the municipality (a) and i) above) a member of the CPSE is not required to attend a meeting of the team in whole or in part if the parent/person in parental relation and the District agree in writing that the attendance is not necessary because the member's area of the curriculum or related services is not being modified or discussed at that meeting.

Additionally, a member as described in letters b) through h) of this subheading may be excused from attending the CPSE meeting, in whole or in part, if the parent/person in parental relation to the student with a disability and the School District agree, in writing to the excusal not less than five (5) calendar days prior to the meeting date, that the attendance of the member is not necessary because:

a) The member's area of the curriculum or related services is being modified or discussed in the meeting but, not less than five (5) calendar days prior to the meeting, the excused member has submitted to the parents/persons in parental relation and the CSE written input into the development of the IEP, particularly with respect to their area of curriculum or related services; or

b) The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in a) above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation.

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner of Education's Regulations as well as members of the Committee on Preschool Special Education.

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS (Cont'd.)

Alternative Means of Meeting

When conducting a meeting of the Committee on Preschool Special Education (CPSE), the parent and the representative of the District appointed to the CPSE may agree to use alternative means of meeting participation, such as videoconferences and conference calls.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Section 4410
8 NYCRR Sections 200.2(b)(3) and 200.3

NOTE: Refer also to Policies #7613 -- The Role of the Board of Education in Implementing a Student's Individualized Education Program
#7614 -- Preschool Special Education Program
#7631 -- Committee on Special Education (CSE)/Subcommittee on Special Education Members

Adopted: 8/19/08
Revised:
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES

The Board of Education recognizes the rights of the parent/guardian to be fully informed of all information relevant to the identification, or change in identification, evaluation and educational placement of a child with a disability.

All due process procedures for parents/guardians and children in the Commissioner's Regulations shall be observed by the School District.

Definition of Parent

Parent means a birth or adoptive parent, a legally appointed guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, a person in parental relationship to the child as defined in Education Law Section 3212, an individual designated as a person in parental relation pursuant to General Obligations Law Title 15-A including an individual so designated who is acting in the place of a birth or adoptive parent (including a grandparent, stepparent or other relative with whom the child resides), or a surrogate parent who has been appointed in accordance with Section 200.5(n) of Commissioner's Regulations. The term does not include the State if the student is a ward of the State.

A foster parent may act as a parent unless State law, regulations or contractual obligations with a State or local entity prohibit the foster parent from acting as a parent.

Unless a judicial decree identifies a specific person(s) to act as the parent or make educational decisions for the student, if one or more parties is qualified to act as a parent, the birth or adoptive parent is presumed to be the parent unless they do not have the legal authority to do so.

Surrogate Parents

It is the duty of the School District to determine whether a child needs a surrogate parent and to assign a surrogate parent in the manner permitted under New York State law. This determination shall be completed within a reasonable time following the receipt of a referral for an initial evaluation or re-evaluation.

In the event that no parent or guardian for a child with a disability can be identified; or after reasonable efforts the whereabouts of the parent or guardian cannot be determined; or the student is an unaccompanied homeless youth; or the child with a disability is a ward of the State and does not have a "parent" as defined above; or the rights of the parent to make educational decisions have been subrogated by a judge in accordance with State law; the Board shall assign an individual from a list of willing and eligible persons to act as a surrogate for the parents or guardians. This determination shall be completed within a reasonable time following the receipt of a referral for an initial evaluation or re-evaluation; alternatively, the surrogate parent may be appointed by a judge overseeing the child's case.

Alternatively, the surrogate parent may be appointed by a judge overseeing the child's case.

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

The person selected as a surrogate shall have no interest that conflicts with the interest of the child he/she represents, and shall have knowledge and skills that ensure adequate representation of the child.

Prior Written Notice (Notice of Recommendation)

Prior written notice (notice of recommendation) must be given to parents of a student with a disability a reasonable time before the District proposes to, or refuses to, initiate or change the identification, evaluation, educational placement of the student or the provision of a free appropriate public education to the student. Prior written notice must also be provided informing the parents when no additional data is required to determine the student's educational needs, the reasons for this determination and their right to request an assessment. Prior written notice will also be provided prior to the student's graduation with a local or Regents diploma, stating that such student will no longer be entitled to receive a Free Appropriate Public Education (FAPE) after graduation. Additionally, prior written notice will be provided upon the student's receipt of any other exiting credential, including but not limited to a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies Commencement Credential, provided the student has not already earned a local or Regents diploma. Such notice shall state that the student continues to be eligible for FAPE until the school year in which the student turns age twenty-one (21), or until the receipt of a local or Regents high school diploma, whichever is earlier.

If the prior written notice relates to a proposed action that also requires parental consent, the District must give notice at the same time it requests parental consent. The prior written notice will contain all elements required by Commissioner's Regulations.

A parent may elect to receive prior written notice and other required notifications by electronic mail (email) communication if the District makes this option available.

Parent Participation in Meetings

The School District must take steps to ensure that one or both of the parents of a child with a disability are present at each Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE) meeting or are afforded the opportunity to participate in a mutually agreed upon time and place. The School District must document its attempts to involve parents, such as:

a) Detailed records of telephone calls made or attempted and the results of these calls;

b) Copies of correspondence sent to the parents and any responses received; and

c) Detailed records of visits made to the parent's home or place of employment and the results of those visits.

(Continued)
A meeting may be conducted without a parent in attendance if the School District is unable to convince the parents that they should attend.

Additionally, the School District must take whatever action is necessary to ensure the parent understands the proceedings of this meeting including arranging for an interpreter for parents with deafness or whose native language is other than English.

**Parental Consent**

In accordance with due process, a parent (as defined in Commissioner's Regulations Section 200.1(l)) of a special education student or a student suspected of having a disability must provide informed consent before the School District can take certain actions. The District will make reasonable efforts to obtain written informed consent and will maintain a detailed record of its attempts and the results of the attempts.

In New York State, a noncustodial parent does not have the right to control educational decisions for his/her child. However, a noncustodial parent is afforded this right if, and only if, this right is expressly included in the custody order.

Additionally, absent supporting language in a custody order, a non-custodial parent lacks standing under IDEA to bring a claim to assert control over his/her child’s educational program. Until recent revisions to New York law, consent for an initial evaluation, reevaluation, or the provision of special education services needed to be provided by a parent (i.e., the custodial or noncustodial parent). As it now stands, the decision to provide consent for a CSE or CPSE-related activity is considered an education-related decision designated exclusively to custodial parents unless a court order specifically states the contrary.

Parents with custodial rights - whether sole or joint - may exercise decision-making authority with respect to the student's education. Absent a court order or custody agreement to the contrary, a non-custodial parent may not control educational decisions for the student, though he/she may participate in the child's education.

**Consent for Evaluations**

The parent or guardian must provide informed consent to the initial evaluation, or reevaluations in accordance with law and/or regulations. If a parent does not provide consent for an initial evaluation, the School District may pursue the evaluation by commencing a due process hearing to override the refusal to provide consent.

Parental consent for a reevaluation is not needed if the District can demonstrate that it has taken reasonable measures to obtain consent, but the parents or guardians have failed to respond.

**Consent for the Initial Provision of Services**
Parental consent is also required for the initial provision of special education services. Consent for an initial evaluation does not constitute consent for the initial provision of services. If a parent does not provide consent for the initial provision of services, the School District \textit{shall not} provide the special education programs and services to the student and shall not use the due process procedures to challenge the parent's refusal to consent. The School District shall not be considered to be in violation of the requirements to provide a free appropriate public education (FAPE), shall not be required to convene a meeting of the committee on special education or develop an individualized education program (IEP).
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

Consent to Access Public Benefits or Insurance (e.g., Medicaid)

A School District must notify the child's parent in writing prior to accessing the child's or parent's public benefits or insurance for the first time and annually thereafter. The written notification must explain the protections afforded to parents so that parents are fully informed of their rights before the District accesses their or their child's Medicaid or other public benefits or insurance to pay for services under the IDEA. Furthermore, this notice must be in a language understandable to the general public and in the parent's native language or the mode of communication used by the parent.

A School District must obtain a one-time written consent from the parent, after providing the written notification (as described above), before accessing the child's or parent's public benefits or insurance (e.g., Medicaid) for the first time. The consent must state that the parent understands and agrees that the School District may access the child's or parent's public benefits or insurance to pay for special education or related services. The consent must also specify:

a) The personally identifiable information that may be disclosed (this can include records or information about the services that will be provided to the student);

b) The purpose of the disclosure; and

c) The agency to which the disclosure may be made (Medicaid).

Merely providing the Medicaid application does not meet the IDEA parent consent requirements. A sample Medicaid Consent Form may be found on the NYS Department of Education website (nysed.gov).

Consent for an Unaccompanied Homeless Youth

Consent may be provided by a surrogate parent. However, until a surrogate parent is appointed, consent may be provided on a temporary basis by an employee of a temporary housing facility operated or approved by a local social services district or a residential facility for runaway and homeless youth.

Consent for a Ward of the State

A ward of the State means a child or youth under the age of twenty-one (21):

a) Who has been placed or remanded pursuant to Social Services Law or the Family Court Act or freed for adoption pursuant to Social Services Law; or

b) Who is in the custody of the Commissioner of Social Services or the Office of Children and Family Services; or

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

c) Who is a destitute child under Social Services Law.

In the event that a child is a ward of the State, the School District shall make reasonable efforts to obtain the informed consent from the parent of the child for an initial evaluation to determine whether the child is a child with a disability.

The School District is not required to obtain informed consent if:

a) Despite reasonable efforts to do so, the School District cannot discover the whereabouts of the parent of the student, including consulting with the agency responsible for the care of the student; or

b) The rights of the parents of the student have been terminated in accordance with State law; or

c) The rights of the parent to make educational decisions have been subrogated by a judge in accordance with State law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.

Consent for a Student Who is Home Instructed or Parentally Placed in a Private School at the Parent’s Expense

If a parent of a student who is home instructed or placed in a private school by their parents at their own expense does not provide consent for an initial evaluation or reevaluation, or the parent fails to respond to a request to provide consent, the District may not continue to pursue those evaluations by using the due process procedures and the District is not required to consider the student as eligible for special education services.

Parental Revocation of Consent

Parental revocation of consent for continued provision of special education and related services must be in writing. When the parent revokes such consent, the District still must provide the parent with the usual written notice of its intentions with respect to the child.

If the parent of a student with a disability revokes his/her consent in writing for the continued provision of special education and related services to the student at any time subsequent to the initial provision of special education and related services, the District:

a) Shall not continue to provide special education and related services to the student, but must provide prior written notice to the parent before ceasing the provisions of special education and related services;

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

b) Shall not use due process procedures (i.e., mediation, resolution meeting, and/or impartial due process hearing) in order to obtain agreement or a ruling that the services may be provided to the student without parental consent;

c) Shall not be considered to be in violation of the requirement to make a free and appropriate public education (FAPE) available to the student because of the failure to provide the student with further special education and related services following revocation of consent;

d) Is not required to convene a meeting of the Committee on Special Education or develop an IEP for the student for further provision of special education programs and related services upon receipt of written revocation of consent; and

e) Is not required to amend the student's education records to remove any references to the student's receipt of special education programs and services because of the revocation of consent.

Procedural Safeguards Notice

The School District will provide the procedural safeguards notice prescribed by the Commissioner of Education to the parents of a student with a disability at least one time per year and also:

a) Upon initial referral or parental request for evaluation;

b) Upon the first filing of a due process complaint notice to request mediation or an impartial due process hearing;

c) Upon request by a parent;

d) Upon a decision to impose a suspension or removal that constitutes a disciplinary change in placement; and

e) Upon first receipt of a State complaint.

Individuals with Disabilities Education Improvement Act of 2004 (Public Law 108-446) Section 614(a)
Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Sections 207, 3212, 4005, 4202, 4401 and 4402
8 NYCRR Sections 200.1, 200.4(b)(6), and 200.5

NOTE: Refer also to Policy #7260 -- Designation of Person in Parental Relation

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11;
SUBJECT: EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of this District that each student attending its public schools shall have equal educational opportunities and will not be excluded or prevented from participating in or having admittance to the educational courses, programs or activities; school services; and extracurricular events on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability, or use of a recognized guide dog, hearing dog—or service dog animal. Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

Administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints pertaining to discrimination on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability or use of a service animal.

Educational Services for Married/Pregnant Students

Public schools may not discriminate against students based on their parental and/or marital status. The opportunity to participate in all of the services, programs, and activities of the School District shall not be restricted or denied because of pregnancy, parenthood, or marriage.

Prohibition of Retaliatory Behavior

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

Age Discrimination in Employment Act, 29 USC Section 621
Americans With Disabilities Act, 42 USC Section 12101 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d, et seq.
Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e, et seq.
Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.
Civil Rights Law Section 40-c
Executive Law Section 290 et seq.
45 CFR Section 84.40

Adopted: 8/19/08
Revised:
SUBJECT: CAREER AND TECHNICAL (OCCUPATIONAL) EDUCATION

The Board of Education recognizes the need for career and technical education and reaffirms its policy of strengthening the local high school career and technical education program through utilization of any available federal and state funds for that purpose and of supporting the BOCES program.

Equal Opportunity

The Board of Education prohibits discrimination on the basis of sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status, disability or use of a recognized guide dog, hearing dog or service dog animal in any career and technical education program or activity of this District.

The career and technical education program and/or activities shall be readily accessible to students with disabilities.

Public Notification

Prior to the beginning of each school year or academic semester, the District shall issue an appropriate public announcement which advises students, parents, employees and the general public that career and technical education opportunities will be offered without regard to sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status, disability or use of a recognized guide dog, hearing dog or service dog animal. Included in such announcement will be the name, address, and telephone number of the person designated to coordinate Title IX/Section 504/ADA activities.

Grievance Procedure

Grievance procedures for resolving complaints regarding discrimination shall be disseminated to adequately inform students, parents and employees of the existence of these procedures.

Local Advisory Council

In accordance with Education Law, the Board will appoint a Local Advisory Council for Career Education. The Board may, with BOCES approval, utilize the BOCES Advisory Council as its Local Advisory Council.

Civil Rights Law Section 40-c
Education Law Article 93
Executive Law Section 290 et seq.
8 NYCRR Sections 100.2(h) and 141 et seq.

Adopted: 8/19/08
Revised:
SUBJECT: CIVILITY, CITIZENSHIP AND CHARACTER EDUCATION/INTERPERSONAL VIOLENCE PREVENTION EDUCATION

Civility, Citizenship and Character Education

The Board of Education recognizes that teaching students respect, civility and understanding toward others, as well as the practice and reinforcement of appropriate behavior and values of our society, is an important function of the School System.

The School District wishes to foster an environment where students exhibit behavior that promotes positive educational practices, allows students to grow socially and academically, and encourages healthy dialogue in respectful ways. By presenting teachers and staff as positive role models, the District stresses positive communication and discourages disrespectful treatment. This policy is not intended to deprive and/or restrict any student of his/her right to freedom of expression but, rather, seeks to maintain, to the extent possible and reasonable, a safe, harassment free and educationally conducive environment for our students and staff.

Furthermore, the District shall ensure that the course of instruction in grades K through 12 includes a component on civility, citizenship and character education in accordance with Education Law with an emphasis on discouraging acts of harassment, bullying and/or discrimination. Character education is the deliberate effort to help students understand, care about, and act upon core ethical values.

Character education shall instruct students on the principles of:

a) Honesty;

b) Tolerance;

c) Personal responsibility;

d) Respect for others;

e) Awareness and sensitivity to discrimination and/or harassment as defined in the Dignity for All Students Act;

f) Civility in relation to people of different races, weights, national origins, ethnic groups, religions, religious practices, physical or mental abilities, sexual orientations, genders or sexes;

g) Observance of laws and rules;

h) Courtesy;

(Continued)
SUBJECT:  CIVILITY, CITIZENSHIP AND CHARACTER EDUCATION/INTERPERSONAL VIOLENCE PREVENTION EDUCATION (Cont'd.)

   g)  Dignity, and other traits which will enhance the quality of students' experiences in, and contributions to, the community;

   j)  Safe and responsible use of the Internet and electronic communications.

   As determined by the Board of Regents, and as further enumerated in Commissioner of Education's Regulations, the components of character education shall be incorporated in existing School District curricula as applicable.

   The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of character education in the schools.

**Interpersonal Violence Prevention Education**

   The District will utilize the interpersonal violence prevention education package provided by the State Education Department. These materials will be incorporated as part of the health or other related curricula or programs for students in grades K through 12.

Education Law Sections 801, 801-a and 804(4)
8 NYCRR Section 100.2(2)(c)(2)

NOTE: Refer also to Policy #8241 -- Patriotism, Citizenship and Human Rights Education

Adopted: 8/19/08
Revised:
SUBJECT: ANIMALS IN THE SCHOOL (INSTRUCTIONAL PURPOSES)

Observation and experimentation with living organisms and animals gives students unique perspectives of life processes. Animals and animal materials should be used respectfully and for the purpose of meeting course objectives.

The Board of Education, in recognizing the educational uses of animals in the classroom, requires that permission be obtained from the Building Principal before animals are brought into the school or classrooms. It is the Principal's responsibility to ensure that there is an appropriate educational purpose if any animal is housed in a classroom. Animals are not to be transported on school buses with the exception of service animals certified to assist persons with disabilities.

Study and Care of Live Animals

It shall be the responsibility of the Principal or his/her designee to develop a plan of care for those animals housed in school in the event of an emergency school closing or in the event the animals remain in the classroom on days when school is not in session.

Dissection of Animals

Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project approved by the student's teacher; provided, however, that such objection is substantiated in writing by the student's parent or legal guardian. An alternate activity clearly related to and of comparable rigor will be assigned in lieu of laboratory dissection. Some examples of alternate activities include the use of computer simulations or research. Students who perform alternative projects shall not be penalized.

Effective July 1, 2011, the District will give reasonable notice to all students enrolled in a course that includes the dissection of an animal and students' parent(s)/legal guardian(s) about their rights to seek an alternate project to dissection. Such notice shall be made available upon request at the school and distributed to parents and students enrolled in a course that includes dissection at least once at the beginning of the school year.

Instruction in the Humane Treatment of Animals

Students in elementary school must receive instruction in the humane treatment and protection of animals and the importance of the part they play in the economy of nature as well as the necessity of controlling the proliferation of animals that are subsequently abandoned and caused to suffer extreme cruelty. Such instruction shall be for a period of time as specified by the Board of Regents and may be joined with work in literature, reading, language, nature study, or ethnology.

Americans with Disabilities Act, 42 USC Section 12101 et seq.
Education Law Section 809
8 NYCRR Section 100.2(c)(8)
Adopted: 2/14/12
Revised:
SUBJECT: HOME TUTORING (HOMEBOUND INSTRUCTION)

Resident children attending public or nonpublic schools who are unable to attend school because of physical, mental or emotional illness or injury as substantiated by a licensed physician are eligible to be instructed at home or in a hospital by an appropriately certified teacher provided by the School District. These students will be provided with such instruction in accordance with New York State Education Law and Commissioner of Education's Regulations.

Procedures for students requiring home tutoring shall be developed under the direction of the Superintendent or his/her designee.

Education Law Sections 1604(20), 1709(24), 3202 and 4401
8 NYCRR Section 175.21

Adopted: 8/19/08
Revised:
RESOLUTION

New York State School Boards Association
95th Annual Convention

Whereas, the Board of Education of the Lake Shore Central School District encourages the continuous education of its members to better serve the students of the district, and

Whereas, pursuant to General Municipal Law §77b(2),

Be it resolved that Jennifer Michalec, Board President; Carla Thompson, Board Vice President; Jennifer Farrell, Board Member; Richard Vogan, Board Member; James Przepasniak, Superintendent of Schools; and Kristine DeMartino, District Clerk are approved to attend the New York State School Boards Association’s 95th Annual Convention in New York City being held October 26, 2014 through October 28, 2014.

Approved this 19th day of August, 2014.

Jennifer Michalec, President
Board of Education

James E. Przepasniak, Superintendent of Schools
Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 8/8/14
Re: Recommendation for approval of the 2014-15 School Tax Levy

Mr. Przepasniak:

Please recommend that the Board of Education approve the District tax levy of $16,504,652 based on the attached documents. Approval of the documents will establish the tax rate and initiate the printing of the tax bills for the tax collection process. Please note that the total levy is $10,000 less than the amount established in the District’s approved 2014-14 budget. This is due to a $10,000 increase in P.I.L.O.T. revenues for the 2014-15 year. Since we will receive more in PILOT revenues, we must reduce our tax levy by the increase in order to stay within the tax cap.

The documentation necessary to establish the school tax rates for the 2014-15 year include:

1. **Resolution to Confirm the Tax Rolls and Authorize the Tax Levy**
   This is the resolution to establish the school tax levy for the 2014-15 school year.

2. **Resolution Authorizing the Collection of Taxes**
   This is the resolution that authorizes the school tax collectors to issue the tax bills and collect the school taxes for the 2014-15 year.

3. **Certification of Adoption of School Budget**
   This document provides Erie County Department of Taxation & Finance with the information from our voter approved school budget, which establishes the amount of the tax levy and the tax rates for each town.

4. **Certification of School Tax Budget and Tax Rate**
   There is one of these forms for each town in the District (Evans, Brant and Eden). These forms certify the amount of the District budget, and also the total taxable valuation of property on the resulting tax rate per one thousand dollars of assessed valuation, for each town. It also certifies that the District does have the surplus funds that were allocated against the tax levy in the District budget.

   Additionally, we are providing the Board with the following information:

5. **Recap and Summary of Amounts to Be Collected By Taxes**
   The sheet shows the breakdown of the tax assessments, full values and tax levy to be collected for each town in the District.
RESOLUTION TO CONFIRM TAX ROLLS AND AUTHORIZE TAX LEVY

Motion made by _______________________ Seconded by ______________________

WHEREAS the Board of Education has been authorized by the voters at the Annual School Meeting for the 2014-15 school budget year a sum not to exceed $54,271,406 now, therefore,

BE IT RESOLVED that the Board fix the equalized tax rates by towns and confirm the extension of the taxes allowing for millage adjustment as they appear on the following described tax roll:

<table>
<thead>
<tr>
<th>TOWNSHIP</th>
<th>ASSESSED</th>
<th>EXEMPT</th>
<th>ASSESSED</th>
<th>VALUE:</th>
<th>TAXABLE</th>
<th>VALUE:</th>
<th>EQUALIZATION RATE</th>
<th>TOTAL TAX LEVY</th>
<th>% OF TAX LEVY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRANT</td>
<td>$109,772,503</td>
<td>$13,272,784</td>
<td>$96,499,719</td>
<td>94.00%</td>
<td>$1,768,574.21</td>
<td>10.715610%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDEN</td>
<td>3,127,819</td>
<td>597,358</td>
<td>2,530,461</td>
<td>64.00</td>
<td>68,115.31</td>
<td>0.412704%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVANS</td>
<td>1,074,942,824</td>
<td>223,521,156</td>
<td>851,421,668</td>
<td>100.00</td>
<td>14,667,962.48</td>
<td>88.871686%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,187,843,146</td>
<td>237,391,298</td>
<td>958,034,789</td>
<td>N/A</td>
<td>$16,504,652.00</td>
<td>100.000000%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AND BE IT HEREBY DIRECTED that the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2014 and to end December 1, 2014 giving the tax warrant an effective period of 92 days at the expiration at which time the tax collectors shall present an accounting in writing to the Board of Education.

MEMBER          VOTE                MEMBER          VOTE
Michalec         Thompson        Connors         Farrell
Latimore         Scritchfield   Vogan

THE MOTION WAS ______________. 
RESOLUTION AUTHORIZING THE COLLECTION OF TAXES

Motion made by ____________________  Seconded by  _____________________

WHEREAS the appropriated fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy, and

WHEREAS any fund balance above the appropriated fund balance may be used during the current school year; now, therefore,

BE IT RESOLVED that the Board of Education apply $ 3,500,000 from District fund balance and

BE IT FURTHER RESOLVED THE FOLLOWING to the Collectors of Evans- Brant Central School District, Town(s) of Brant, Eden and Evans, County of Erie, State of New York:

You are hereby commanded:

1. To give notice and start collection on September 1, 2014.

2. To give notice that tax collection will end on December 1, 2014.

3. To collect taxes in the total sum of $16,504,652 (less STAR Exemption Amounts) in the same manner that collectors are authorized to collect Town and County taxes.

4. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms.

5. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the first penalty date.

6. To issue press-numbered receipts in acknowledgment of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued.

7. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, and the total amounts remaining uncollected.
RESOLUTION CONCERNING TAX WARRANT (continued)

The warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. This warrant is effective immediately after it is properly signed by a majority of the members of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 318, subdivision 2 of the Real Property Tax Law.

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>VOTE</th>
<th>MEMBER</th>
<th>VOTE</th>
</tr>
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<tbody>
<tr>
<td>Michalec</td>
<td></td>
<td>Thompson</td>
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<td>Connors</td>
<td></td>
<td>Farrell</td>
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</tr>
<tr>
<td>Latimore</td>
<td></td>
<td>Scritchfield</td>
<td></td>
</tr>
<tr>
<td>Vogan</td>
<td></td>
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</table>

THE MOTION WAS __________.
CERTIFICATION OF ADOPTION OF SCHOOL BUDGET

To the Honorable Legislature of the County of Erie, New York:

I, Kristine DeMartino, being the District Clerk of the Board of Education/Trustees of Evans-Brant (Lake Shore) Central School District, do hereby CERTIFY, pursuant to §4–3.0 of the Erie County Tax Act, that the following resolution/proposition was presented relative to the 2014–2015 school year:

It was moved and seconded that the following budget as presented by the Board of Education/Trustees be adopted.

SCHOOL BUDGET $ 54,271,406

ANTICIPATED REVENUES:
FROM STATE $ 27,402,409
FROM SALES TAX $ 2,700,000
FROM UNASSIGNED FUND BALANCE $ 3,500,000
FROM OTHER SOURCES $ 4,164,345
TOTAL REVENUES OTHER THAN REAL PROPERTY TAX $ 37,766,754
AMOUNT TO BE RAISED BY TAX $ 16,504,652

and was, pursuant to the provisions of Section 2022 of the Education Law of the State of New York, adopted by Ballot or ascertained by taking and recording of Ayes and Noes of the qualified voters attending and voting at the annual meeting and election, or at a special district meeting of said school district which meeting duly held on the 20th day of May, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 19th day of August, 2014.

___________________________________________
Kristine DeMartino, School District Clerk
CERTIFICATION OF SCHOOL TAX BUDGET AND TAX RATE

To the Honorable Legislature of the County of Erie, New York:

I, Kristine DeMartino, being the School District Clerk of the Board of Education/Trustees of the Evans-Brant (Lake Shore) Central School District in the Town of Brant, Erie County, New York, do hereby CERTIFY that for the 2014-2015 school year, the sum of $1,768,574.21 has been fixed in the budget of said School District as the amount to be raised by tax against the real property located in said school district and liable for such tax, and I further CERTIFY that, based upon a total taxable valuation of $96,499,719 for the real property located in said town and school district, the tax rate needed to raise such amount has been fixed at $18.327247 per one thousand dollars of assessed valuation.

At the behest and on behalf of said school district, I hereby direct that such school district budget amount be levied and raised by real property tax and I have attached hereto a certified copy of the resolution/proposition, adopted by said school district at its annual meeting, approving and adopting its budget.

Finally, pursuant to the provisions of §1318 of the Real Property Tax Law, I further CERTIFY that unassigned fund balance in the amount of $3,500,000 is in the custody of the Board of Education/Trustees of said school district and that, except as authorized or required by law, such unassigned fund balance has been applied in determining the amount of the school tax levy.

Dated at Town of Brant
Erie County, N.Y., this 19th
Day of August, 2014

__________________________________________
School District Clerk
CERTIFICATION OF SCHOOL TAX BUDGET AND TAX RATE

To the Honorable Legislature of the County of Erie, New York:

I, Kristine DeMartino, being the School District Clerk of the Board of Education/Trustees of the Evans-Brant (Lake Shore) Central School District in the Town of Eden, Erie County, New York, do hereby CERTIFY that for the 2014-2015 school year, the sum of $68,115.31 has been fixed in the budget of said School District as the amount to be raised by tax against the real property located in said school district and liable for such tax, and I further CERTIFY that, based upon a total taxable valuation of $2,530,461 for the real property located in said town and school district, the tax rate needed to raise such amount has been fixed at $26.918144 per one thousand dollars of assessed valuation.

At the behest and on behalf of said school district, I hereby direct that such school district budget amount be levied and raised by real property tax and I have attached hereto a certified copy of the resolution/proposition, adopted by said school district at its annual meeting, approving and adopting its budget.

Finally, pursuant to the provisions of §1318 of the Real Property Tax Law, I further CERTIFY that unassigned fund balance in the amount of $3,500,000 is in the custody of the Board of Education/Trustees of said school district and that, except as authorized or required by law, such unassigned fund balance has been applied in determining the amount of the school tax levy.

Dated at Town of Eden
Erie County, N.Y., this 19th
Day of August, 2014

______________________________
School District Clerk
CERTIFICATION OF SCHOOL TAX BUDGET AND TAX RATE

To the Honorable Legislature of the County of Erie, New York:

I, Kristine DeMartino, being the School District Clerk of the Board of Education/Trustees of the Evans-Brant (Lake Shore) Central School District in the Town of Evans, Erie County, New York, do hereby CERTIFY that for the 2014-2015 school year, the sum of $14,667,962.48 has been fixed in the budget of said School District as the amount to be raised by tax against the real property located in said school district and liable for such tax, and I further CERTIFY that, based upon a total taxable valuation of $851,421,668 for the real property located in said town and school district, the tax rate needed to raise such amount has been fixed at $17.227612 per one thousand dollars of assessed valuation.

At the behest and on behalf of said school district, I hereby direct that such school district budget amount be levied and raised by real property tax and I have attached hereto a certified copy of the resolution/proposition, adopted by said school district at its annual meeting, approving and adopting its budget.

Finally, pursuant to the provisions of §1318 of the Real Property Tax Law, I further CERTIFY that unassigned fund balance in the amount of $3,500,000 is in the custody of the Board of Education/Trustees of said school district and that, except as authorized or required by law, such unassigned fund balance has been applied in determining the amount of the school tax levy.

Dated at Town of Evans
Erie County, N.Y., this 19th
Day of August, 2014

______________________________
School District Clerk
LAKE SHORE CENTRAL SCHOOLS

REVIEW SUMMARY OF AMOUNT TO BE COLLECTED BY TAXES

2014-15 Budget $ 54,271,406

Less:
  Revenues 34,266,754
  Appropriated Fund Balance 3,500,000

Amount to be collected by Taxes $ 16,504,652

<table>
<thead>
<tr>
<th>Town</th>
<th>Taxable Assessed Value</th>
<th>Equalization Rate</th>
<th>Full Value</th>
<th>Total Tax by Town</th>
<th>% of Tax Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brant</td>
<td>$ 96,499,719</td>
<td>94.00%</td>
<td>$102,659,276</td>
<td>$ 1,768,574.21</td>
<td>10.715610%</td>
</tr>
<tr>
<td>Eden</td>
<td>2,530,461</td>
<td>64.00%</td>
<td>3,953,845</td>
<td>68,115.31</td>
<td>0.412704%</td>
</tr>
<tr>
<td>Evans</td>
<td>851,421,668</td>
<td>100.00%</td>
<td>851,421,668</td>
<td>14,667,962.48</td>
<td>88.871686%</td>
</tr>
<tr>
<td>Total</td>
<td>$ 950,451,848</td>
<td></td>
<td>$ 958,034,789</td>
<td>$16,504,652.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

% Tax Levy Increase/(Decrease): 1.37%
Dear Mr. Przepasniak and Board Members:

The Audit Committee of the Evans-Brant (Lake Shore) CSD Board of Education met on the morning of July 3, 2014 in the High School Board Room to review the following audit documents:

- Internal Audit Report from Bahgat & Laurito & Bahgat, CPAs, P.C., Phase II - System Test of Central Store Inventory, dated October, 2013.

The audit report was reviewed by Mr. Daniel Pacos, Assistant Superintendent for Administration & Finance, who provided the District’s Response. Mr. Pacos answered the committee members’ questions relative to the report and the risk assessment.

The audit committee is recommending that the Board of Education formally accept the audit report at its next regular meeting of the Board of Education on August 19, 2014. Additionally, we recommend that the Board approve our recommendation that Accounts Payable, Cash Disbursements and Purchasing be approved as the next area for testing. If you have any questions, please do not hesitate to contact us.

Sincerely,

Sheila Halloran, Audit Committee Chairperson
Charlie Brooks, Committee Member
Paul Michalec, Committee Member
Patricia Gorham, Committee Member
July 15, 2014

Mr. James Przepasniak, Superintendent
Board of Education Members
Lake Shore Central School District
959 Beach Road
Angola, NY 14006-9782

Dear Mr. Przepasniak and Board Members:

The Audit Committee of the Evans-Brant (Lake Shore) CSD Board of Education met on the morning of July 3, 2014 in the high school board room to review the following audit document:

- Engagement letter from Toski & Co., P.C. Entrance Conference, dated June 30, 2014 to review the 2013-2014 school year

The document was presented by Debra Zevetchin, CPA, MA, Manager, Toski & Co., P.C. to the audit committee. The audit team, timing, approach, and audit areas were reviewed. Discussion transpired and Ms. Zevetchin provided and received additional insight.

The audit committee is recommending that the Board of Education formally accept the engagement as outlined at its next regular meeting of the Board of Education on August 19, 2014. If you have any questions, please do not hesitate to contact us.

Sincerely,

Sheila Halloran, Audit Committee Chairperson
Charlie Brooks, Committee Member
Paul Michalec, Committee Member
Patricia Gorham, Committee Member
Evans-Brant Central School District

INTERNAL AUDIT
Risk Assessment Update

January 2014

BAHGAT & LAURITO-BAHGAT, CPAs, P.C.
Providing The Tools For Financial Success!

16 West Main Street, Suite One, Fredonia, NY 14063  Tel: 716-673-1891  Fax: 716-672-3426  www.blbcpas.com
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective and Scope</td>
<td>2</td>
</tr>
<tr>
<td>Status of Prior Year Observations &amp; Management’s Action Plan</td>
<td>3-5</td>
</tr>
<tr>
<td>Status of Current Year Observations &amp; Management’s Action Plan</td>
<td>6-7</td>
</tr>
<tr>
<td>Identification of Auditable Activities and Risk Level</td>
<td>8</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>9</td>
</tr>
</tbody>
</table>

This report provides management with information about the condition of risks and internal controls at a specific point in time. Future changes in environmental factors and actions by personnel will impact these risks and internal controls in ways that this report cannot anticipate.
Objective and Scope

Objectives
- Establish internal audit objectives.
- Identify risks and auditable activities.
- Weigh risk factors.
- Evaluate internal control effectiveness and efficiency.
- Identify opportunities for internal control improvements.

Scope
We analyzed:
- Various internal controls throughout the District
- Various policies as established by the Board of Education.
- Computer access to financial data.

Summary of Procedures Performed
- Interviewed key personnel involved in the financial processes of the District.
- Obtained an understanding of, and documented, the flow of financial information.
- Compared various proposed District policies with policies recommended by the NYS Comptroller’s Office.
- Observed processing of transactional data for various financial functions.
- Summarized observations and management action plans.
- Assessed high risk audit areas.
- Recommended high risk audit areas for system testing.
Status
of
Prior Year
Observations
&
Management’s
Action Plan
## Status of Prior Year Observations and Management’s Action Plan

The following issues were identified during our prior year risk assessments and the recommendations for improvements were agreed upon by the District.

<table>
<thead>
<tr>
<th>Issue/Observation</th>
<th>Management’s Plan</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The extraclassroom activities fund was tested as a high risk system in May of 2008. At the time of our risk assessment update the District had not yet fully implemented the recommended improvements that resulted from the system test. We encourage the District to continue to implement those recommendations.</td>
<td>The District just recently received the report on the testing of the extraclassroom activities fund, and will be directing the appropriate staff to implement the recommendations made in the report.</td>
<td>December 2008 – June 2009</td>
</tr>
</tbody>
</table>

### Prior Status

Based upon our observations and inquiries, the District is in the process of implementing the recommendations from the extraclassroom activities fund testing.

**District Response:** District officials met with the Central Treasurers to review the findings of the last internal audit systems testing of the extraclassroom activities fund. The Central Treasurers were directed to implement the recommendations contained in the report, in the 2009-10 school year.

### 2011 and 2012 Status

Based upon our observations and inquiries, the District still needs to implement the recommendations from the extraclassroom activities fund testing such as post fundraising reports at the end of a fundraiser.

**District Response:** The District Administration will review the requirement for advisors to complete necessary forms such as the Post Fundraiser Report, with the Central Treasurers.

### January 2014 Status

Based upon our observations and inquiries, the District has implemented the recommendation by appointing a fundraiser administrator who oversees the fundraisers in the District and collects and analyzes post fundraiser reports. This person also compares the fundraiser projections to the reports, and works with the Business Office to ensure reports are accurate and received timely. We estimated that 25 reports from 37 fundraisers have been received during this fiscal year.
### Status of Prior Year Observations & Management’s Action Plan

The following issues were identified during our prior year risk assessments and the recommendations for improvements were agreed upon by the District.

<table>
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<tr>
<th>Issue/observation</th>
<th>Management’s Plan</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Approval documentation of journal entries is not maintained.</td>
<td>The District will implement procedures to ensure that proper documentation is maintained for all journal entries.</td>
<td>May/June 2013</td>
</tr>
<tr>
<td>Approval documentation of journal entries is not maintained. A journal entry should be supported by documentation and approved by the business manager prior to entry into the computerized general ledger.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Effect on internal controls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All journal entries should have supporting documentation and the approval of a supervisor prior to entry. Journal entries should be kept to a minimum. With out a supervisor review of journal entries, entries could be calculated and applied incorrectly. Additionally, journal entries can be used to disguise misappropriations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**January 2014 Status**

Based upon our observations and inquiries, the District has implemented the above procedures to ensure that proper documentation is maintained for all journal entries and properly approved.
Current Year Observations & Management’s Action Plan
No additional issues were noted during our current risk assessment update.
The risk assessment was based on inquiry and observations of various individuals performing their daily tasks. We inquired of individuals from the following departments: Business Office, Superintendent's Office, Transportation, Buildings and Grounds, Lunch, and Extraclassroom. The scope of our initial risk assessment identified ten auditable activities in the District. After identifying the auditable activities we determined the applicable risk factors. The following identifies whether the activity is considered a high risk area. High risk determination is a judgmental process. Activities are considered high risk based on numerous factors including the number of transactions processed, dollar amount of transactions, susceptibility to theft, public interest, and existing controls over the activity as well as numerous other factors based on the specific activity.

Auditable Activities

#1 : Accounts payable, cash disbursements and purchasing
#2: Community Education
#3 : Extraclassroom activities
#4 : School Lunch
#5 : Payroll and personnel
#6 : Transportation
#7: Central Store and inventory procedures
#8 : Buildings and Grounds
#9 : Facilities Construction
#10 : Cash receipts and revenue

High Risk
Medium Risk
Low Risk
Acknowledgements

The District has made great effort to enhance the internal controls of the District. This is evidenced by the achievements noted in the report regarding the implementation of the prior year recommendations. We encourage the District to continue its efforts and commend them for their achievements.

We would like to thank all District employees for their cooperation, particularly the following people who assisted greatly in this risk assessment:

- James E. Przepasniak, Superintendent of Schools
- Daniel W. Pacos, Assistant Superintendent for Administration & Finance
- Perry Oddi, Transportation
- Timothy Feider, Buildings & Grounds

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Evans-Brant Central School District

Agreed Upon Procedures
System Test of
Central Store Inventory

October 2013
INTERNAL AUDIT

Phase II: System Test – Central Store Inventory

Agreed Upon Procedures
**INTERNAL AUDIT**

**Phase II: System Test of Central Store Inventory**

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This report provides management with information about the condition of risks and internal controls at a specific point in time. Future changes in environmental factors and actions by personnel will impact these risks and internal controls in ways that this report cannot anticipate.
To the Audit Committee of
Evans-Brant Central School District:

We have performed the procedures contained in the enclosure to this letter, which were agreed to by the audit committee and management of the Evans-Brant Central School District, solely to assist you with performing certain internal audit procedures of the Evans-Brant Central School District as of October 18, 2013. We conducted our work in accordance with the U. S. generally accepted government auditing standards, which incorporate financial audit and attestation standards established by the American Institute of Certified Public Accountants. These standards also provide guidance when performing and reporting the results of agreed-upon procedures.

You are responsible for the adequacy of these procedures to meet your objectives and we make no representation in that respect. The procedures we agreed to perform consist of various tests of cash disbursements. The enclosure contains the agreed-upon procedures and our results.

All procedures were performed as of October 23, 2013, unless otherwise noted. The procedures and findings are described on pages 5 – 17.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the District, the Board of Education and the Audit Committee of the Evans-Brant Central School District and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Bahgat & Laurito-Bahgat,
Certified Public Accountants, P.C.

October 23, 2013
Agreed Upon Procedures

Description of Central Store

Annually, the Business Office requests all Departments, including the Central Store, in need of various supplies to make note of the items that they would like ordered for the following school year. The Business Office compiles the list of items that have been requested then bids the items to receive the best purchase price available on the requested items. The items requested are not compared to the Central Store inventory to see if the District already has the items in stock. After the bids are received and the items that the District will be purchasing are selected, a purchase order is created and sent for approval through WinCap to the Purchasing Agent. The District receives quotes from various vendors for items purchased outside of the bidding process. Once the order is approved, the Accounts Payable Clerk is responsible for placing all orders. Deliveries are made to the District on a daily basis. The District’s receiving dock is located at the same location as the Central Store, and all items are received there, except for those ordered by the Transportation Department. The product is received by the Central Store Supervisor, who initials the packing slip or purchase order after determining that the items received are in agreement with the purchase order and packing slip.

After receipt of Central Store items, the Central Store Supervisor enters the quantity received, and the unit price of the items into the K10 inventory system. The Central Store utilizes the K10 perpetual inventory system, which was designed specifically for the District, to monitor the inventory that is stored in the Central Store. In addition to maintaining the perpetual inventory system, the District also performs an annual physical inventory in December of each year.

Items that are stored in the Central Store are distributed to District staff through an approved “pick”. A “pick” is the internal term used for items ordered from the Central Store by District staff which are then removed from inventory and distributed to offices or classrooms. The Central Store staff is responsible for removing the picked items from inventory and delivering the items to each District building weekly.
Procedure # 1

We selectively chose 55 items listed on the K10 perpetual inventory system and tested the items for the following:

- Performed a physical inventory count of the item and confirmed that the count matched the perpetual inventory kept in the K10 system.
- Obtained a listing of the activity (external orders and internal picks) for the fiscal year on the items selected. Reviewed the activity noting the total quantity picked, and compared it to the quantity ordered for the year. Determined if the quantity ordered seemed reasonable based on the picks for the year. If there were no items ordered during the year, determined if the quantity on hand seemed reasonable based on the picks for the year.
- Determined that the proper ordering procedures were followed, whether they were bid appropriately and signed off properly when received. Also determined whether or not the items were entered correctly in the K10 system.

Summary of Results

- The District maintains a perpetual inventory system for the materials and supplies in the Central Store using the K10 program. There are approximately 1,325 items on the inventory listing in the K10 system, however, 127 of the items listed did not list a quantity on hand. The Central Store staff performs an annual physical inventory during December. Upon inquiry, we noted that the Central Store staff periodically spot checks inventory to ensure that the K10 perpetual inventory system and the physical inventory agree.
Procedure # 1 (continued)

Summary of Results (continued)

Of the 55 items selected for recount, we found 42 items in agreement and 13 discrepancies between the inventory list obtained from the K10 system, and our physical count. Of the 13 discrepancies, the quantity on hand was greater than the quantity listed on the K10 system for 6 items. Upon inquiry, we noted that if returns were received into the Central Store without a pick ticket, they were placed back in stock without recording the return in the K10 system, which would cause quantity on hand to be greater than listed in the K10 system. Of the remaining 7 items, the quantity on hand was less than the quantity listed on the K10 system, and we were unable to determine the reason for the variance.

We were unable to determine if the proper ordering procedures were followed on the selected items because we discovered there is no correlation between the inventory numbers and the vendor item numbers listed on the vendor invoice. We also discovered purchase order numbers cannot be entered into the inventory system. As a result, an audit trail of inventory transactions to determine inventory fluctuation is not available for verification of the activity by inventory item.

Recommendation

We recommend that the District continue its current practice of using a perpetual inventory system, performing an annual physical inventory count, and spot checks in order to maintain an accurate up-to-date listing. We also recommend that an individual from outside of the Central Store oversee the annual physical inventory count. We further recommend that when an item is returned to the Central Store without a pick ticket, one is generated, to ensure that item is added back to the K10 system. This will reduce overage variances that were found during our fieldwork.
Procedure # 1 (continued)

District Response

The District will continue its practice of maintaining a perpetual inventory system. The District will consider which employee(s) from outside of the Central Store would be appropriate to oversee the annual physical inventory process. The District will also investigate ways for the Central Store staff to adjust current inventory levels for items returned to Central Store without an order ticket.

Summary of Results

- **Inventory Reports:** During the course of our fieldwork, we noted that the Central Store was unable to produce certain inventory reports because of limitations of the K10 inventory program. The system was unable to produce an item usage report that listed items that had zero usage for the selected time period. The K10 inventory program will produce an item history report, however, the report lists the activity for each item by picks and re-orders, not by date. The item history report does not list the balance on hand for each item, nor does it list if the item has been adjusted when the physical inventory was completed. The system does not provide a report that reflects the historical price of the items. Currently, multiple reports would be necessary to gather data necessary for analyzing usage and re-ordering.
Procedure # 1 (continued)

Recommendation
An item usage report and a zero usage item report would be helpful in analyzing usage of items, determining obsolete items, and assisting in the re-order process. Entering the purchase order number and vendor in the K10 system, previously mentioned on page 7, would allow the District to track items from the K10 inventory system to WinCap. Since the K10 program was designed specifically for the District, we recommend that the District inquire of the software vendor to see if the current software can be modified to alleviate these limitations. If the current software can not be modified we recommend that the District consider purchasing different software that would not have these limitations.

District Response
The District has evaluated the option of having additional programming completed for the current software, and deemed it not to be cost effective. The District's Technology Director was asked to evaluate alternative software programs, to identify a suitable software program with the goal to migrate the District's Central Store function to the new software. The District consulted with the Western New York Regional Information Center (WNYRIC) at Erie 1 BOCES about programs. The District purchases a number of central data processing solutions from the WNYRIC, and gets its program support from the WNYRIC for these programs.
Procedure # 1 (continued)

District Response (continued)

The WNYRIC personnel recommended and demonstrated a solution named “Que Centre”, which is used in private industry and is offered and supported by the WNYRIC. In evaluating the software, the District determined that not only would the program be suitable for its Central Store application, but other program modules for Maintenance Requests, Technology Requests, Transportation (field & sports trips) Requests, Building Use Requests and Preventive Maintenance Scheduling for systems and equipment were also offered. The District has contracted with the WNYRIC to implement all of the above named software solutions through Que Centre in the 2013-14 year, with the goal of “going live” with all applications for the start of the 2014-15 year.

The Que Centre program will address the findings & recommendations of the auditors. It will also give District employees a “one stop shopping” solution to all of the functions contained in the program, and allow the District to cease several “stand-alone” software programs currently being utilized. The savings from the programs that will no longer be used will offset a large portion of the annual costs of the Que Centre program, and the District will receive BOCES Aid on both the software cost and the maintenance costs paid to Erie 1 BOCES.
Summary of Results (continued)

Item Quantities and Reordering: Upon inquiry, we were informed that the District analyzes prior usage and quantity on hand in order to determine the reorder quantity of items that are stored in the Central Store. In an attempt to determine the reasonableness of the reorder quantities for the items within our selection, we examined the usage and reorder quantities of the items for the two prior fiscal years. We noted that there are report limitations within the software as described previously.

We found that 37 of the 55 items tested had quantities ordered during the testing period, or prior to the testing period, that did not seem reasonable based on the average usage of the item. The following examples illustrate inconsistencies in reorder quantities based on usage and quantity on hand.

- 25 of the items tested had usage during the prior two fiscal years, zero orders over the prior two fiscal years, and still had a quantity on hand. One example of this is a label having an average usage of 899.5 over the prior two fiscal years and a quantity on hand at the time of our testing of 1,800. Another example is envelopes with an average usage of 565 over the prior two fiscal years and a quantity on hand at the time of our testing of 2,645. These two examples indicate that a large quantity was ordered prior to the two fiscal years tested as they have a large quantity on hand and no orders over the prior two fiscal years.

- 12 of the items tested had an average usage over the past two years that was higher than the average reorder of that item. One example of this is a dry eraser marker with an average usage over the prior two fiscal years of 961 and an average reorder quantity of 288. Another example is tape with an average usage over the prior two fiscal years of 230 and an average reorder quantity during that period of 108. These two examples also indicate that a large quantity was ordered prior to the two fiscal years tested as the Central Store was able to fill picks amounting to much higher quantities than had been ordered in the two prior fiscal years.
Procedure # 1 (continued)

**Recommendation**

We recommend that the District review its reorder procedures to determine if the quantities of items being reordered appear reasonable based on prior usage and the quantity on hand.

**District Response**

The District reviews annual orders to insure that annual orders appear to be reasonable based upon usage. The timing of the annual bidding process and fluctuating needs of departments make it difficult to estimate the annual need for the upcoming year with a high degree of accuracy. Shelf life of the goods are considered, and if the item(s) in question have a long shelf life the District sometimes errs on the side of caution and may "over order" goods. Conversely, if the items have a relatively short shelf life, the District may tend to be more conservative in its estimates, with the rationale that it can always purchase additional items mid year if the reorder quantities prove to be inadequate for the requests from staff.

The District will work with the Que Centre software support team from the WNYRIC to determine if the software can aid the District in projecting needs/reorder quantities for the coming year, based upon past usage. If possible, the District will complete the necessary steps during the software set-up to accomplish this.
Procedure # 2

Determine if there are any obsolete items on the inventory listing. If there are obsolete items, determine if the item was internally picked or ordered externally recently. If the items were ordered recently determine the last time that the item was picked.

Summary of Results

- Possible obsolete items: During the course of our fieldwork, we noted that items marked for deletion did not appear to be removed from inventory on a regular basis. The District considers an item to be obsolete if not used within 3 years. Upon inquiry, we were told that a listing of the items marked for deletion is reviewed annually. At the time of our fieldwork, we were provided a listing of 176 items marked for deletion. We estimated the total value of these items to be $46,215, based on the original unit cost for each item. Due to the limitation of the reports, we were unable to determine how many items outside of our selection have not been ordered or used since 2010 or earlier. We noted that the District recently began using an outside auction website to try to recover some of the costs of obsolete or unused inventory.

Of the 55 inventory items selected for testing 3 items that were not marked for deletion had zero usage and no orders since 2010 or earlier.

Recommendation

We recommend that the District annually review the items marked for deletion in order to determine obsolete inventory.

In addition to the outside auction website that the District is currently using, we further recommend that the District research other options for recovering a portion of the cost on obsolete or unused inventory.
District Response:

The District has created a new category of items in the current software called “Close-out Specials”. Items marked for deletion will be reassigned to this category, and the unit prices for these items will be marked down by 50%. The District’s rationale for this is that if the items may be used internally, they will be offered for program use at a reduced cost first. If they remain in stock after being offered for use internally, they will be removed from stock and offered for sale to the highest bidder on the auction website “auctionsinternational.com”.

Procedure # 3

We selectively chose 55 Central Store items purchased on 22 checks paid to Dobmeier Janitor Supply, Corr Distributors, Inc., Central Poly Corp., Hillyard Floor Care Supply, William Watson/DMJ Crystal Waters, Scott Electric Supply, Sunshine Lighting, Pyramid School Products, Kurtz Bros., Eaton Office Supply, and School Specialty for the period of July 1 – October 18, 2013, to determine that they followed the proper ordering procedures. We tested the items selected for the following:

• Determined whether they were properly bid, and that a signed receiving document was filed with the vendor packet.

• Compared the unit price listed on the invoices to the bids for each vendor tested. Then compared the vendor unit prices to the Central Store’s K10 inventory system to determine if the inventory system prices reflect the current pricing.

Summary of Results

We tested 22 disbursements that occurred during the period listed above. We found all items purchased followed the proper bidding procedures. We also noted a signed receiving document with each vendor packet.
Procedure # 3 (continued)

Summary of Results (continued)

- **Unit prices not updated**: We compared the unit price in the K10 inventory system against the invoices or bids for the items tested, and noted that 51 of the 55 items tested had a unit price in the inventory system that was either higher or lower than the price on the invoice. Upon inquiry, we were advised that the inventory system reflects the most recent unit price paid. Additionally, we noted 53 items having a quantity on hand, that had a unit price of $0.00

Recommendation

Going forward, we recommend that the District consider updating the unit prices on all purchases made for the purpose of determining if future purchases are competitively priced.

District Response

The District’s Central Store personnel will update unit prices for all new purchases moving forward. Items in inventory that do not reflect a unit cost are mostly printer/copier toner cartridges that are provided to the District through its annual maintenance contract with the printer/copier company. The District pays a fee per page to print/copy, and toner cartridges are included in that charge. Toner cartridges are maintained in the Central Store to provide employees an easy way to order/access the cartridges, but individual programs are not charged for the toner cartridges provided.
Agreed Upon Procedures

**Additional Observations**

- **Hand records**: During the course of our fieldwork, we noted that on a monthly basis the Central Store staff is keeping a hand record of the picks that are picked during that month. Upon inquiry, we were advised that the Central Store staff is keeping hand records because the program previously crashed and the computerized records for a few years were unable to be recovered. We were also advised that a back up of the K10 program is made on a daily basis.

**Recommendation**

We recommend that the District discontinue the use of hand records, as this is a duplication of the records being kept by the K10 inventory program.

**District Response**

The District’s Central Store personnel have been directed to cease its maintenance of the paper perpetual inventory system with the implementation of the Que Centre software program. In investigating the existence of the hand records, it was determined that these records have been maintained for many years – even prior to the crash of the existing program. There will be no value in maintaining hand records with the new software program, as the new program is web-based and will not be maintained on the District’s file servers. It will be operated through the WNYRIC which has adequate back-up procedures and redundant file servers.
Additional Observations (continued)

- **Ordering of products outside of Central Store:** During the month of December, the District requests that teachers and District staff make note of the items, such as classroom supplies, that they would like ordered for the following school year. The Business Office then bids the items to receive the best purchase price available on the requested items. During the course of our fieldwork, we noted that several items that are stored in the Central Store are not being requisitioned from the Central Store by District staff, but are being purchased through the bidding process. Additionally, we noted that because of the lack of usage of some of the items from the Central Store, the Central Store staff has marked some of the items for disposal and/or deletion. We also noted duplication in the bidding and ordering of items for teachers and the Central Store.

**Recommendation**

We recommend that the District consider reassigning some of the bidding duties to the Central Store. After the teachers and staff compile the list of items that they would like ordered for the following school year, those lists could go to the Central Store staff for review and consolidation. The Central Store staff could also analyze the lists comparing the lists to items stocked and ordered through the Central Store to reduce the double ordering of items, and to help streamline the bidding and ordering process.

**District Response**

The District’s Central Store personnel will be utilized to assist the Business Office in the data entry of vendor bid responses. The Business Office will still be responsible for completion of annual bids, but the District will look for ways to utilize the Central Store personnel to assist in completing the process. This may include reviewing staff budget requests for duplicate items, reviewing bid catalogs on the software for duplicate and obsolete items, etc.
Additional Observations (continued)

- **Filling orders prior to approval:** District staff and teachers can order items from the Central Store for their usage. The orders are entered into the K10 system and follow the same approval process as an out of District purchase. The items that are ordered are delivered to the staff and teachers each Friday. Occasionally, District staff and teachers will notify the Central Store that they need some of the items ordered immediately and cannot wait for the items until the order has gone through the approval process. The Central Store is able to print the unapproved order from the K10 system to select the items from the inventory. Upon approval of the order the Central Store then fills the rest of the order and delivers the items with the regularly scheduled deliveries.

**Recommendation**

All orders delivered by the Central Store to the District staff and teachers should follow the normal approval process.

**District Response**

The District’s Central Store personnel have been directed to cease the practice of filling and shipping Central Store orders that have not yet been approved by program/building administrators and the Purchasing Agent.
Agreed Upon Procedures

**Conclusion**

As a result of the above listed procedures and findings, it appears that the Central Store and Central Store staff are being underutilized in the procurement procedures of the District. As a result, it appears that the Central Store staff would be able to incorporate additional duties into their workday. If the District is unable to implement the previously listed recommendations, allowing the Central Store staff to assist the District in achieving the most efficient procurement procedures, we recommend that the District consider reducing the services provided by the Central Store and Central Store staff.

**District Response**

The District is investigating the possibility of relocating its Central Printing and Mailing function from the William T. Hoag Educational Center to the High School basement in proximity to the Central Store. This move would allow the District to share personnel between the two functional areas and thus create a “Central Services” function. Climate control for the copy room would be necessary to control the moisture content of copy paper for use in the high speed printer/copiers. The District is investigating this option as a way to share staff, provide cross coverage and to increase efficiencies in the two areas.
Acknowledgements

We would like to thank all District employees for their cooperation, particularly the following people who assisted greatly in this risk assessment:

James E. Przepasniak, Superintendent of Schools
Daniel W. Pacos, Assistant Superintendent for Administration & Finance
Karl Ringer, Central Receiving & Central Store Supervisor

BAHGAT & LAURITO-BAHGAT, CPAs, P.C.
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Memo

To:     James Przepasniak, Superintendent
From:   Daniel Pacos
Date:   8/18/14
Re:   Recommendation for approving Shared Transportation MOA with North Collins CSD

Mr. Przepasniak:

Please recommend that the Board of Education approve the attached Memorandum of Agreement with the North Collins Central School District, to share the services of Lake Shore CSD’s Transportation Supervisor Perry Oddi.

The agreement details the proposed agreement that we discussed with the Board of Education at our recent Board Retreat. None of the arrangements or expectations for the sharing of our Transportation Supervisor have changed since our discussion, and the fee that the North Collins district will pay to Lake Shore for the service is the $21,000 figure that we had discussed with the Board of Education. The North Collins CSD Board of Education approved the arrangement at their last meeting, so we would like to get the MOA signed by both districts so that it can then be forwarded on to Dr. O’Rourke at Erie 2-Chautauqua-Cattaraugus BOCES for his signature as required.

If you have any questions about the proposed Memorandum of Agreement, please do not hesitate to contact me. Thank you in advance for making the recommendation to the Board of Education.
MEMORANDUM of AGREEMENT  
by and between  
THE LAKE SHORE CENTRAL SCHOOL DISTRICT  
and the  
THE NORTH COLLINS CENTRAL SCHOOL DISTRICT  

This Agreement is entered into as of ___________, 2014, by and between the Lake Shore Central School District (hereinafter, “Lake Shore CSD”) and the North Collins Central School District (hereinafter “North Collins CSD”). The two districts are sometimes referred to in this Agreement individually or collectively as “Participating District(s)” or the “Parties”;  

WHEREAS, Education Law §1981 and General Municipal Law §119-o authorize school districts to enter into agreements for sharing the services of any employee with district-wide administrative or supervisory responsibilities; and,  

WHEREAS the Parties wish to enter into an Agreement through which the Districts shall share the services of a Supervisor of Transportation; and,  

WHEREAS, the Parties have determined it is in their best interests to set forth the terms and conditions of this sharing arrangement in a formal written document;  

NOW, THEREFORE, it is hereby agreed as follows:  

1. TERM: The term of this Agreement shall be September 1, 2014 through June 30, 2015 unless otherwise extended by the Parties. Either Party shall have the right to terminate this Agreement upon thirty (30) days’ notice to the other Party, in which case the payment described in paragraph 5 shall be prorated to the nearest full week. Upon termination of this Agreement by one Party, nothing shall preclude the other Party from employing the Supervisor of Transportation on a full time basis.  

2. SHARED PERSONNEL: During the term of this Agreement, the Parties hereby agree to share on a 90/10 basis the services of the Supervisor of Transportation (hereinafter, “Supervisor”).  

3. AUTHORITY AND DUTIES:
a. The Supervisor shall, in general, have and exercise all functions and authority of a Supervisor as customarily assigned to a Supervisor as prescribed by any applicable rules, policies and practices of each district respectively and as otherwise set forth in the Erie County Civil Service job specification for Supervisor of Transportation.

b. The Parties agree the services shall be provided on an ongoing basis from both participating sites. Due to the nature of the duties of the Supervisor position, the Parties understand and stipulate that services are generally capable of being rendered to it from the other district’s site. It is anticipated by the Parties that under ordinary circumstances the Supervisor will be on the site of Lake Shore CSD approximately 4.5 days per week and at the North Collins CSD approximately .5 days per week, notwithstanding travel time between the Participating Districts, generally reflecting physical presence in the same ratio as the performance of his/her services to the Participating Districts. However, the Parties stipulate and understand the Supervisor may, within his/her judgment and within any particular time period, reallocate his/her working time at the site of each district’s circumstances demand, without compromising the performance of his/her duties to the other district.

c. The Supervisor shall adhere to all Board policies and employment procedures of both Parties.

d. Nothing in this Agreement shall limit, in any way, the right of the Parties to promulgate educational or administrative policies pertaining to their respective districts.

4. EMPLOYING DISTRICT/EMPLOYMENT DECISIONS: During the period of this Agreement, the service sharing arrangement shall be as follows:

a. The Supervisor shall be considered to be employed by Lake Shore CSD and any decisions regarding the probationary appointment and compensation package
of the Supervisor of Transportation shall be made by the Board of Education of the Lake Shore CSD. Decisions regarding termination or discipline of the Supervisor of Transportation shall be made by the Lake Shore CSD in consultation with North Collins CSD. Services rendered by the Supervisor under this Agreement shall be deemed to have been rendered in the Lake Shore CSD for all applicable purposes under the Education Law, including, but not limited to: accumulation of vacation and sick leave; seniority; and discipline. Any review or evaluation of the quality and/or competency of the Supervisor’s professional performance shall be conducted and rendered by Lake Shore CSD, with appropriate input provided by North Collins CSD.

b. In the event the Lake Shore CSD abolishes the position of Supervisor of Transportation and creates a new position for the performance of similar duties, the new position shall be deemed similar if more than 40% of the functions in the new position were performed by the Supervisor in the shared position.

c. In the event North Collins CSD decided to discontinue the services of the Supervisor pursuant to the terms of this Agreement, the Supervisor shall retain his/her seniority rights at Lake Shore CSD only.

d. All decisions regarding approval or denial or requests for time off shall be made by Lake Shore CSD after appropriate consultation with North Collins CSD.

5. **Payment and Costs:** The Parties agree to share the costs associated with maintaining the position of the Supervisor, including but not limited to: the salary, benefits and expenses of the Supervisor and all other allocable expenses as may be agreed by the Parties from time to time, including the cost of upgrading Lake Shore CSD’s transportation and bus routing software program to include the North Collins CSD’s area and bus routes. The Lake Shore CSD agrees to include bus drivers and bus attendants/monitors from the North Collins CSD in staff training held at the Lake Shore CSD, at no additional cost to the North Collins CSD. The 90/10 ratio of cost-sharing between the Districts shall be reflected by any requisite reporting by each District to
the New York State Employees’ Retirement System and/or any other agency or entity to
which such or similar reporting of employment is required by law. North Collins CSD
will pay Lake Shore CSD the sum of $21,000 for the term of the contract. Payment by
North Collins CSD to Lake Shore CSD of its share of the aforementioned costs to shall be
made monthly during the school year by the first day of each month in which services
are rendered, without the necessity of an invoice or demand. Such payments shall
commence for each school year in the month of September. The North Collins CSD
agrees to pay the cost of purchasing global positioning satellite (gps) units for their
school buses to interface with the Lake Shore CSD’s GeoTab software program, directly
to the vendor. Lake Shore CSD agrees to coordinate the installation and testing of the
gps units in the North Collins CSD buses.

6. **Indemnification:** The Parties agree that each District will protect, defend, indemnify
and hold harmless the other in this or any successor Agreement, from any and all
claims, suits or demands of any nature arising out of this Agreement and brought by or
on behalf of students or person in a parental relationship to students of each of the
respective Districts. The Parties further agree to maintain, at minimum, a policy or
policies of commercial liability coverage, including contractual liability coverage, naming
the other District as an additional insured, in a minimum amount of $1,000,000 from
such insurance companies as are deemed reasonably acceptable each District.

7. **Entire Agreement:** This Agreement constitutes the entire agreement of the Parties
with respect to its subject matter. It may be amended only in writing, agreed to and
signed by the Parties. This Agreement may be executed in one or more counterparts,
each of which shall be deemed to be an original, but all of which together shall
constitute one and the same instrument. This Agreement shall be approved by each
party’s Board of Education in accordance with the requirements of law applicable to
such party. This Agreement shall be governed by and construed in accordance with
the laws of the State of New York. Erie County, New York, shall be the venue of any
action or proceeding arising from or related to this Agreement. Paragraph headings
have been provided for convenience of reference only and shall not control, affect the meaning or be used in the interpretation of any provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

DATED: ______________, 2014

LAKE SHORE CENTRAL SCHOOL DISTRICT

By: JAMES PRZEPASIAK
Superintendent of Schools

DATED: ______________, 2014

NORTH COLLINS CENTRAL SCHOOL DISTRICT

By: JOAN THOMAS
Superintendent of Schools

APPROVED BY:

_________________________________
DR. DAVID O’ROURKE, District Superintendent
Erie 2-Chautauqua-Cattaraugus BOCES
Memo

To: James Przepasniak, Superintendent
From: Daniel Pacos
Date: 8/18/14
Re: Recommendation for approval of stipend for Shared Transportation Supervisor

Mr. Przepasniak:

Please recommend that the Board of Education approve a $5,000 stipend for Perry Oddi, for the duties of Shared Transportation Supervisor between the Lake Shore and North Collins Central School Districts. This is a one year stipend, to cover the term of the proposed Memorandum of Understanding with the North Collins CSD for the shared transportation supervisor services.

The stipend is recommended as a pertinent piece in the District’s proposed Memorandum of Agreement between the Lake Shore and North Collins Central School Districts, to share the services of Mr. Oddi. If approved by the Board of Education, the MOA will add additional duties to Mr. Oddi in that he will provide mentoring and training to the transportation department staff at North Collins. He will also add the student database for North Collins to Lake Shore’s database in our school bus routing software program, and enter their current routing configuration into the software. He will also work with the program vendor to have gps units installed in North Collins’ buses which will allow him to track their buses as he currently tracks Lake Shore’s. The stipend was the amount proposed in Lake Shore’s discussions with North Collins, and has also been discussed with Mr. Oddi prior to finalizing the proposed sharing arrangement.

If you have any questions about the proposed stipend or the Memorandum of Agreement, please do not hesitate to contact me. Thank you in advance for making the recommendation to the Board of Education.
WHEREAS, the Board of Education has determined that due to a decline in enrollment, economic considerations, and efficiency of program, it would be appropriate to abolish/reduce a total of 4.6 full time equivalent instructional positions, increase 3.0 full time equivalent instructional positions, abolish/reduce a total of 4.0 full time equivalent, one 8 hour, one 2 hours 5 minutes, and one 2.2 hours non-instructional positions, and increase a 6 hour non-instructional position as follows:

**Instructional Staff:**

Abolish:
- Art Education 0.2 FTE Position
- Home Economics 1.2 FTE Positions
- Science Education 1.0 FTE Position
- Social Studies Education 1.0 FTE Position
- Reading Education 1.0 FTE Position

Reduce:
- Foreign Languages 0.2 FTE Position

Increase:
- Elementary Education 3.0 FTE Positions

**Non-Instructional Staff:**

Abolish:
- Bus Driver 4.0 FTE Positions
- Laborer 8 Hour Position
- LPN 2 Hours 50 Minutes Position
- Monitor 2.2 Hours

Increase:
- Custodian 6 Hour Position

NOW, therefore, be it resolved, that the Board of Education hereby abolish/reduce 4.6 full time equivalent instructional positions from the 2014-15 school budget, increase 3.0 full time equivalent instructional positions to the 2014-15 school budget, abolish/reduce 4.0 full time equivalent, one 8 hour, one 2 hours 50 minutes, and one 2.2 hours non-instructional positions from the 2014-15 school budget, increase a 6 hour non-instructional position to the 2014-15 school budget, and thereby directs the Superintendent’s Office to notify the effected individuals of the abolishment/reduction/increase of their positions.

Adopted this 19th day of August 2014.

Jennifer Michalec, President
Board of Education

James E. Przepasniak, Superintendent