

**BOARD MEETING:** Regular Meeting  
**DATE:** Wednesday, September 8, 2021  
**TIME:** 6:00 p.m.  
**PLACE:** Naples High School Cafeteria

- I. Meeting Called to Order
- II. Roll Call
- III. Adopt the Agenda of the Regular Meeting of September 8, 2021 (Board Action)
- IV. Executive Session (Board Action)
- V. Pledge of Allegiance
- VI. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.  
 Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes with a maximum of fifteen (15) speakers.*)  
 As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.  
Board Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.
- VII. Points of Interest
- VIII. Superintendent Recognitions & Updates
  - Summer School and Opening Day Updates
  - Business Office Updates
  - Policy #5520: Extra-Classroom Activities Funds
  - NYSSBA Voting Delegate & Alternate
  - Amend Board Calendar
- IX. Board Reports
  - Facilities Committee
- X. Minutes (Board Action)
  - Regular Meeting of August 4, 2021
- XI. Contractual Agreement (Board Action)
  - CSEA Memorandum of Agreement
- XII. Award Capital Outlay Project Bid (Board Action)
- XIII. Donation (Board Action)
- XIV. Business (Board Action)
  - Adult Meal Prices
  - Establish Civil Service position:
    - Information Technology Support Technician II
  - Amend Board of Education meeting Calendar
  - NYSSBA Voting Delegate
  - NYSSBA Alternate Voting Delegate
  - Discards
  - Non-Resident Enrollment
  - Policy Updates
- XV. Personnel (Board Action)
  - Appointments
    - School Monitor
    - School Bus Monitor
    - Correct Music Teacher Appointment
    - 2021-2022 Fall Coaches
    - Modified Boys Soccer
    - 2021-2022 Extra-Curricular:
      - Assistant Colorguard
      - Elementary 5/6 Beginning Band
      - Wellness Coordinator
      - Elementary Library Club
      - NCS Golf Club
      - NCS Baseball Club
- XVI. Consent Agenda Items (Board Action)
  - CSE Committee Recommendations
  - Substitutes:
    - Teachers
    - Teacher Assistant
    - Teacher Aides
    - School Monitor
    - Food Service Helper
- XVII. Adjournment (Board Action)

## Regular Meeting

September 8, 2021

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, September 8, 2021 at 6:04 p.m. in the Naples High School Cafeteria.

Members Present:     Robert Brautigam                     Kelley Louthan  
                                 Joseph Callaghan                     Steven Mark  
                                 Carter Chapman                     Gail Musnicki  
                                 Jacob Hall                             Maura Sullivan  
                                 Thomas Hawks

Members Absent:

Also Present: Jeffrey Black, Chad Hunt, Kristina A. Saucke, Nicole J. Green, Anneke Radin-Snaith, Heather Clark, Gregory Parzych, Pamela Claes and Student Representative Max Ryan.

Guests: None

A quorum being present, the meeting was called to order at 6:04 p.m. by Board President Jacob Hall.

**Motion:**             **Carter Chapman**  
**2<sup>nd</sup>:**                   **Thomas Hawks**

Resolved, that the Board of Education approves the agenda of the Regular Meeting of September 8, 2021 as presented.

**Voting Yes: 9                                     Motion Carried**  
**Voting No: 0**

**Motion:**             **Thomas Hawks**  
**2<sup>nd</sup>:**                   **Steven Mark**

Resolved, that the Board of Education approves calling an executive session at 6:05 p.m. for the purpose of discussing the employment history of a particular person or persons.

**Voting Yes: 9                                     Motion Carried**  
**Voting No: 0**

**Time out of Executive Session: 6:35 p.m.**

**Pledge of Allegiance**

**Public Comment:** None

**Board Response:** None

**Points of Interest:** Board Member Carter Chapman noted Homecoming was scheduled for the upcoming weekend with a bonfire being held on Friday night.

**Superintendent Recognitions and Updates:**

Superintendent Jeffrey Black introduced Administrative Intern and Athletic Director Greg Parzych, noting Greg had a new addition to his family. Mr. Parzych stated his wife and new daughter Reagan were doing well, adding it has been an adjustment for his daughter Emerson.

Dr. Black then introduced Student Representative Max Ryan, noting Max will start giving his student reports at the next Regular Board of Education meeting. Max introduced himself, stating he is a three-sport athlete, Student Council President as well as his class Vice-President.

Summer School and Opening Day Updates:

Superintendent Black noted it was wonderful to have the administrators at the meeting.

Elementary Principal Kristina Saucke stated the Summer Academy Program was great, noting around fifty students attended consistently, adding they had changed the summer program to allow for ELA, Math and Special Areas such as Physical Education, Art, Music, Media Center and STEAM activities. Ms. Saucke then noted the Elementary school had a number of new hires with five new teachers and four teacher aides, adding there were two days of new staff orientation for the teachers with Carrie Grove, Anneke Radin-Snaith and the teachers' mentors. Kris noted the Elementary has had a fabulous start to the school year, noting things are getting back to normal with students able to go out of their rooms for their special areas such as Art, Music and Physical Education. Ms. Saucke added that the outdoor tent is great for the students.

Director of Pupil Personnel Katherine Piedici stated the Summer Extended Year Program went well, adding it was great to have the Special Area classes, noting each Friday they held a Cooking with Connie Healthy Recipes class. Mrs. Piedici also commented on the great programs our students are able to attend at FLSS, Holy Childhood, Midlakes and Cobblestone. Director of Pupil Personnel Piedici also stated she is excited to have a new 8:1:1 Kindergarten class, noting she anticipates a lot of growth for the students.

Secondary Principal Nicole Green stated Naples Central School had 26 students attend summer school at Prattsburgh Central School, adding she was proud of the students who took advantage of the opportunity. Mrs. Green noted it was joyful to have students back in the building, noting there had been a parent sponsored Senior Parade, adding the classrooms are full, the students are excited and the drums are practicing for the Pep Rally, noting Guidance Counselor Bill Murphy has been working hard organizing the Pep Rally and Homecoming Dance scheduled for Saturday night in the courtyard.

Superintendent Black thanked the administrators for their excellent reports, adding requirements from the NYS to open seemed to be changing by the moment, noting everyone on the administrative team, advisors and coaches have had to be flexible, stating last year was so complicated we are glad to be in school full time five days a week this year.

Board President Jacob Hall thanked the administrative team for all of their hard work getting ready for the new year, adding he agreed with hp Nicole Green, it's a joy to see the kids back in school.

Board Member Kelley Louthan thanked the team as well, commending them on the excellent summer program.

Business Office Updates:

Director of Business and Operations Chad Hunt stated the administrative team had done an excellent job, noting a smooth opening was a testament to all their hard work.; Mr. Hunt stated the annual audit was coming to a close and the auditors would be presenting a report at the October 6<sup>th</sup> Board of Education meeting. Board President Jacob Hall stated because of the

uncertainty of COVID the District had withheld more than 4% of the allowed fund balance so there will be a comment in the audit report on that, adding the auditors had commended the District on our fiscal management and said they use NCS as an example for other Districts to follow.; Mr. Hunt discussed the proposed change to Policy #5520: Extra-Classroom Activities Fund, which would allow money to be accepted online through a Merchant Processing Agreement in order to accept credit or debit card payments into the Extra-Curricular Bank Account online, for example to allow online donations to Operation Santa.

#### NYSSBA Voting Delegate & Alternate

Superintendent Black stated the annual NYSSBA Business Meeting will be held virtually on Monday, October 18<sup>th</sup>. Board Member Steven Mark stated he would be willing to be a delegate, adding he had attended virtually last year and in person the year before and he had learned a lot at the last two meetings. Board Member Maura Sullivan stated she would be willing to be the alternate delegate.

#### Amend Board Calendar:

Dr. Black stated the Regular Board of Education Meeting of September 22<sup>nd</sup> would be canceled and a Board Retreat would be held in its place, adding Dr. Vicma Ramos would be presenting information on the Superintendent Search process and Attorney Joseph Shields would be talking on Board Protocols, adding there will be no board action or decisions taken at the retreat.

#### COVID Updates:

Superintendent Black stated NYS is mandating that all health workers and all school personnel be either vaccinated or be tested weekly, adding Ontario County will be contracting people to do the testing at the schools, noting there has not been any follow-up guidance from the state yet and he anticipates it will be at least a month before testing starts. Board discussion followed pertaining to information presented.

#### Donation:

Dr. Black announced the he had received a visit from Rick Hawks regarding a very generous donation of \$40,000 from the estates of former Elementary teacher Sally Hawks Braun and her husband Darryl Braun for the Elementary School playground, noting the money will be used in the proposed Capital Project which includes a new Elementary School playground. Board Member Thomas Hawks stated his sister Sally taught at Naples for 34 years and absolutely loved Naples and the kids' playground, adding this donation has meaning for all of his family as they had worked together to help build the original playground at the Elementary School. Mr. Hawks stated Sally loved to let her students have fun and enjoy their surroundings and he felt Sally and Darryl would both be so happy to see a new playground.

### **Board Reports:**

#### Facilities Committee:

Facilities Committee member presented the following report:

1. The District received Sally and Darryl Braun's Donation of \$40,000 to be applied to the pending capital project specifically for the primary playground.
2. Chad Updated the BOE on the draft resolutions for Board approval on October 6<sup>th</sup>
  - a. SEQR
  - b. Capital Project Resolution
  - c. Capital Reserve Resolution



**Motion:** Thomas Hawks  
**2<sup>nd</sup>:** Joseph Callaghan

**WHEREAS**, the Estate of Sally H. Braun and Darryl A. Braun testamentary trust wishes to generously donate Twenty-Five Thousand Dollars (\$25,000) and Fifteen Thousand Dollars (\$15,000) respectfully, for a total donation of Forty Thousand Dollars (\$40,000) to the Naples Central School District (the “School District”) for the purpose of supporting the school district capital construction project and more particularly to support the construction of a playground dedicated to Prekindergarten and Kindergarten students in honor of Sally H. Braun and her lasting legacy of commitment to the School District and the enrichment of children’s lives; and

**WHEREAS**, §1709 of New York Education Law authorizes a Board of Education to accept gifts and donations; and

**WHEREAS**, the donors, in satisfaction of Board Policy #5230, have submitted the donations and checks to the Board of Education prior to its consideration of the acceptance of the donation; and

**WHEREAS**, the Board of Education has received and reviewed the written offer and determined the donation will be in the best interests of the School District; and

**WHEREAS**, the Board of Education graciously accepts the gift with gratitude and to administer and manage the donation in accordance with the estate of Sally H. Braun and the testamentary trust of Darryl A. Braun’s worthy purpose of honoring Sally H. Braun and her lasting legacy of commitment to the School District and the enrichment of children’s lives.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. After consideration of the written offer, the Board of Education hereby gratefully accepts the proposed donation from the estate of Sally H. Braun in the amount of Twenty-Five Thousand Dollars (\$25,000) and the donation in the amount of Fifteen Thousand Dollars (\$15,000) from the testamentary trust of Darryl A. Braun, for a combined total donation in the amount of Forty Thousand Dollars (\$40,000), for the purpose of supporting the School District’s 2021 Capital Construction Project and in particular to support the construction of a playground dedicated to Prekindergarten and Kindergarten students which will increase access for these students to recreation equipment for play, exercise, and time spent outdoors.
2. The Board of Education grants the Superintendent of Schools the necessary authority to execute all documents necessary to effectuate the donation’s purpose.
3. The Board of Education directs the Interim Superintendent of Schools to take appropriate action to recognize the extremely generous donation which shall enrich the lives of students for many years to come.
4. This resolution shall be effective immediately.

**Voting Yes:** 9  
**Voting No:** 0

**Motion Carried**

**Motion: Carter Chapman**

**2<sup>nd</sup>: Steven Mark**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:**

- Resolved, that approval be given to establish the following Adult meal prices for the Naples Central School District Breakfast/Lunch Program:  
Adult Lunch Meal Price: \$4.78  
Adult Breakfast Meal Price: \$2.57
- Resolved, that the Board of Education authorizes the creation of the following position on the Ontario County Department of Civil Service roster for our District effective September 8, 2021: Information Technology Support Technician II
- Resolved, that the Board of Education amends the 2021-2022 Naples Central School Board of Education Calendar as follows:
  - The Regular Meeting of September 22, 2021 is hereby canceled.
- Resolved, that Board of Education member Steven Mark is hereby appointed as Voting Delegate for the 2021 NYSSBA Annual Meeting.
- Resolved, that Board of Education member Maura Sullivan is hereby appointed as Voting Delegate Alternate for the 2021 NYSSBA Annual Meeting.
- Resolved that approval be given for the following to be declared surplus property and approval given to discard as per Policy #5250:
  - High School Discards: As attached
  - Business and Operations Discards:
    - Twenty-five to Thirty old and damaged Student Desks
    - Twenty-five to Thirty old and damaged Computer Desks
    - Twenty to Twenty-five Student Chairs
- Resolved, that authorization be given as per Board of Education Policy #7132, for the daughter of Naples Central School employee Lindsey Alongi, Marin Alongi, to be allowed to attend Naples Central School District on a tuition-free basis.
- Upon the recommendation of the Policy Committee, with no second reading required as per Policy # 1410, approval is hereby given for the following Policies:
  - Policy # 3310: Public Access to Records
  - Policy # 5633: Gender Neutral Single-Occupancy Bathrooms
  - Policy # 5640: Smoking, Tobacco, and Cannabis (Marijuana) Use
  - Policy # 6159: Registration and Professional Development
  - Policy # 6220: Temporary Personnel
  - Policy # 7180: Virtual Classroom Expectations

**Voting Yes: 9**

**Motion Carried**

**Voting No: 0**

**Motion: Kelley Louthan**

**2<sup>nd</sup>: Steven Mark**

**Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel item as presented:**

- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following probationary appointments, pending a successful background clearance report provided to the school as a result of the fingerprinting process:
  - Spencer Hunter, 8090 State Route 245, Naples, NY 14512, as a School Bus Monitor, effective September 1, 2021, at the rate of \$12.50/hour.
  - Spencer Hunter, 8090 State Route 245, Naples, NY 14512, as a School Monitor, effective September 1, 2021, at the rate of \$12.50/hour.
- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following corrected probationary appointment, pending a successful background clearance report provided to the school as a result of the fingerprinting process:
  - James Will Hope, to a probationary term of four (4) years beginning on August 5, 2021 and expiring on August 4, 2025, as a Music Teacher, effective August 5, 2021. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of Highly Effective or Effective in at least three (3) of the four (4) preceding years and no Ineffective rating in the final year. The certification area and status is Music, Initial. Salary for this position will be Step 1 of the 2021-2022 Distribution Schedule – Bachelors. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
- Resolved, that the Board of Education approves the following Coach for the 2021-2022 School Year, salary as per negotiated agreement:
  - Soccer: Boys Modified: Thomas Mannella
- Resolved, that the Board of Education approves the following Extra-Curricular appointments for the 2021-2022 School Year, salary as per negotiated agreement:
  - Assistant Colorguard: Shaylynn Whipple
  - Elementary 5/6 Beginning Band: James Will Hope
  - Wellness Coordinator: Allison Powers
  - Elementary Library Club: Gretchen Pulver
  - Golf Club Advisor: Adam Robison
  - NCS Baseball Club Advisor: Brian Battle

**Voting Yes: 9**

**Motion Carried**

**Voting No: 0**

**Motion: Steven Mark**

**2<sup>nd</sup>: Carter Chapman**

**Resolved, that the Board of Education, upon the recommendation of Superintendent Matthew Frahm, approves the Consent Agenda Items as presented:**

- a. Resolved, that the Board of Education accepts the committee recommendations from the following meetings:
  - Committee on Special Education actions of 08/19/2021.





## Facilities Committee Report

September 8, 2021

Speaker- Carter Chapman

1. Chad Updated the BOE on the draft resolutions to go to the Board for approval on October 6.
  - a. SEQR
  - b. Capital Project Resolution
  - c. Capital Reserve Resolution
2. Received Sally and Darryl Braun Donation of \$40,00 to be applied to the pending capital project specifically for the primary playground.
3. Reviewed the very draft version of the capital project weblink to be opened up after October 6.
4. Received 3 bids on the replacement of exhaust fans for the high school Low bidder was Crosby-Brownlie which is a company we already use for boiler maintenance.
5. Discussed water drainage in the elementary bus loop. There is a 10-inch pipe taking water away. The second lot is sloped away and is lower than the height of the floor of the building. This was designed to keep water moving away from the building. District will look more closely at making sure all drains are ready to accept water.
6. Bus garage fence has safety exit gates that by code require panic bars.
7. Discussed the schedule for sealing and striping all three main parking areas (HS, ELEM, BUS GARAGE). We can schedule it one so we seal and stripe one area per year to keep the budget smoothed out.
8. Looking at making sure that both school athletic facilities are useable for multiple sports.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. (CSEA, INC.),  
LOCAL 1000, AFSCME, AFL-CIO,  
NAPLES CSD SUPPORT STAFF UNIT #7853  
ONTARIO COUNTY LOCAL 835,**

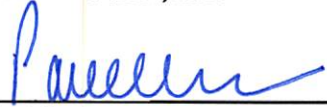
The Naples Central School District (hereinafter referred to as the "District") and the CSEA, Inc. (hereinafter referred to as the "CSEA"), (collectively referred to as the "Parties") are parties to a collective bargaining 2019-2023 Agreement (hereinafter referred to as the "CBA") and recognize:

1. The head bus driver, bus drivers and mechanics are required to maintain and renew their CDL license every eight (8) years;
2. Currently, the District does not reimburse unit members for CDL license renewals;
3. The Parties wish to resolve this matter amicably and in the best interest of the CSEA and the District.

Therefore, the Parties agree as follows:

1. The District will reimburse no more than \$75 to each head bus driver, bus driver and/or mechanic required to hold a CDL license upon successful completion of his/her license renewal. In order to receive reimbursement, the head bus driver, bus drivers and mechanics must submit proof of their renewal to the business office.
2. The license renewal reimbursement will apply retroactively to the head bus driver, bus drivers and mechanics that renewed their CDL license on or after July 1, 2021.
3. The parties hereby acknowledge that they had the opportunity to be advised by counsel or a labor relations representative, and/or CSEA Unit Officer regarding this Agreement, that they have read this Agreement, that they fully understand its contents, and that they have executed the same and made the agreement provided for herein voluntarily and of their own free will.
4. By their signature below, the parties acknowledge the above understanding is being made based on the particular circumstances involved and that this agreement shall not serve as a precedent in any future application or interpretation of the collectively bargained agreement between the parties, except as stated therein.

**For the CSEA, Inc.**

  
\_\_\_\_\_  
Paul Peters  
Labor Relations Specialist

SEPTEMBER 1, 2021  
Date

\_\_\_\_\_  
**Midge Guereri**  
**Local CSEA Unit President**

\_\_\_\_\_  
**Date**

**For the District**

\_\_\_\_\_  
**Jeffrey Black**  
**Interim Superintendent**

\_\_\_\_\_  
**Date**

## High School Discards

<b>Titles</b>	<b>Quantities</b>
Earth Science Workshop	1
The Earth and Beyond	3
Consumer Mathematics	10
School-to-Career	1
Earth Science	2
Earth Science Workbook	2
Map Skills	4
Math Level Indicator-red form	2 full packets
Math Level Indicator-blue form	3 full packets
Skills for Independent Living	1
Everyday Life Skills	1
Living on your Own	3
Life Skills	28
Life on your Own	1
Basic Math Skills	17
Pre-Algebra - Book 3	6
Pre-Algebra - Book 2	6
Pre-Algebra - Book 1	6
Succeeding in the World of Work	5
Discovering Food and Nutrition	9
Math Life Skills	5
Physical Science	4
U.S Adventures in Time and Place	3
7 Habits of Highly Effective Teens	7
Healthy Transition	6
Literature Writing and Grammar	2
Decision for Health	2
Plant Life	12
Algebra 2 and Trigonometry	1
Geometry	3
Life Science	8

## High School Discards

U.S Government	2
America's Story	8
Living Environment	3
Literature	6
General Science	5
Life Skills - Math	7
The 13 Colonies	1
America's History	1
Battle of Gettysburg	1
Lewis and Clark	1
The Plymouth Colony	1
The Nystrom Desk Atlas	2
Math in Everyday Life	2
Science Explorer - Animals	1
10 People who Discovered Africa	1
Declaration of Independence	2
The Bill of Rights	1
Checkbook Math	1
Keeping a Job	1
Enjoying the Newspaper	1
Math Level Indicator- red and blue	1
Skill Review	1
Integrated algebra	1
Algebra	3
New York Assesment Prep	1

**Memo**  
**NaplesCentralSchool**



Date: September 7, 2021

To: Jeff Black  
Superintendent

From: Chad Hunt  
Director of Business and Operations

Subject: Discards

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Dr. Frahm,  
I would like to have BOE approval to discard the following items;

Old and damaged student desks (25-30)  
Old and damaged computer desks (25-30)  
Student chairs (20-25)

All of these items are not in use currently within the district and should be disposed of. Thank you for your consideration.

Sincerely,  
  
Chad Hunt

**SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to District records will be consistent with the rules and regulations established by the New York State Committee on Open Government and will comply with all the requirements of the New York State Freedom of Information Law (FOIL).

**Records Access Officer**

The Superintendent, subject to the approval of the Board of Education, will designate a Records Access Officer who will have the duty of coordinating the School District's response to public request for access to records.

**Fulfilling FOIL Requests**

The District will provide copies of records in the format and on the medium requested by the person filing the FOIL request if the District can reasonably do so regardless of burden, volume or cost of the request. The District may charge a fee for copies as permitted by law and regulation.

The District may require a person requesting lists of names and addresses to provide a written certification that they will not use the lists of names and addresses for solicitation or fundraising purposes and will not sell, give, or otherwise make available the lists of names and addresses to any other person for the purpose of allowing that person to use the lists of names and addresses for solicitation or fundraising purposes.

**Requests for Records via E-mail**

If the District has the capability to retrieve or extract electronic records with reasonable effort, it will provide the records electronically upon request. The District will accept requests for records submitted in the form of email and respond to such requests by email using the forms supplied by the District. This information will be posted on the District Web site, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When the District maintains requested records on the internet, the response will inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

**Notification**

The District will post in a conspicuous location wherever records are kept and/or publish in a local newspaper of general circulation a notice which contains: the locations where records will be made available for inspection and copying; the name, title, business address, and business telephone number of the Records Access Officer; and the right to appeal a denial of access to records with the name and business address of the person or body to whom the appeal should be directed.

(Continued)



**SUBJECT: PUBLIC ACCESS TO RECORDS****Additional Provisions**

Regulations and/or procedures governing access to District records in relation to FOIL requests will be developed.

Education Law Section 2116  
Public Officers Law Section 87  
21 New York Code of Rules and Regulations (NYCRR) Part 9760

NOTE: Refer also to Policy #1510 – Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

Adopted: 06/27/07  
Revised: 05/02/12  
Revised: 09/08/21

**SUBJECT: GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS**

The District is committed to creating and maintaining an inclusive educational and work-environment. The District will ensure that all single-occupancy bathroom facilities are designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.

"Single-occupancy bathroom" means a bathroom intended for use by no more than one occupant at a time or for family or assisted use and which has a door for entry into and egress from the bathroom that may be locked by the occupant to ensure privacy and security.

All gender neutral bathroom facilities will be clearly designated by the posting of signage either on or near the entry door of each facility.

Education Law § 409-m  
Public Buildings Law § 145

NOTE: Refer also to Policy #7552 -- Student Gender Identity

Adopted: 09/08/2021

**SUBJECT: SMOKING, TOBACCO, AND CANNABIS (MARIJUANA) USE**

The following actions are prohibited on school grounds and at school functions: smoking; vaping; using tobacco products; and/or using or ingesting any form of cannabis.

Smoking and vaping are prohibited within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools. However, this prohibition does not apply to smoking or vaping in a residence, or within the real property boundary lines of residential real property.

Exceptions may exist for authorized medical cannabis use.

**Definitions**

For purposes of this policy, the following definitions apply:

- a) "Electronic cigarette" (or "e-cigarette") means an electronic device delivering vapor inhaled by an individual user, and includes any refill, cartridge, and any other component of such a device.
- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.
- c) "School grounds" means any building, structure, and surrounding outdoor grounds, including entrances or exits, contained within the District's preschool, nursery school, elementary, or secondary school's legally defined property boundaries as registered in the County Clerk's Office, as well as any vehicles used to transport children or school personnel.
- d) "Smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance containing tobacco, cannabis, or cannabinoid hemp.
- e) "Tobacco products" means cigarettes or cigars, bidis, chewing tobacco, powdered tobacco, nicotine water, or any other tobacco products.
- f) "Vaping" means the use of an electronic cigarette.

**Notification**

The District will prominently post signs prohibiting smoking and vaping on school grounds in accordance with applicable law. Appropriate District officials will inform individuals smoking or vaping in a non-smoking area that they are in violation of law and/or District policy.

(Continued)

**SUBJECT: SMOKING, TOBACCO, AND CANNABIS (MARIJUANA) USE (Cont'd.)**

The District will communicate this policy to staff, students, parents/guardians, volunteers, visitors, contractors, and outside groups through means such as the District's *Code of Conduct*, student handbooks, newsletters, announcements, facilities use forms/agreements, and/or the prominent display of this policy in appropriate locations.

**Prohibition of Tobacco Promotional Items/Tobacco Advertising**

Tobacco promotional items (e.g., brand names, logos and other identifiers) are prohibited:

- a) On school grounds;
- b) In any vehicles used to transport students or school personnel;
- c) At school functions;
- d) In school publications;
- e) On clothing, shoes, accessories, gear, and school supplies in accordance with the District's *Code of Conduct* and applicable collective bargaining agreements.

This prohibition of tobacco promotional items will be enforced in accordance with the District's *Code of Conduct* and applicable collective bargaining agreements.

The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

20 USC §§ 6081-6084 and 7971-7974

41 USC §8101 et seq.

Education Law §§ 409

Penal Law §222.10

Public Health Law §§ 1399-n, 1399-o, 1399-p, and 1399-aa

8 NYCRR §§ 155.5 and 156.3

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment  
#6150 -- Alcohol, Tobacco, Drugs, and Other Substances (Staff)  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)  
#8240 -- Instruction in Certain Subjects  
*District Code of Conduct*

Adopted: 06/27/07

Revised: 12/12/12

Revised: 03/20/13

Reviewed: 10/16/13

Revised: 01/31/18

Revised: 09/08/21

**SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING****Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if they hold a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to their name and/or address within 180 days of such change may be subject to moral character review.

**Continuing Teacher and Leader Education (CTLE) Credit Hours**

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CLTE certificate holder if they hold a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy.

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Learning Plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a Professional Learning Plan for the succeeding school year have been met and that it has complied with the Professional Learning Plan for the current school year.

(Continued)

## Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.)**

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills, and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

**Language Acquisition CTLE and Exemption**

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15 percent of the required hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15 percent of the required CTLE hours holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

**CTLE Adjustments**

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which they obtain this certification. However, the employee must still meet any language acquisition requirements.

(Continued)

**SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.)****Recordkeeping and Reporting Requirements**

Employees must maintain a record of completed CTLE for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program

The District will maintain a record of any professional learning it conducts or provides for educators for at least seven years from the date of completion. These records will be available for review by SED.

Education Law §§ 3006, 3006-a, 3012-d  
8 NYCRR Subpart §§ 80-6  
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adopted: 10/17/16  
Revised: 12/12/18  
Revised: 09/08/21

## Personnel

**SUBJECT: TEMPORARY PERSONNEL**

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

**Student Teachers**

The District shall cooperate with teacher training institutions in the placement of student teachers 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 part of their instruction assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (SED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant SED personnel.

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

Student Teachers shall not be allowed to substitute teach until they have completed all requirements for student teaching.

**Substitute Teachers**

A fully qualified substitute teacher will be employed, whenever possible, by the Superintendent in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

A teacher substitute is required to have at least two (2) years of higher education. Exceptions must be approved by the school superintendent.

**Eligibility for Service**

Per Commissioner's Regulations Section 80-5.4, there are three (3) categories of substitutes:

- a) Substitutes with valid teaching certificates or certificates of qualification may serve in any capacity, for any number of days. If employed on more than an "itinerant" basis, these substitutes will be employed in their certification area.

(Continued)



## Personnel

**SUBJECT: TEMPORARY PERSONNEL (Cont'd)**

- 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 may serve in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, these substitutes will be employed in their anticipated certification area.
- c) Substitutes without a valid certificate and who are not working towards certification may serve for no more than forty (40) days per school year. In extreme circumstances – where there is a urgent need for a substitute teacher – however, the District may employ this substitute teacher beyond the 40-day limit, for up to an additional fifty (50) days (90 days total in a school year), if the Superintendent certifies that the District conducted a good-faith recruitment search and there are no certified teachers available who can perform the duties of the position.

The District may hire this substitute teacher beyond the 90 days only if the Superintendent attests that the District conducted a good-faith recruitment search, but there are still no certified teachers available who can perform the duties of the position and that the District needs a particular substitute teacher to work with a specific class or group of students until the end of the school year.

The Board will annually establish the ordinary rate for per diem substitute teachers.

Reporting

The Superintendent will submit an annual report to the Commissioner concerning the employment of all uncertified teachers. The report will include:

- a) The number of substitute teachers authorized to be employed beyond the 40-day limit.
- b) The number of substitute teachers authorized to be employed beyond the 90-day limit.
- c) The required good-faith recruitment certifications for all teachers employed beyond the 40-day and 90-day limits.

The placement of a person on the approved substitute list requires Board of Education approval.

Substitute Tutor: \$30.00/hour

(Continued)

**SUBJECT: TEMPORARY PERSONNEL (Cont'd)**

Per Diem Substitute Administrator Pay

The Naples Central School District shall pay certified substitute Administrators at the rate of \$400/day.

Per Diem Substitute Teacher Pay

The Naples Central School District shall pay substitute teachers at the rates listed below. All salaries are for continuous service in one assignment. There is no retroactivity. When substituting for a particular teacher, salary will be adjusted when the appropriate number of days of service has been met. At that point, the new rate will go into effect. Any modifications of the policy will be at the discretion of the Board of Education.

<b>Days of Service</b>	<b>Salary</b>
1 to 20 days	\$110/day: Certified \$110/day: Uncertified
21 days up to one semester	1/200th of step 1 BS/day (Commencing day 21)

Per Diem Substitute Teacher Pay for Retired Teachers, from Naples Central School District or from other school districts, will be paid at the rate of \$140/day.

Per Diem Substitute Teacher Pay for Retired College Professors, will be paid at the rate of \$140/day.

The District may hire two (2) teacher substitutes on a contractual basis at the rate of \$120/day, who would be required to report for work as a teacher substitute each day that the students are in physical attendance of the school buildings. These teacher substitutes would be granted five (5) leave days each school year to be used for sick or personal leave. No additional benefits.

**Long-term substitute teachers** will be those people who take over a regular teacher's assignment for one (1) semester or longer. They will be placed on contract for the duration of their assignment at the following rate of pay as per their degree: Step 1 Teachers Salary Distribution Schedule –Bachelors; or Step 1 of the Teachers Salary Distribution Schedule -Masters. Benefits will include Health Insurance; Dental Insurance; and Sick/Personal leave as specified in the Naples Teachers' Association contract.

Costs for Fingerprinting: Fingerprinting costs will be the responsibility of the substitute; costs will be reimbursed to the substitute upon completion of 10 days of substitute employment.

(Financial Assistance is available to qualified individuals)

**Substitute Nurse**

Certified RN or LPN: \$125.00/day

(Continued)

**SUBJECT: TEMPORARY PERSONNEL (Cont'd)****Substitute Non-Instructional**

The following Substitute Non-Instructional Employees shall be paid at the Current NYS Minimum Wage: Bus Monitor, Cleaner\*, Clerk, Food Service Helper, Library Clerk, School Monitor, Teacher Aide, Teacher Assistant, Building Maintenance Assistant and Typist.

\*Cleaner substitutes shall receive differential pay of forty-five (45) cents per hour for any hours worked after 3:30 p.m. effective 09/16/2019.

Lifeguards: Hourly wage will be Minimum wage plus \$1.00

Building Maintenance Mechanic: Hourly wage will be Minimum wage plus \$1.50

Custodian: Hourly wage will be Minimum wage plus \$1.00

Automotive Mechanic/Bus Driver: Minimum Wage - \$18.35/hour

Bus Driver: \$18.00/hour

Special or Outside Hourly Rate: As per negotiated CSEA contract

Layover Rate: As per negotiated CSEA contract

Bus Driver Refresher Course - As per negotiated CSEA contract

Special provisions relative to Substitute Bus Drivers:

The Naples Central School District shall pay substitute bus drivers *at the current minimum wage* for the following:

Training in the operation of a school bus up to a maximum of forty (40) hours.

Time for actual seat hours in the required three (3) hour pre-service course and thirty (30) hour course will be paid at the current minimum wage/hour.

A driver is required to complete the following before request for payment can be made, including reimbursement for fingerprinting or \*permit and licensing fees:

The thirty (30) hour course – to be completed within one year

A minimum of six months of service and 30 bus runs

\*The Naples Central School District will reimburse substitute drivers for permit and licensing fees upon presentation for a voucher for payment and related receipts. The licensing fees will be reimbursed as the difference between a regular driver's license and a Class D, Class CDL, and Class B license.

(Continued)

## Personnel

**SUBJECT: TEMPORARY PERSONNEL (Cont'd)**

The Naples Central School District shall pay substitute school bus monitors *at the current minimum wage* for the following:

NYS Attendant/Monitor Pre-Service Instruction up to a maximum of two (2) hours.

Required training for School Bus Monitor up to a maximum of ten (10) hours; Required by state law that this class must be taken within one (1) year of employment as a school bus monitor.

The Naples Central School District shall pay substitute school bus monitors at the following rate for the Refresher Course; Required by state law two (2) times per year. \$20.00 per session

Costs for Fingerprinting: Fingerprinting costs will be the responsibility of the substitute; costs will be reimbursed to the substitute upon completion of 10 days of substitute employment.  
(Financial Assistance is available to qualified individuals)

Education Law Section 3023

8 New York Code of Rules and Regulations (NYCRR) Sections 80-1.5 and 80-5.4

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

Adopted: 06/27/07

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Revised: 11/15/17

Revised: 06/19/19

Revised: 10/06/19

Revised: 10/07/20

Students

**SUBJECT: VIRTUAL CLASSROOM EXPECTATIONS****General Expectations**

The Board of Education of the Naples Central School District is committed to optimizing student learning and teaching. When health and safety concerns prevent the District from providing full-time, in-person instruction, the District will provide virtual instruction sessions on video platforms for the purposes of advancing and promoting learning and teaching. These video platforms provide a forum for learning when in-person learning is not possible. The District considers student access to remote lessons to be a powerful and valuable educational and research tool.

All users of the District's virtual instruction sessions must understand that, like in-person learning, all behavioral expectations still apply. In addition, virtual instruction sessions have unique rules and expectations stemming from students being at home and the ability to share or record such sessions.

Whether accessing the District's technology resources in-school or remotely, students will be subject to and responsible for understanding and complying with applicable District policies and procedures, including, but not limited to the following: Responsible Use Agreement & Device Contract (Acceptable Use Policy), the Code of Conduct, Board Policy No. 7315 (Student Use of Computerized Information Resources), Board Policy No. 7215A (Student Terms, Conditions and Application for Internet Access), and Board Policy No. 7316 (Student Use of Personal Technology).

**Acceptable Uses**

Access to the District's virtual instruction sessions is provided for educational purposes consistent with the District's mission and goals. The live and recorded videos used in conjunction with remote learning are the sole property of the District. These virtual instruction sessions are intended to be proprietary instructional tools for the use of students in the specific class or section. This means that, to the extent possible, live or recorded classroom lessons should be observed only by the students for whom they are created.

The District considers the virtual learning environment to be the equivalent to an in-school classroom, and as such, "visitors" are expected to adhere to the same responsibilities and restrictions, as laid out in the Code of Conduct. Parents who violate this policy and/or who are repeatedly disruptive to the virtual learning environment may be restricted from any observation and/or participation in virtual learning sessions.

(Continued)

Students

**SUBJECT: VIRTUAL CLASSROOM EXPECTATIONS**

In addition, students and/or parents viewing the lessons at home may not share or record any portion of the video. Student use is limited to viewing and reviewing only those classes or sections in which they are enrolled. Any recording, discussion, and/or sharing of these sessions by anyone other than District employees is strictly prohibited and may constitute a violation of Board Policy as well as Federal and State data security and privacy laws. This includes photos or videos, screenshots, screen captures, downloads, and streaming.

**Acceptable Behavior**

Students are also expected to utilize the District's computer system and internet resources appropriately. While it is impossible for the District to completely monitor all student activity during distance learning, the District does utilize monitoring software and other filtering systems. Monitoring is conducted for the benefit of the District and students alike.

Virtual classrooms are considered an extension of the in-school learning environment, and all behavioral expectations in the student Code of Conduct therefore continue to apply. Students are expected to behave in an appropriate manner while participating in virtual instruction sessions, and to use appropriate language at all times. Students who violate the Code of Conduct during virtual learning will be prosecuted and subject to penalties in accordance with the Code of Conduct, including, but not limited to detention and loss of their Chromebook or other computer-use privileges.

**Disciplinary Penalties**

All students must comply with this and other policies and procedures related to student technology use. Students who violate these policies will be subject to disciplinary penalties in accordance with the Code of Conduct, up to and including suspension from school. In addition, violations of behavioral expectations may lead to restricted access to virtual learning tools in order to prevent violations of law and policy.

Please note that any recording, discussion, and or sharing of virtual instruction sessions by anyone other than District employees is strictly prohibited and may constitute a violation of Board Policy and State and Federal laws, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection (COPPA), NYS Education Law § 2-d, and Part 121 of the Regulations of the Commissioner of Education.

Adopted: 09/08/2021