

BOARD MEETING: Regular
DATE: Wednesday, January 22, 2014
TIME: 6:00 p.m.
PLACE: Naples Central School Elementary Cafeteria

- I. Meeting Called to Order
- II. Roll Call
- III. Adopt the Agenda of the Regular Meeting of January 22, 2014 (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.*)
 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 Response: 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
 - Architect Comments: Victor Tomaselli
 - Honoring Retiree Bill Thomas
 - Thank You to Hazlitt's
 - Technology Updates
 - Board Survey Results
 - Course Approval Presentations
- IX. Administrative Reports
 - Elementary Principal
 - Secondary Principal
 - Director of Pupil Personnel
 - School Business Administrator
 - Student Representative
 - Internal Claims Auditor
- X. Board Reports
 - Policy Committee
 - Budget Committee
 - Community Education Committee
 - BOCES Board Meeting
 - Facility Committee
- XI. Minutes (Board Action)
 - Regular Meeting of January 8, 2014
- XII. Contractual Agreement - Interim Superintendent (Board Action)
- XIII. Contractual Agreement - School Resource Officer (Board Action)
- XIV. Memorandum of Agreement (Board Action)
- XV. Appointment: Account Clerk/Typist (Board Action)
- XVI. Personnel (Board Action)
 - Resignations:
 - Teachers
 - School Monitor
 - Appointments
 - School Monitor
 - Summer Hours:
 - Anneke Radin-Snaith
- XVII. Business (Board Action)
 - 2014-2015 School Calendar
 - Tax Refund
 - Non-Resident Enrollment
 - Discard
 - Donation
 - Policy Approvals
- XVIII. Consent Agenda Items (Board Action)
 - CSE & CPSE Placements
 - Volunteers
 - Substitutes:
 - Nurse
 - Teachers
 - Teacher Aides
 - Food Service Helper
 - School Monitor
 - Maintenance Mechanic

Regular Meeting

January 22, 2014

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, January 22, 2014 at 6:04 p.m. in the Naples Elementary School Cafeteria.

Members Present: Michael Boggs Brent Gerstner
Robert Brautigam Barbara Howard
Ronald Burke: Arrived 6:55 p.m. Gail Musnicki
Joseph Callaghan: Arrived 6:12 p.m. Margo Ulmer
Carter Chapman

Members Absent: Lissa Brautigam

Also Present: Kimberle A. Ward, Mitchell Ball, Kristina Saucke, Matthew Frahm,
and Alan Moore.

Guests: John McCabe, Laberta Pompeo, Evelyn Letta, Diann Payne, Lori Maynard, Bill
Thomas, Deborah Clark, Scott Petrie, Pauline Preston, and Jody Simmons Caruso

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

Motion: Brent Gerstner
2nd: Barbara Howard

Resolved, that the Board of Education approves the agenda of the Regular Meeting of January 22, 2014 as presented.

Voting Yes: 7 Motion Carried
Voting No: 0

Motion: Carter Chapman
2nd: Barbara Howard

Resolved, that the Board of Education approves calling an executive session at 6:04 p.m. for the purpose of discussing the employment history of a particular person or person(s) and collective negotiations with the Naples Teachers' Association.

Voting Yes: 7 Motion Carried
Voting No: 0

Time out of closed session: 7:08 p.m.

Motion: Michael Boggs
2nd: Barbara Howard

Resolved, that the Board of Education approves the minutes of the Regular meeting January 8, 2014.

Voting Yes: 9 Motion Carried
Voting No: 0

Public Comment

Mr. John McCabe inquired about capital project expenses asking for approximate remaining non-committed funds left in the project and questioning whether or not the Board of Education is committed to spending every last dollar of the authorization.

Ms. Pauline Preston inquired about pay for the Interim Superintendent.

Ms. Jody Simmons Caruso expressed concerns relating to the Common Core Curriculum and its implementation in the district. Ms. Simmons Caruso inquired about the total cost of module printing.

Points of Interest

Board of Education President Margo Ulmer thanked Superintendent Kimberle Ward for her tireless stewardship of the Naples Central School District for the last five years, noting that she has dedicated her heart and soul to the district. Board of Education 1st Vice President Michael Boggs also thanked Mrs. Ward, noting many of the great accomplishments she has had.

Superintendent Ward introduced and welcomed incoming Interim Superintendent Gary Mix, noting that his first day will be February 10th, 2014.

Superintendent Ward introduced and welcomed incoming School Resource Officer Rick Jaus noting that he comes highly recommended.

Superintendent Ward congratulated retiring Bus Driver Bill Thomas noting that he has been a strong advocate and dedicated employee for the district.

Superintendent Recognitions & Updates

Architect Comments: Victor Tomaselli

Architect Victor Tomaselli from SEI Design Group gave a capital project update noting that working with Mrs. Ward has been both an honor and a privilege, adding that the project has been a labor of love for Superintendent Ward. Mr. Tomaselli noted that Superintendent Ward has always had the community, the students, and the staff in mind when making decisions. Construction Manager Todd LaBarr thanked Mrs. Ward, stating that the project's success has been due in large part to Mrs. Ward's dedication and oversight.

Thank You to Hazlitt's

Superintendent Ward thanked Hazlitt Winery for partnering with the district during the capital project noting that Hazlitt's allowed the district to park buses on Hazlitt property, adding that John Keeler has been wonderful to work with; Hazlitt's has been very willing to help the district without asking for much in return; Hazlitt's is a friendly neighbor of the district; and the district would be pulling the parked buses back onto district property at the end of the week.

Technology Updates

Director of Technology Robert Ringer reviewed current technology expenses and outlined requests for future equipment needs, noting that technology needs to support the educational program are constantly changing. Anneke Radin-Snaith gave a presentation on technology in the classroom noting the impact on student engagement, interaction, and preparation as 21st century learners and discussed the upcoming one-to-one computing pilot program. Superintendent Ward indicated that it is essential to keep technology needs at the forefront as the district prepares students for college and career readiness.

Board Survey Results

Mrs. Ward updated the Board of Education on the results of the recent surveys indicating that a one page summary was shared with the Board and handed out to the public that included pluses and deltas from the various stakeholders involved. Mrs. Ward noted that district will work to improve in areas that require attention; the Naples Community Education Committee will review areas that involve the grand opening of the project; Cook Manager, Theresa Corso is reviewing areas for improvement in the Food Service Department; and that all feedback will be reviewed to plan and prepare for the future.

Course Approval Presentations

Secondary School Principal Matthew Frahm reviewed information relating to course approvals for the 2014-15 school year, indicating that he will provide a one page report to the Board of Education for each potential new course. This was followed by a period of questions and discussion by the Board of Education.

Administrative Reports

Elementary Principal

Elementary School Principal Kristina Saucke indicated the Elementary shared decision making group went to a workshop, noting their goal will be to kick off each character education trait with an assembly. Ms. Saucke indicated that these monthly assemblies will be called “Rally in the Valley”, adding the first rally occurred in January and the next rally will be on Monday, February 3rd at 1:45 p.m. The character trait for January is responsibility and the trait for February will be tolerance.

Director of Pupil Personnel

Director of Pupil Personnel Services Alan Moore gave an update on the Quality Improvement Program/Process, indicating that the department is looking at individual coaching opportunities, professional development opportunities, explicit direct instruction, various workshops, and specially designed instruction.

Secondary Principal

Secondary School Principal Matthew Frahm gave an update on the secondary school noting that there would be a Senior Prom Dance for Senior Citizens at the high school on February 28th, 2014 from 5 p.m. to 7 p.m. and that RSVP’s should be called in to the high school. Mr. Frahm noted that this dance was made possible through a partnership between the school and student council indicating that the food service department will be catering the event.

School Business Administrator

School Business Administrator Mitchell Ball discussed the school district fiscal stress monitoring system as devised by the Office of the State Comptroller noting that the Naples Central School District, under the Comptroller’s calculations, is not fiscally stressed. Mr. Ball noted that the Governor has now incorporated school districts into the legislation that allows Veteran’s to receive an exemption on their taxes. Mr. Ball discussed the potential impact on the district. Mr. Ball discussed the Governor’s Executive Budget Proposal as presented on January 21st, 2014.

Internal Claims Auditor

Internal Claims Auditor Evelyn Letta gave an update on claims auditing for the second quarter of the 2013-14 fiscal year.

Board Reports

Policy Committee

Board of Education Member Ronald Burke gave a Policy Committee update noting that the following policies were reviewed:

- Policy # 1332: Duties of the School District Treasurer
- Policy # 3220: Use of Service Animals
- Policy # 3280: Use of School Facilities, Materials and Equipment
- Policy # 3281: Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups
- Policy # 5110: Budget Planning and Development
- Policy # 5120: School District Budget Hearing
- Policy # 5570: Financial Accountability
- Policy # 5660: School Food Service Program (Lunch and Breakfast)
- Policy # 6220: Temporary Personnel
- Policy # 6562: Employment of Retired Persons

Budget Committee

Board Member Barbara Howard gave a budget committee update noting the budget committee took some time to review items for the 2014-2015 school budget including the Executive Aid Proposal from the Governor, debt service expenses, employee benefits, employee health insurance, employee retirement, and reserve usage. Mrs. Howard indicated that the committee will be reviewing additional areas of the budget over the next few weeks and months.

Community Education Committee

Mr. Burke gave a community education committee update noting that plan will be to provide programs for the community that will have school open before daylight to after dark. Mr. Burke indicated that the committee hopes to have many program offerings adding committee members are meeting with other districts to review their programs for ideas. Mr. Burke noted that there would be another committee meeting tomorrow afternoon (1/23/2014) at 3:30 p.m.

BOCES Board Meeting

Mrs. Ulmer gave an update on the BOCES Board of Education meeting noting that there were a lot of retirements at BOCES and there was discussion regarding the Naples Central School surrounding the Interim Superintendent and the upcoming Superintendent search.

Motion: Gail Musnicki
2nd: Barbara Howard

WHEREAS, the Naples Central School District requires an interim superintendent while its Board of Education searches for a successor to its resigned superintendent;

NOW, THEREFORE, Be it Resolved, that the Board of Education appoints Gary T. Mix as Interim Superintendent effective on or before February 10, 2014 and until a permanent replacement is appointed, subject to the terms of the Interim Superintendent Employment contract between the Board and Gary T. Mix and the approval of the Commissioner of Education.

Voting Yes: 9
Voting No: 0

Motion Carried

Motion: Barbara Howard

2nd: Ronald Burke

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the agreement between the County of Ontario and the Naples Central School District for the School District Resource Officer Program as presented (Attached).

Voting Yes: 8 Motion Carried

Voting No: 1 (Joseph Callaghan)

Motion: Michael Boggs

2nd: Brent Gerstner

Resolved, that the Naples Board of Education approves the Memorandum of Agreement between the Naples Central School District Board of Education and Superintendent Kimberle A. Ward regarding compensation for unused vacation days. (Attached).

Voting Yes: 9 Motion Carried

Voting No: 0

Motion: Ronald Burke

2nd: Carter Chapman

Resolved, upon the recommendation of Superintendent, the Naples Central School District Board of Education approves the provisional appointment of Christina Brautigam, as Account Clerk/Typist, at a rate of \$12.50/hr., effective January 23, 2014.

Voting Yes: 8 Motion Carried

Voting No: 0

Abstain: 1 (Robert Brautigam)

Motion: Barbara Howard

2nd: Gail Musnicki

Resolved, upon the recommendation of 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 resignations for the purpose of retirement:

- Karen Robinson, Teacher, with regret, effective July 19, 2014.
- Kimberly Schweigert, Teacher, with regret, effective July 1, 2014.
- Priscilla Krueger, Teacher, with regret, effective July 1, 2014.

• Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following resignation:

- Shirley Riffle, School Monitor, with regret, effective January 6, 2014.

• Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following appointment:

- Kimberly Carmona, 7 Boggs Street, Atlanta, 14808, as School Monitor, at a rate of \$9.04/hr., effective January 23, 2014.

• Resolved, that the Board of Education approves summer hours for the following:

Anneke Radin-Snaith – for up to 72 hours.

Voting Yes: 9 Motion Carried

Voting No: 0

Board President Margo Ulmer requested that the motion to approve the proposed 2014-2015 Naples Central School Calendar be tabled pending confirmation of calendar information.

Motion: Joseph Callaghan

2nd: Barbara Howard

Resolved, that the resolution relating to the approval of the proposed 2014-2015 Naples Central School calendar be postponed until the Board of Education meeting of February 12, 2014.

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Barbara Howard

2nd: Carter Chapman

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 upon the recommendation of Real Property Tax Services of Ontario County, authorization is hereby given for a refund of tax refund to James E. & Rene W. Hicks, for property owned in the Town of South Bristol, in the amount of \$414.66 for the partial refund of 2011-2012 School Taxes; \$423.00 for the partial refund of 2012-2013 School Taxes; and \$431.00 for the partial refund of 2013-2014 School Taxes, for a total tax refund of \$1,268.66.
- Resolved, that authorization be given as per Board of Education Policy #7132, that the son of Naples Central School employee Kimberly Carmona, Elijah Carmona, be allowed to attend Naples Central School District on a tuition-free basis.
- Resolved, that approval be given for the following to be declared surplus property and approval given to discard as per Policy #5250:
 - Seven (7) Model #717 Singer Sewing machines:
 - One (1) Model #6705 Singer Sewing machine.
- Resolved, that approval be given to donate the surplus property sewing machines to Judy Hanley of 6220 State Route 21, Naples, NY 14512 for the purpose of conducting a Sewing Class as part of the Community Education Program sponsored by the Naples Central School District, with the understanding that the District will be allowed to borrow the sewing machines upon request, with request for use given no less than 48 hours before the machines are needed.
- Resolved, that the Board of Education, upon the recommendation of the Policy Committee, with no second required as per Policy #1410, hereby approves the following Policies:
 - Policy # 1332: Duties of the School District Treasurer
 - Policy # 3220: Use of Service Animals
 - Policy # 3280: Use of School Facilities, Materials and Equipment
 - Policy # 3281: Use of Facilities by the Boy Scouts of America and Patriotic Youth Groups
 - Policy # 5110: Budget Planning and Development
 - Policy # 5120: School District Budget Hearing
 - Policy # 5570: Financial Accountability
 - Policy # 5660: School Food Service Program (Lunch and Breakfast)
 - Policy # 6220: Temporary Personnel
 - Policy # 6562: Employment of Retired Persons

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Barbara Howard

2nd: Carter Chapman

Resolved, that the Board of Education, upon the recommendation of Superintendent Kimberle

A. Ward, approves the Consent Agenda Items as presented:

a. Resolved, that the Board of Education approves student placements as per the recommendations of the Committee on Special Education and the Committee on Preschool Special Education.

b. Resolved, that the Board of Education approves the following Volunteers:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Joyce Lester	Volunteer	5291 Tellier Road, Newark, NY
Alison D'Aurizio	Volunteer	7467 County Road 12, Naples, NY 14512

c. Resolved, that the Board of Education hereby approves the following list of Substitutes

Appointments:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Donna Bay	Nurse	11 West Avenue, Naples, NY 14512
Rita Bradshaw	Teacher Aide	5 Pinewood Lane, Naples, NY 14512
Amy Reed	Teacher	11 Bush Avenue, Wayland, NY 14572
Amy Reed	Teacher Aide	11 Bush Avenue, Wayland, NY 14572
Halayna Iverson	Teacher	5238 State Route 64, Canandaigua, NY 14424
Halayna Iverson	Teacher Aide	5238 State Route 64, Canandaigua, NY 14424
Denise Brink	Teacher Aide	6769 West Gulick Road, Naples, NY 14512
Denise Brink	Food Service Helper	6769 West Gulick Road, Naples, NY 14512
Denise Brink	School Monitor	6769 West Gulick Road, Naples, NY 14512
Tara Randall	Teacher Aide	144 South Main Street, Naples, NY 14512
Tara Randall	School Monitor	144 South Main Street, Naples, NY 14512
Kim Davis	Maintenance Mechanic	321 Sunnyside Drive, Middlesex, NY 14507

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Barbara Howard

2nd: Joseph Callaghan

There being no further business, the Regular Meeting of January 22, 2014 is hereby adjourned at 9:28 p.m.

Voting Yes: 9

Motion Carried

Voting No: 0

Dated this 22nd day of January, 2014



Mitchell Ball
District Clerk

NAPLES CENTRAL SCHOOL
136 NORTH MAIN STREET
NAPLES, NEW YORK 14512



**TERMS AND CONDITIONS OF THE EMPLOYMENT OF GARY T. MIX
WITH THE NAPLES CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

IT IS HEREBY AGREED by and between the Board of Education of the Naples Central School Board of Education (the "Board") and Gary T. Mix, Interim Superintendent of Schools that:

1. Gary T. Mix will act as the Interim Superintendent of Schools for the Naples Central School District, performing all of the legal, normal, and customary duties of the office of superintendent of schools to the best of his ability.
2. The Board will employ the Interim Superintendent effective February 10, 2014. It is intended that Gary T. Mix will serve as Interim Superintendent through and including June 30, 2014.
3. The Board will pay to the Interim Superintendent the sum of \$3000 per week for his services. There will not be a reduction of salary for weeks that include holidays.
4. The board agrees to pay Mr. Mix \$600 per day for any days that are worked to transition from the current superintendent to the Interim prior to February 10, 2014
5. Payments will be in 13 equal bi-weekly payrolls as determined by the District's monthly payroll calendar. The Board shall be responsible for the withholding of all taxes and social security payments.
6. The Board will grant one (1) sick day per month of service to the District, which will be surrendered if not used.
7. The Board will grant two and one half (2.5) vacation days per month of service to the District, which will be compensated at the rate of \$200.00 per day, if not used.
8. The board will grant 3 personal days for use between February 10, 2014 and June 30, 2014, which will be surrendered if not used.
9. The Board will reimburse the Interim Superintendent for the actual and necessary expenses incurred in the conduct of district business upon submission of appropriate claim information. This will include all costs associated with attendance at the NYSCOSS winter conference.

10. Any benefits not provided to the Interim Superintendent in this agreement, such as dental or health insurance, are the responsibility of the Interim Superintendent.
11. Any party to this agreement may terminate if upon five (5) days written notification to the other. In the event of Board termination prior to the completion of the agreed upon term of the contract, the Board will pay the Interim Superintendent two (2) weeks of salary.
12. The District agrees, as a further condition of this employment contract, that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of his employment or under the direction of the Board, including but not limited to all uninsured financial loss arising out of any proceeding, claim, demand, suit, or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person.

FOR THE DISTRICT:

Margo E. Ulmer
Board President

Dated: _____

FOR THE INTERIM SUPERINTENDENT:

Gary T. Mix

Dated: _____

NAPLES CENTRAL SCHOOL
136 NORTH MAIN STREET
NAPLES, NEW YORK 14512



**AGREEMENT BETWEEN COUNTY OF ONTARIO
AND NAPLES CENTRAL SCHOOL FOR
SCHOOL DISTRICT RESOURCE OFFICER PROGRAM**

THIS AGREEMENT made this 22nd day of January, 2014, by and between the COUNTY OF ONTARIO, a municipal corporation organized and existing under the laws of the State of New York, having its county seat and principal offices at 20 Ontario Street, Canandaigua, New York 14424, hereinafter referred to as "County", and **NAPLES CENTRAL SCHOOL**, an educational corporation organized and existing under the laws of the State of New York having its principal offices at 136 North Main Street, Naples, New York 14512, hereinafter referred to as "School."

WITNESSETH:

WHEREAS, the School is desirous of obtaining the services of a school resource officer in an attempt to deter criminal behavior through positive interactions with students during school hours; and

WHEREAS, the County, through its Sheriff's Office, is desirous of providing law enforcement and related services to the School; and

WHEREAS, the School and the County recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of the Naples Central Schools; and

WHEREAS, it is in the best interests of the School, the County, and the citizens of the Naples Central Schools to establish this program; and

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the School Board and the County hereby agree as follows:

1. **TERM.** The term of this contract shall be January 24, 2014 to June 30, 2014.

2. **AMENDMENT OR TERMINATION.** This contract may be amended at any time during the term hereof by mutual written agreement of the parties. This contract may be terminated at any time by either party upon the giving of 90 days written notice to the other party that it has failed to substantially perform in accordance with the terms and conditions of this contract; or without cause upon 180 days written notice. In the event this contract is terminated, compensation will be made to the County for all services performed to the date of termination. The School shall be entitled to a pro-rated refund for that period of time when SRO services are not provided because of such termination.

3. **SCOPE OF SCHOOL RESOURCE OFFICER PROGRAM.** The School Resource Officer Program is designed to provide education, law enforcement and counseling to school students. It is an attempt to deter criminal behavior through positive interactions with students during school hours. The School Resource Officer will work with the School community to promote a safe learning environment for all students.

4. **RIGHTS AND DUTIES OF COUNTY SHERIFF.** The County Sheriff shall assign one (1) School Resource Officer (hereinafter referred to as "SRO") to the School as follows:
 - 4.1. The SRO shall be assigned to the school on a half-time basis for a minimum of 296 hours (72 classroom days plus 2 teacher conference days for 4 hours each day) for the period of this Agreement.
 - 4.2. The SRO may be temporarily reassigned by the Sheriff during periods of police emergency. Should such reassignment occur, any hours spent by the SRO on Sheriff's business outside the duties as SRO shall not be billed to the School.
 - 4.3. Regular working hours may be adjusted on a situational basis with the consent of the SRO's supervisor and the school administrator as provided in the CBA. These adjustments should be approved prior to the

adjustment being required and should be to cover scheduled school-related activity requiring the presence of a law enforcement officer.

- 4.4. The SRO will be off-campus for in-service and other training required. The SRO will not be available to the School from July 1 through August 31.
- 4.5. The SRO, if requested to work any hours in addition to the 296 hours provided for herein by school administration for security, sporting events and other special projects, shall be paid by the School as provided in Paragraph 7.1 of this Agreement.

5. **DUTIES OF SCHOOL RESOURCE OFFICERS.** Instructional responsibility of the SRO at the School is as follows:

- 5.1. The SRO shall act as an educator, counselor and police officer.
- 5.2. The SRO shall act as an instructor for specialized, short-term programs at the School, when invited to do so by the principal or member of the faculty.
- 5.3. The School Resource Officer shall make available to the School faculty and students a variety of law related presentations.
- 5.4. The SRO shall coordinate all of his/her activities with the principal and staff members concerned and will seek permission, advice and guidance prior to enacting any program within the school.
- 5.5. The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.
- 5.6. The SRO shall encourage individual and small group discussions with students, based upon material presented in class to further establish rapport with the students.
- 5.7. The SRO shall make himself/herself available for conference with students, parents and faculty members in order to assist them with problems of law enforcement or crime prevention.

- 5.8. The SRO shall become familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies when necessary, thereby acting as a resource person to the students, faculty and staff at the School.
- 5.9. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations which may occur on campus or during sponsored events.
- 5.10. The SRO shall take law enforcement action as required. As soon as practicable, the SRO shall make the principal of the School aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of the law. Whenever practicable, the SRO shall advise the principal before requesting additional police assistance on campus.
- 5.11. The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her school assignment, whenever necessary.
- 5.12. The SRO may be assigned non-campus investigations relating to runaways that attend the school to which the SRO is assigned.
- 5.13. The SRO shall maintain detailed and accurate records of the operation of the School Resource Officer Program, and shall make them available to the principal or superintendent as required by law.
- 5.14. The SRO shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. The School Resource Officer is not to be used for regularly assigned lunchroom duties, hall monitoring, bus duties or other monitoring duties. If there is a problem in one of these areas, then the SRO may assist the School until the problem is solved.

6. **RIGHTS AND DUTIES OF THE SCHOOL.**

6.1. The School shall provide to the SRO the following materials and facilities, which are deemed necessary for the performance of the SRO's duties:

6.1.1. Access to an air-conditioned and properly lighted private office which office shall contain a telephone which may be used for general business purposes.

6.1.2. A location for files and records which can be properly locked and secured.

6.1.3. A desk with drawers, a chair, work table, filing cabinet and office supplies.

6.1.4. Access to a computer and/or secretarial assistance.

7. **PAYMENT:**

7.1. The School shall pay to the County \$62.52 per hour for actual time the SRO spends at the School for the period of 1/24/14 to 6/30/14, which includes all costs listed on Exhibit A, including the cost of the SRO's vehicle. The County shall invoice the School quarterly upon execution of this agreement and the School shall submit payment within 30 days of receipt of each invoice. Any overtime requested by the School for any school-related duties or attendance at school activities by the SRO outside the school day shall be paid by the School at the rate of \$93.78 per hour including fringe benefits. Such overtime costs shall be billed monthly by the County on separate invoices and shall be paid by the School within 30 days.

8. **EMPLOYMENT STATUS OF SCHOOL RESOURCE OFFICER.** The School Resource Officer shall remain an employee of the Ontario County Sheriff's Office, and shall not be an employee of the School. The School and the County acknowledge that the School Resource Officer shall remain responsive to the chain of command of the Ontario County Sheriff.

9. **APPOINTMENT OF SCHOOL RESOURCE OFFICERS.** SRO applicants must meet the following requirements and be acceptable to the School:

9.1. The applicant must be a volunteer for the position of School Resource Officer.

9.2. The applicant must be an Ontario County Deputy Sheriff.

9.3. The applicant must possess job knowledge, experience, training, education, and appropriate appearance, attitude, communications skills and demeanor.

10. **DISMISSAL AND REPLACEMENT OF SCHOOL RESOURCE OFFICER.**

10.1. In the event the principal of the School feels that the SRO is not effectively performing his/her duties and responsibilities, the principal shall recommend to the School Superintendent that the SRO be removed from the program and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the School Superintendent shall advise the County Sheriff of the principal's request.

10.2. If the County Sheriff so desires, then the School Superintendent and Sheriff shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the School may be required to be present.

10.3. If, within a reasonable amount of time after commencement of such mediation the problem cannot be resolved or mediated or in the event mediation is not sought by the County Sheriff, then the SRO shall be removed from the program at the School and a replacement shall be obtained.

10.4. The County Sheriff may dismiss or reassign the SRO based upon Department Rules and Regulations governing special assignments and/or general orders and when it is in the best interest of the people of the School.

10.5. In the event of the resignation, dismissal or reassignment of the SRO, or in the case of long-term absences by the SRO, the County Sheriff shall provide a temporary replacement for the SRO within thirty (30) days of receiving notice of such absence, dismissal, resignation or reassignment. As soon as practicable, the School shall recommend a permanent replacement for the SRO position. Final decision on replacement of the SRO lies with the Ontario County Sheriff.

11. **NOTICES.** Any and all notices of any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Philip C. Povero	Naples Central Schools
Ontario County Sheriff	Kimberle A. Ward, Superintendent
74 Ontario Street	136 North Main Street
Canandaigua, N Y 14424	Naples, New York 14512

John Park
Ontario County Attorney
27 N. Main Street
Canandaigua, NY 14424

12. **GOOD FAITH.** The School, the County, their agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement. The School Superintendent and the County Sheriff or their designees shall endeavor to resolve any difficulties or questions by negotiation.

13. **MODIFICATION:** This document constitutes the full understanding of the parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by both parties.

14. **NON-ASSIGNMENT.** The School shall not assign or transfer this agreement to any other person or corporation without the previous consent, in writing, of the Chairman of the Ontario County Board of Supervisors.

15. **SEVERABILITY.** In the event any provision of this contract shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.
16. **CONTRACT INTEREST.** No officer or employee of the County, who is authorized in such capacity and on behalf of the County to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving this contract, shall become directly or indirectly interested personally in this contract, or in any part hereof. No officer or employee of, or for the County, who is authorized in such capacity and on behalf of the County to exercise any supervisory or administrative function in connection with this contract, shall become directly or indirectly interested personally in this contract or in any part hereof.
17. **INDEMNIFICATION.** The Parties agree to the fullest extent of the law:
- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the indemnifying party, the indemnifying party shall indemnify and hold harmless the other party, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the indemnifying party or third parties under the direction or control of the indemnifying party; and
 - (b) to provide defense for and defend, at the indemnifying party's sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts or omissions referred to in paragraph (a) and to bear all other costs and expenses related thereto.
18. **ENTIRE CONTRACT AND INCORPORATION.** This contract constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the matter of this contract, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and their respective seals to be hereunto affixed by their duly authorized officers the day and year first above written.

NAPLES CENTRAL SCHOOLS

By: _____
Kimberle A. Ward, Superintendent

ONTARIO COUNTY SHERIFF'S OFFICE

By: _____
Philip C. Povero, Sheriff

ONTARIO COUNTY BOARD OF SUPERVISORS

By: _____
John E. Garvey, County Administrator

Authorized by the Board of Supervisors of the County of Ontario on the ___ day of _____, 2014, pursuant to Resolution No. ____-2014.

Approved as to form and manner of execution:

Ontario County Attorney

NAPLES CENTRAL SCHOOL
136 NORTH MAIN STREET
NAPLES, NEW YORK 14512



AGREEMENT

THIS IS AN AGREEMENT, entered into by and between the Board of Education for the Naples Central School District (hereinafter sometimes referred to as the “Board” or the “District”), and Kimberle Ward, the Superintendent of Schools for the District, collectively referred to herein as the “parties.”

WHEREAS, the parties have discussed the District’s payment of Kimberle Ward’s unused vacation time upon her separation from employment with the District; and

WHEREAS, the parties have reached an agreement regarding the foregoing matter, were fully represented by legal counsel or a labor relations representative in such deliberations, and had all the terms and conditions herein contained thoroughly explained and fully understand the meaning thereof; and

WHEREAS, each party hereto has freely consented to enter into and to be bound by this Agreement, with such consent not having been induced by fraud, duress, or any other undue influence; and

NOW THEREFORE, in consideration of the mutual undertakings and covenants herein contained, the parties stipulate and agree as follows:

1. The parties acknowledge that Kimberle Ward was granted 25 vacation days on July 1, 2013. The parties further acknowledge that Ms. Ward’s employment with the District will end on February 7, 2014.
2. The parties agree that Ms. Ward’s shall be paid for any unused vacation days upon her separation from employment with the District, but that this payment shall be pro-rated, and shall not exceed 15.1 days. The District shall compensate Ms. Ward her per diem for each of these vacation days (1/240th of her annual salary at the time of her separation.)
3. This Agreement constitutes the entire agreement regarding the matters covered herein.
4. No provision or provisions of this Agreement may be added to, deleted or modified in any manner unless in writing signed by all the parties hereto
5. The parties agree that the invalidity or unenforceability of any provision hereto shall in no way affect the validity or enforceability of any other provision.

IN WITNESS THEREOF, the parties hereunto have set their hands and seals on the day and year written below.

FOR KIMBERLE WARD:

Kimberle Ward
Superintendent of Schools

Dated: _____

FOR THE BOARD OF EDUCATION:

Margo Ulmer
President
Naples Central School District
Board of Education

Dated: _____

By-Laws

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 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 Internal 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 New York Code of Rules and Regulations (NYCRR) Sections 170.2(g), 170.2(o) and 170.2(p)

9 New York Code of Rules and Regulations (NYCRR) Section 540.4

Adopted: 06/27/07

Revised: 10/16/13

Reviewed: 01/22/14

Community Relations

SUBJECT: USE OF SERVICE ANIMALS

The Board of Education allows the use of service animals on school grounds by individuals with disabilities, subject to restrictions permitted by federal and/or state law, and procedures established by the Superintendent of Schools or his/her designee.

For the purpose of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, will not be considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Where reasonable, the Board of Education also allows the use of miniature horses on school grounds by individuals with disabilities. Such use will only be permitted where a miniature horse has been individually trained to do work or perform tasks to benefit an individual with a disability. The use of miniature horses by individuals with disabilities will be subject to the considerations and restrictions permitted by federal and/or state law.

The Superintendent of Schools or his/her designee may create regulations and/or building-specific rules regarding the use of service animals and miniature horses on school grounds by individuals with disabilities.

28 CFR Sections 35.104, 35.136, 35.139

Adopted: 01/22/14

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT**School Facilities**

It is the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include those uses permitted by New York State law. Groups wishing to use the school facilities must secure written permission from the Board of Education or its designee and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use.

The District reserves the right to charge a fee for the use of its facilities in a manner consistent with law, and on terms specified in regulation or by agreement with such organizations.

Materials and Equipment

Except when used in connection with or rented under provisions of Education Law Section 414, school-owned materials or equipment may be used for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the material and equipment is to be used in connection with their studies or co-curricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports such inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

The District will develop administrative regulations to assure that use of school-owned materials and/or equipment complies with the letter and spirit of this policy, including a description of the respective rights and responsibilities of the School District/lender and borrower in relation to such materials and equipment.

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

Education Law Section 414
NY Constitution Article 8

NOTE: Refer also to Policies: #3281 – Use of Facilities by the Boy Scouts of America and
Patriotic Youth Groups

#3410 -- Code of Conduct on School Property

#5640 -- Smoking/Tobacco Use

#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)

#7410 -- Extracurricular Activities

District Code of Conduct on School Property

Adopted: 06/27/07

Revised: 01/20/10

Revised: 07/11/12

Revised: 01/22/14

Community Relations

SUBJECT: USE OF FACILITIES BY THE BOY SCOUTS OF AMERICA AND PATRIOTIC YOUTH GROUPS

To the extent the District receives funds made available through the United States Department of Education and maintains a "designated open forum" or a "limited public forum," as those terms are defined in federal regulation, it will not deny any group officially affiliated with the Boy Scouts of America or any other patriotic youth group listed in Title 36 of the United States Code equal access or a fair opportunity to meet. Likewise, the District will not discriminate against any such group that requests to conduct a meeting within the District's designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the group's membership or leadership criteria or oath of allegiance to God and country.

The District will provide groups officially affiliated with the Boy Scouts of America or other Title 36 patriotic youth group access to facilities and the ability to communicate using school-related means of communication on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

The District is not required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

20 USC Section 7905
36 USC Subtitle II
34 CFR Parts 75, 76 and 108

Refer also to Policy #3280 -- Use of School Facilities, Materials and Equipment

Adopted: 01/22/14

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

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 the 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 leases 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, superintendent 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.

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).
- 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 – show expenditures per pupil and some information about placement and classification of students with disabilities.

School District Report Cards are also available online at the SED website:
<https://reportcards.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

(Continued)

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.
- 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 levy tax 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/mgtserv/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 a 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(1)
8 New York Code of Rules and Regulations (NYCRR) Sections 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adopted: 06/27/07
Revised: 07/11/12
Revised: 05/22/13
Reviewed: 01/22/14

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 2012-13 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 New York Code of Rules and Regulations (NYCRR) Sections 100.2(bb), 170.8 and 170.9

Adopted: 06/27/07
Revised: 07/11/12
Revised: 05/22/13
Reviewed: 01/22/14

SUBJECT: FINANCIAL ACCOUNTABILITY

School districts must have internal controls in place to ensure that:

- a) The goals and objectives of the District are accomplished;
- b) Laws, regulations, policies, and good business practices are complied with;
- c) Audit recommendations are considered and implemented;
- d) Operations are efficient and effective;
- e) Assets are safeguarded; and
- f) Accurate, timely and reliable data are maintained.

The Naples Central School District's 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 Certified Public Accountant's (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.

(Continued)

SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

- 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 of Education 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.
- i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off-site location or in a secure fireproof location.
- j) The District periodically verifies that its controls are working efficiently.
- k) The District requires all staff to take leave time during which time another staff member performs the duties of the staff on leave. Staff may also schedule transactions and other responsibilities to occur electronically before taking leave.

Audit Response

Periodically, the District receives audit reports from the External (Independent) 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 or 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)
New York Education Law Section 2116-a

Adopted: 06/27/07
Revised: 02/13/13
Revised: 01/22/14

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**School Food Service Program (Lunch and Breakfast)**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals and milk. There is no need for families to complete further applications. School Districts shall notify parents or guardians of such eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

***Child Nutrition Program/Charging Meals**

Although not required by law, because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The procedure is as follows:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;
- d) The system used for collection of repayments; and
- e) Ongoing communication of the policy to parents and students.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Grades Pre-K through 6th – Students will be allowed to charge up to three (3) breakfast and three (3) lunch meals. Emergency meals will be served after a student reaches the charge limit.

Grades 7th through 12th – Students will be allowed to charge up to two (2) breakfasts and two (2) lunch meals. Emergency meals will be served after a student reaches the charge limit.

Emergency meals will consist of: Breakfast – Toast and Milk; Lunch – Cheese or Peanut Butter & Jelly Sandwich and Milk. Emergency meals are complimentary; students are not required to pay for emergency meals.

Students will not be allowed to charge Ala Carte items.

Communication of the charge procedure will be communicated to parents and students upon adoption of this policy and at the beginning of each school year. The procedure for charging will also be posted on the District website.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restriction on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)**Food Substitutions for Nondisabled Children**

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Prohibition Against Adults Charging Meals

Adults should pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on *either* traditional HACCP principles *or* the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item). Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodical review and food safety program revision.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)

Social Services Law Section 95

Adopted: 06/27/07

Revised: 04/27/11

Revised: 07/13/11

Revised: 02/13/13

Revised: 01/22/14

Personnel

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 Naples Central School District 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 of 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.

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

Substitute Teachers

A substitute teacher qualified to teach in the Naples 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.

(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. 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.

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

Substitute Tutor: \$30.00/hour

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.

Days of Service

1 to 20 days

Salary

\$85/day: Certified

\$70/day: Uncertified

21 days up to one semester

1/200th of step 1 BS/day (Commencing day 21)

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)

(Continued)

Personnel

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

Certified RN: \$110.00/day

Substitute Non-Instructional

Substitute Non-Instructional Employees shall be paid at the following rates:

Food Service Helper, Bus Monitor, School Monitors Teacher Aides & Cleaners: \$8.04/hour

Night Cleaner: A shift differential shall be paid at the rate of thirty-five cents (\$0.35) per hour for hours worked after 3:30 p.m.

Lifeguards: \$12.00/hour

Teacher Assistant: \$9.00/hour

Typist: \$8.50/hour

Maintenance Mechanic: \$11.50/hour

Head Mechanic/Bus Driver: \$11.50/hour

Bus Driver: \$22.50/trip

Special or Outside Trip Rate: As per Article XXIII, Section 23.2 of the current CSEA contract – Extra Duties, Item 2

Layover Rate: As per Article XXIII, Section 23.2 of the current CSEA contract – Extra Duties, Item 5

Bus Driver Refresher Course - \$20.00 per session

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

(Continued)

2014

6220
4 of 4

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

*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.

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: 6/27/07

Revised: 11/18/09 - Effective 07/01/2010

Revised: 03/17/10 - Effective 07/01/2010

Revised: 01/05/11

Revised: 04/27/11

Revised: 07/13/11

Revised: 12/07/11

Revised: 03/21/12

Revised: 07/11/12

Revised: 02/13/13

Revised: 10/16/13

Revised: 01/22/14

Personnel

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)

Personnel

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
8NYCRR Section 80-5.5(b)

Adopted: 12/18/13
Reviewed: 01/22/14