

**BOARD MEETING:** Organizational  
**DATE:** Wednesday, July 2, 2018  
**TIME:** 5:00 p.m.  
**PLACE:** Naples High School Cafeteria

I. Meeting Called to Order

II. Pledge of Allegiance

III. Roll Call

IV. Constitutional Oath of Office

V. Adopt the Agenda of the Organizational Meeting of July 2, 2018 (Board Action)

VI. Nominations and Election of Officers

President (Board Action)

1st Vice President (Board Action)

2nd Vice President (Board Action)

Constitutional oaths of office administered by District Clerk

VII. 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 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.

VIII. Board of Education Committee Sign-up

IX. Appointment of Officers (Board Action)

- School District Clerk
- Deputy School District Clerk
- School District Treasurer
- Deputy School District Treasurer
- School District Tax Collector
- Deputy School District Tax Collector
- School District Claims Auditor

X. Other Appointments (Board Action)

- School Physician/Nurse Practitioner
- School Attorneys
- School Attorney for Personnel Relations
- Central Treasurer: Extra-Curricular Account
- Deputy Central Treasurer: Extra-Curricular Account
- Attendance Officer
- District Independent Auditor
- District Bond Counsel
- District Financial Consultant
- Committee & Sub-Committee on Special Education
- Committee on Pre-School Special Education
- Alternate CSE/CPSE Chairpersons
- Records Access Officer
- FOIL Appeals Officer
- Records Management Officer
- Asbestos LEA Designee
- Homeless Children & Youth Liaison Designee
- Title IX/ ADA Compliance Officer
- Section 504 Compliance Officer
- Surrogate Parent/Parent Representative
- Impartial Hearing Officers
- Special Education Mediation
- Medicaid Compliance Officer
- Civil Rights Compliance Officer
- Sexual Harassment Officer
- Emergency Response Coordinators
- Chemical Hygiene Officer
- Health Coordinator
- Dignity for All Students Act (DASA) Coordinator
- Chief Emergency Officer

XI. Designations (Board Action)

- Official Bank Depositories
- Official Newspaper
- Petty Cash Fund Accounts
- Chief School Officer or School Business Official to Certify Payrolls
- Chief School Officer or School Business Official as School Purchasing Agent
- Official Bank Signatories

- Chief School Officer or School Business Official to authorize award of bond anticipation notes in the absence of the Board President
- Official Board of Education Meeting Dates
- Official Board of Education Special Meeting Date

XII. Authorizations (Board Action)

- Chief School Officer or School Business Official to approve Budget Transfers
- Chief School Officer or School Business Official or Deputy School District Clerk where applicable, authorized to sign applications for any and all Federal Funds/Grants; BOCES Contracts and Agreements
- Participation in the National School Lunch Program
- Conferences, Conventions, Workshops Attendance
- Mileage Reimbursement
- Medical Physicals
- Re-adopt School Board Policies; Code of Ethics; and School Safety Plan
- Code of Conduct
- Chief School Officer to employ temporary, part-time, per diem or substitute personnel
- Chief School Officer to approve the travel and other business expenses of teaching and non-teaching personnel
- District Treasurer or Deputy District Treasurers to pay invoices or billings the School Business Official deems necessary to be in the best interest of the District.
- Appointment of an Impartial Hearing Officer (HO)
- Bonding of Personnel

XIII. Superintendent Recognitions & Updates

- Capital Project Update

XIV. Minutes (Board Action)

- June 6, 2018
- June 20, 2018

XV. Contractual Agreement

- Administrative Memorandum of Agreement (Board Action)
- CSEA Memorandum of Agreement (Board Action)

XVI. Business (Board Action)

- Discards
  - High School
  - Elementary
  - Elementary Library
- Approval of Expanded Course Recommendation:
  - Success Strategies Middle School
- Establish Civil Service positions:
  - School Bus Monitor: Three (3) positions
- 2018-2019 Naples Coaches Handbook

XVII. Personnel (Board Action)

- Appointments:
  - Elementary Teacher
  - Elementary Special Education Teacher
- Summer Hours

XVIII. Consent Agenda Items (Board Action)

- CSE, CPSE, and 504 Committee Recommendations
- Volunteers
- Substitute(s)

XIX. Adjournment (Board Action)

**Organizational Meeting**

**July 2, 2018**

Minutes of the Organizational Meeting of the Board of Education of Naples Central School held on Wednesday, July 2, 2018 at \_\_\_\_\_p.m. in the Naples High School Cafeteria.

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

Members Absent:

Also Present: Matthew Frahm, Mitchell Ball, Kristina Saucke, Bridget Ashton, Katherine Piedici and Heather Clark.

A quorum being present, the meeting was called to order at \_\_\_\_\_ p.m. by District Clerk Mitchell Ball.

**Motion:**

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

Resolved, that the Board of Education approves the agenda of the Organizational Meeting of July 2, 2018 as presented.

**Voting Yes:   Motion Carried**

**Voting No:   Motion Denied**

**Nominations were called for the office of President of the Board of Education. The name of \_\_\_\_\_ was placed in nomination by \_\_\_\_\_ seconded by \_\_\_\_\_.**

**Voting Yes:   Motion Carried**

**Voting No:   Motion Denied**

**Nominations were called for the office of 1st Vice President of the Board of Education. The name of \_\_\_\_\_ was placed in nomination by \_\_\_\_\_ seconded by \_\_\_\_\_.**

**Voting Yes:   Motion Carried**

**Voting No:   Motion Denied**

**Nominations were called for the office of 2nd Vice President of the Board of Education. The name of \_\_\_\_\_ was placed in nomination by \_\_\_\_\_ seconded by \_\_\_\_\_.**

**Voting Yes:   Motion Carried**

**Voting No:   Motion Denied**

**Motion:**

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

BE IT RESOLVED, that the below listed officers be approved for the 2018-2019 school year, effective for the 2018-2019 School Year:

- School District Clerk for the 2018-2019 School Year: Mitchell Ball
- Deputy School District Clerk for the 2018-2019 School Year: Pamela Claes
- School District Treasurer for the 2018-2019 School Year: Mark Socola

## Organizational Meeting

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- Deputy School District Treasurer for the 2018-2019 School Year: Phyllis Moore
- School District Tax Collector for the 2018-2019 School Year:  
Michele Barkley, at the rate of \$2,652.25 for the 2018-2019 School Year
- School District Deputy Tax Collector for the 2018-2019 School Year: Mitchell Ball
- School District Claims Auditor for the 2018-2019 School Year:  
Evelyn Letta, at the rate of \$2,384.71 for the 2018-2019 School Year.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

### **Motion:**

2<sup>nd</sup>:

**BE IT RESOLVED, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the below listed appointments for the 2018-2019 school year, effective July 1, 2018, with ratification of their acts performed in the ordinary course of their duties.**

- School Physician/Nurse Practitioner for the 2018-2019 School Year: WorkFit Medical, LLC
- School Attorneys for the 2018-2019 School Year: The firm of Ferrara, Fiorenza P.C.
- Management of issues related to employee contracts, personnel and students for the 2018-2019 School Year: Cayuga-Onondaga BOCES Office of Personnel Relations.
- Central Treasurers: Extra-Curricular Account for the 2018-2019 School Year: Michele Barkley and Evelyn Letta, and Pamela Claes as Deputy Central Treasurer: Extra-Curricular Account in their absence.
- Attendance Officer for the 2018-2019 School Year: Matthew T. Frahm
- District Independent Auditor for the 2018-2019 School Year: The firm of EFPR Group, LLP
- District Bond Council for the 2018-2019 School Year: The firm of Timothy R. McGill.
- District Financial Consultant for the 2018-2019 School Year: The firm of Bernard P. Donegan, Inc.
- Committee on Special Education for the 2018-2019 School Year:  
Chairperson - Director of Pupil Personnel  
Special Education Teacher of the Student – Rebecca Slade or other  
General Education Teacher of the Child – Alice Fitch or other  
School Psychologists – Dr. Brian Meteyer or other  
Parent of the student with a Disability
- Subcommittee on Special Education for the 2018-2019 School Year:  
Chairperson - Director of Pupil Personnel  
Special Education Teacher of the Student – Rebecca Slade or other  
General Education Teacher of the Child – Alice Fitch or other  
Parent of the student with a Disability
- Committee on Preschool Special Education for the 2018-2019 School Year:  
Chairperson - Director of Pupil Personnel  
Special Education Teacher Representative: Jennifer Lester or other  
General Education Teacher Representative: Angela Lynk or other  
School Psychologists - Tammy Jo Matthews or other  
County Representative  
Parent of the child with a Disability

## Organizational Meeting

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- Alternate CSE/CPSE Chairpersons: Dr. Brian Meteyer; Tammy Matthews;  
or Melissa Steenburgh
- Records Access Officer for the 2018-2019 School Year: Mitchell Ball
- FOIL Appeals Officer for the 2018-2019 School Year: Mitchell Ball
- Records Management Officer for the 2018-2019 School Year: Michele Barkley
- Asbestos LEA Designee for the 2018-2019 School Year: Chad Hunt
- Homeless Children & Youth Liaison Designee for the 2018-2019 School Year: Director of Pupil Personnel
- Title IX/ ADA Compliance Officer for the 2018-2019 School Year: Matthew T. Frahm
- Section 504 Compliance Officer for the 2018-2019 School Year: Director of Pupil Personnel
- Surrogate Parent/Parent Representative: Sandra Elwell
- Impartial Hearing Officers: List as per NYSED Impartial Hearing Reporting System (IHRS)
- Special Education Mediation: NYS Dispute Resolution Association/Center for Dispute Settlement
- Medicaid Compliance Officer for the 2018-2019 School Year: Director of Pupil Personnel
- Civil Rights Compliance Officer for the 2018-2019 School Year: Matthew T. Frahm
- Sexual Harassment Officer for the 2018-2019 School Year: Matthew T. Frahm
- Emergency Response Coordinators for the 2018-2019 School Year:  
Elementary School Building – Kristina A. Saucke, Elementary Principal  
High School Building – E. Bridget Ashton, Secondary Principal
- Chemical Hygiene Officer for the 2018-2019 School Year: Chad Hunt
- Health Coordinator for the 2018-2019 School Year: Alyson Powers
- Dignity for All Students (DASA) Coordinators for the 2018-2019 School Year:  
Kristina Saucke, Elementary Principal  
E. Bridget Ashton, Secondary Principal
- Chief Emergency Officer for the 2018-2019 School Year: Matthew T. Frahm

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

**BE IT RESOLVED, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the designations as listed for the 2018-2019 school year.**

- The following banks are hereby designated as the Naples Central School District Depositories for the 2018-2019 School Year, and be it resolved, that in compliance with Section 53A and Section 254 of the State Education Law, amended 1935, as Board of Education of the Naples Central School District, we direct that all funds received by the treasurer, tax collector and treasurer of the internal and extra-curricular funds and securities for investments as a 3rd party bank shall be deposited in: Five Star Bank  
Chase Manhattan Bank
- Official School Newspaper for the 2018-2019 School Year: The Daily Messenger
- The establishment of Petty Cash Funds for the 2018-2019 School Year:  
High School Office - \$100.00  
School Lunch - \$123.00

## Organizational Meeting

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- Authorization is given for the Chief School Officer or School Business Official to certify payrolls of the district for the 2018-2019 School Year.
- Authorization is given for the Chief School Officer or School Business Official to be designated as School Purchasing Agents for the 2018-2019 School Year.
- Authorization is given for the School Business Official, the School District Treasurer, the Deputy District Treasurers, or the Deputy School District Clerk to act as Official Bank Signatories.
- Authorization is given for the Chief School Officer or School Business Official to authorize the award to the low bidder for bond anticipation notes in the absence of the Board President.
- The Board of Education meeting dates for the 2018-2019 School Year are designated as follows:

July 2, 2018	October 17, 2018	January 23, 2019	April 24, 2019: WFL BOCES Vote
August __, 2018	November 7, 2018	February 6, 2019	May 1, 2019
September 5, 2018	November 28, 2018	March 6, 2019	May 21, 2019
September 19, 2018	December 12, 2018	March 20, 2019	June 5, 2019
October 3, 2018	January 9, 2019	April 10, 2019	June 19, 2019

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

### **Motion:**

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

- Authorization is given for the Chief School Officer or School Business Official to approve Budget Transfers up to \$25,000.00 for the 2018-2019 School Year and to provide the Board of Education with monthly reports on such transfers.
- Authorization is given for the Chief School Officer, School Business Official or Deputy School District Clerk where applicable, to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board of Education approval.
- Naples Central School District, responsible for administration of one or more schools referred to as the School Food Authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that the school system will uniformly implement the policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction which participates in the programs mentioned above as per the Policy Statement for Free and Reduced Price Meals or Free Milk.

- Authorization is hereby given for board members to attend NYS educationally related conferences, workshops and conventions during the 2018-2019 School Year, expenses paid by the District, with out of state conferences, workshops and conventions to be decided by the Board of Education.
- Authorization is given to establish a mileage reimbursement rate at the Internal Revenue Service business rate per mile for the 2018-2019 School Year.
- Authorization is given for the Chief School Officer to require an employee to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.

- Authorization is given that all School Board Policies, Code of Ethics, and School Safety Plan, as previously established, be re-adopted for the 2018-2019 School Year.
- Authorization is given to approve the Code of Conduct for the Naples Central School District per the requirements of the Project SAVE Legislation (Education Law Sections 2801 and 100.2.I of the Commissioner's Regulations.)
- Authorization is given to the Chief School Officer to employ temporary, part-time, per diem, or substitute personnel on an emergency basis.
- Authorization is given for the Chief School Officer to approve the travel and other business expenses of teaching and non-teaching personnel under adopted board policy, including advance payments.
- Authorization is given for the District Treasurer or Deputy District Treasurers to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the School Business Official deems necessary to be in the best interest of the District.

- Authorization for appointment of an Impartial Hearing Officer:

BE IT RESOLVED, that the current list of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting system as the District's list of Impartial Hearing Officers.

BE IT ALSO RESOLVED, that the School District Clerk and Chief School Officer or Chief School Officer's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department's then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District's list of names and statement of the qualifications of each Hearing Officer.

BE IT ALSO RESOLVED, that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board Member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.

- Authorization is given to approve the Bonding of Personnel in the amount of \$1,000,000 each:
 

Chief School Officer	School District Treasurer
School Business Official/School District Clerk	Deputy School District Treasurer
Deputy School District Clerk	Internal Claims Auditor
School District Tax Collector	Central Treasurer & Deputy Central Treasurer
Deputy School District Tax Collector	for Extra-Classroom Activity Funds

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

Resolved, that the Board of Education approves the minutes of the following meetings:

- Regular Meeting of June 6, 2018
- Regular Meeting of June 20, 2108

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

Resolved, that the Naples Board of Education approves the Memorandum of Agreement between the Naples Association of School Administrators, Naples Central School District and Elementary Principal Kristina A. Saucke, regarding Article III, 12 - Longevity payment. (Attached).

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

Resolved, that the Naples Central School District Board of Education does hereby approve a Memorandum of Agreement regarding Section 29.3 of the collective bargaining agreement between the Naples CSEA and the Naples Central School District as presented.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

**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 for the following discards to be declared surplus property and approval given to discard as per Policy #5250:  
High School Discards: As per attached list  
Elementary School Discards: As per attached list  
Elementary Library: Bobsled and Luge - One (1) copy  
Junie B., First Grader: Cheater Pants – One (1) copy
- Resolved, that the Board of Education approves authorizes the modification and approval of the following High School Course:
  - Success Strategies High School: Semester 1: 20 weeks; 5 periods per week; Semester 2: 20 weeks; 5 periods per week;  
*High School, Grades 9-12: One-half (½) unit – One (1.0) unit; as needed and based on staffing availability; Note: Grades 9 & 10 sections in 2018-2019*  
*Middle School, Grades 7 & 8: Non-Credit Bearing; as needed and based on staffing availability; Note: Grade 7 section in 2018-2019*
- Resolved, that the Board of Education authorizes the creation of the following positions on the Ontario County Department of Civil Service roster for the Naples Central School District:
  - School Bus Monitor: Three (3) Positions
- Resolved, that the Board of Education approves the 2018-2019 Naples Coaches' Handbook as presented.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**



**Motion:**

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

**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 the Board of Education approves the appointment of Kelliann E. Panara, to a probationary term of four (4) years beginning on July 1, 2018 and expiring on June 30, 2022, as an Elementary Teacher, effective July 1, 2018. 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 Childhood Education 1-6, Initial; Students with Disabilities 1-6, Initial; and Literacy B-12, Initial. Salary for this position will be Step 1 of the 2018-2019 Distribution Schedule – Masters. 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 appointment of Hanna T. Fox, to a probationary term of four (4) years beginning on July 1, 2018 and expiring on June 30, 2022, as Elementary Special Education Teacher, effective July 1, 2018. 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 Childhood Education 1-6, Initial; and Students with Disabilities 1-6, Initial. Salary for this position will be Step 1 of the 2018-2019 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 summer hours for the following:

- Barbara Hawks, Teacher Assistant, for up to sixty (60) hours at her 2018-2019 rate of pay.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

**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 approves committee recommendations from the following meetings:  
 Committee on Special Education actions of 05/30/2018; 06/08/2018; 06/15/2018 and 06/19/2018.

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

<u>Name</u>	<u>Position</u>	<u>Address</u>
John Manley	Volunteer	13 Sprague Street, Naples, NY 14512
Lauren Robison	Volunteer	11820 Lyons Road, Naples, NY 14512
Megan Webster	Volunteer	2 Lyon Street, Naples, NY 14512

**Organizational Meeting**

**July 2, 2018**

c. Resolved, that the Board of Education hereby approves the following Substitute Appointments, pending a successful background clearance report provided to the school as a result of the fingerprinting process:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Alinda Gangi	Lifeguard	21 Elizabeth Street, Naples, NY 14512
Patricia Habben	Teacher	5481 Seneca Point Road, Canandaigua, NY 14424
Patricia Habben	Teacher Assistant	5481 Seneca Point Road, Canandaigua, NY 14424

**Voting Yes: Motion Carried**

**Voting No: Motion Denied**

**Motion:**

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

**There being no further business, the Organizational Meeting of July 2, 2018 is hereby adjourned at \_\_\_\_\_.**

**Voting Yes: Motion Carried**

**Voting No: Motion Denied**

## **AGREEMENT**

THIS IS AN AGREEMENT, entered into by and between NAPLES ASSOCIATION OF SCHOOL ADMINISTRATORS (hereinafter sometimes referred to as “Association”, the NAPLES CENTRAL SCHOOL DISTRICT (hereinafter sometimes referred to as the “School District”), and KRISTINA A. SAUCKE, Elementary Principal for the District, collectively referred to as the “parties.”

WHEREAS, the parties have discussed Article III, 12 of the Naples Association of School Administrators July 1, 2018 – June 30, 2021 collective bargaining agreement; and

WHEREAS, the parties have reached an agreement regarding the foregoing matter, 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 Article III, 12 states that a longevity payment will be distributed upon completion of the 8<sup>th</sup> year of service in the amount of \$2,500.
2. The parties also acknowledge that Elementary Principal Kristina Saucke will have been employed by the District for twelve (12) years as of July 17, 2018.
3. The parties agree that Elementary Principal Kristina A. Saucke shall receive the \$2,500 longevity payment as stipulated in the current Naples Association of School Administrators contract retroactively, in recognition of her service to the District.
4. This Agreement constitutes the entire agreement regarding the matters covered herein.
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.
6. 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.

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

FOR NAPLES ASSOCIATION OF SCHOOL ADMINISTRATORS:

\_\_\_\_\_  
Kristina A. Saucke  
Elementary Principal

Dated: \_\_\_\_\_

FOR THE DISTRICT:

\_\_\_\_\_  
Matthew T. Frahm  
Superintendent  
Naples Central School District

Dated: \_\_\_\_\_

Approved by the Naples Board of Education on July 2, 2018

**MEMORANDUM OF AGREEMENT  
BETWEEN THE CIVIL SERVICE EMPLOYEE'S ASSOCIATION INC, LOCAL 1000,  
AFSCME, AFL-CIO, NAPLES CSD SUPPORT STAFF UNIT #7853-00, ONTARIO  
COUNTY LOCAL 835 AND THE NAPLES CENTRAL SCHOOL DISTRICT**

The Civil Service Employee's Association (hereinafter referred to as "CSEA") and the Naples Central School District (hereinafter referred to as the "District" and both hereinafter referred to as the "parties") are agreeing to the Memorandum of Agreement stated below.

**Whereas**, CSEA and the District are parties to a collective bargaining agreement; and,

**Whereas**, both parties have a ratified collective bargaining agreement which will expire on June 30, 2019; and,

**Whereas**, Section 29.3 of the collective bargaining agreement specifies that *"The above titles shall be entitled to receive a uniform allowance of up to \$100.00 per school year for the purchase of jeans conditioned upon both receipt of a suitable sales slip or voucher and that the uniform be satisfactory to the District. Receipts may be submitted throughout the school year, but no later than June 1<sup>st</sup>."*

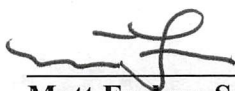
**Now, therefore, the parties mutually agree as follows:**

Employee James V. Delgatto is employed as a Building Maintenance Mechanic with the District and submitted his receipt for his uniform reimbursement allowance after the contractual deadline of June 1<sup>st</sup>, 2018. The District is going to pay Mr. Delgatto his uniform reimbursement allowance despite this.

Both parties agree that this Memorandum of Agreement is not precedent setting and does not supersede the collective bargaining agreement language in Article 29.3.

**Signed and agreed to on this 2<sup>nd</sup> day of July, 2018.**

**Naples Central School District:**



\_\_\_\_\_  
**Matt Frahm: Superintendent**

**CSEA Unit 7853-00:**



\_\_\_\_\_  
**Midge Guerri: Unit President**



\_\_\_\_\_  
**Paul D. Peters: Labor Relations Specialist**

# NAPLES CENTRAL SCHOOL

Date: June 21, 2018  
To: Matthew Frahm  
From: E. Bridget Ashton  
Re: DISCARD

It is my recommendation that the following items be approved by the Board of Education for discard:

- FRENCH TEXTS:
  - 24 Discovering French Nouveau, Bleu 1a, 1 teacher edition, & 7 workbooks
  - Surplus workbooks for T'est Branche:
  - 5 level 1, 2 level 2, 4 level 3
  
- Dictionaries:
  - 7 Bantam New College French & English
  - 1 Collins Concise
  - 2 The New Cassell's French Dictionary
  - 4 The new college French & English Dictionary
  - 8 Beginners French Dictionary

Sincerely,



E. Bridget Ashton

E. Bridget Ashton  
Naples High School Principal  
136 North Main Street  
Naples, NY 14512  
585-370-7927 ~ eashton@naplescscsd.org

## Discard Books from Elementary 6/21/18

Qty.	Title	Qty.	Title
1	Henry and Ribsy	1	Joe Cocker Spaniel
3	Little House in the Big Woods	1	Moppy's Ball
1	Artemis Fowl The Eternity Code	1	The Tree Doctor
1	Magic Eye	1	The Garden Party
1	Encyclopedia Brown Finds the Clues	1	Anak the Brave
1	Santiago's Silver Mine	1	All at Sea
1	Math Power	1	Presents
1	Encyclopedia Brown and the Case of the Mysterious Handprints	1	The Little Kite
1	The Night the White Deer Died	1	The Wonderhair Hair Restorer
1	Captain Underpants and the Perilous Plot of Professor Poopypants	1	Did you Know?
1	Dogsong	1	A Lion Song
1	Summer of the Sea Serpent	1	The Floating Markets of Bangkok
1	The Cricket in Times Square	1	Let's Look After Our World
1	The Cask of Amontillado	1	The African Hunting Dog
1	Captain Underpants and the Big, Bad Battle of the Bionic Booger Boy	1	Animals of the Tropical Rain Forest
11	Ten Hens and Ed has a Bed	1	The Light in the Forest
11	What is in the Box? And Dot and Tom	1	Rosa and Fredo
5	A Bat and a Ball and Nan and Sam Can Act	1	Bush Tucker
1	Bud and his pup and It is Fun	1	Tracks in the Sand
3	Tim is Six and Min and the Pig	1	Toes
1	Berenstain Bears and the Galloping Ghost	1	Here's to Hats

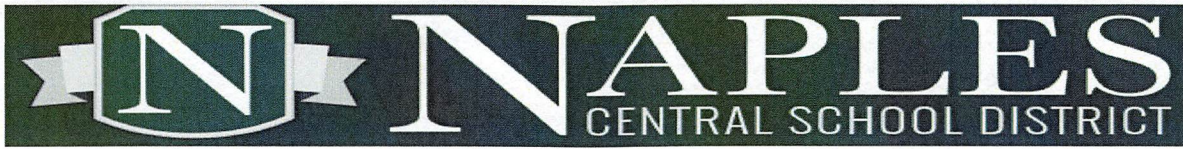
## Discard Books from Elementary 6/21/18

1	The Lucky Baseball Bat	1	From Camel Cart to Canoe
1	Zero's Slider	1	When the Balloon Went Pop!
1	Soccer 'Cats	1	Icebergs
1	Gannets	1	Crocodiles
1	The Armadillo	1	Animal Pets
1	Howie Merton and the Magic Dust	1	On the Far Side of the Mirror
1	Aliens for Breakfast	1	Aliens for Lunch
4	The Seven Treasure Hunts	1	Great Moments in Pro Football
2	The Legend of Sleepy Hollow and Rip VanWinkle	7	The Christmas Eve Mystery and other Holiday Stories
1	Robinson Crusoe	1	Magic of the Black Mirror
1	Where the Red Fern Grows	1	Devil's Bridge
1	The Littles Go Exploring	1	Along Came a Black Bird
1	History Happened Here	1	Weasel
1	Journey to Nowhere	4	Hans Brinker
1	How to Make Grammar Fun	2	Pony on the Porch
2	Kittens in the Kitchen	1	Dominic
1	The Monument	2	Teacher's Pet
1	The Journey of Alien Strange	2	Eyes Knows
1	Your Very Own Robot	1	One Day in the Alpine Tundra
2	A Lion to Guard Us	1	Fair Weather
1	Grasshopper Summer	1	The Secret of Phantom Lake
1	The Return of the Indian		
		<b>Total</b>	<b>131 Books</b>



## Discard Books from Elementary 6/22/18

Qty.	Title	Qty.	Title
4	The Blue Airplane	5	The Little Cloud Who Could Not Cry
4	A Flying Saucer On Our Lawn	5	Up and Down
5	Flip Flop	5	Little Bubble
5	Twinkle Bug	5	The Big Game Trade
5	How Do You Feel?	5	Camden Hill Farm
5	The Nine Little Moppets	5	The Old, Old Merry-Go-Round
5	Homes Under the Oak Tree	5	Splish Splash
5	Chip and Dip	5	This and That
5	Whiff and Poof	5	Quiet Time
5	I Can't Believe It	5	Which Way?
5	Six in a Mix-Up	5	Red Wing
5	Sniff and Snuff Go Camping	5	Rosita Amor
5	Sam in the Kitchen	2	The Funny Puppy
5	The Sunny, Foggy, Windy, Rainy, Chilly Day	5	Traces in Wet Cement
5	A Giant-Sized Story	5	Gramma and Grampa Hodgepodge
5	The Lonely Station on Second Street	5	The Lost Tooth
5	A Code of His Own	5	As Light as a Feather
4	Night and Day	5	Half and Half
5	Knock Knock...	5	Echoes
4	The Phantom in the Phonograph	5	The Giraffe Who Joined the Circus
		<b>Total</b>	<b>193 Books</b>



## Naples High School

136 North Main Street ~ Naples, New York 14512

**Date:** June 18, 2018

**To:** Naples Board of Education

**From:** E. Bridget Ashton, Naples HS Principal

**Subject:** **EXPANDED** Course Recommendation for Board of Education Approval  
 Existant Course: **Success Strategies HS**  
 Recommended Expansion: **Success Strategies MS**

**Rationale:**

Last summer, a High School RtI team met on July 11 and July 12, 2017 to explore Response to Intervention and current levels of support for struggling students at the secondary level. The team conducted a book study of the text, **It's About Time**, by Mike Mattos. Mattos is an innovative leader in the educational professional community who has explored, researched, piloted, written about, and presented on *Response to Intervention* and *Professional Learning Communities*.

One RtI model addressed in Mattos' text which the team supported for implementation at Naples High School was a Guided Studies course "designed to assist students who have not been successful in school to develop the habits necessary for them to achieve in school, to be on track for graduation, and to set education and/ or career goals beyond high school. Instructional time would be spent on developing students' organizational and study skills and strategies for effectively functioning in their academic courses."

**Logistics:**

Credit(s):	0.50 - 1.00 unit(s)* at Grades 9 -12, ONLY <i>Non-Credit Bearing at Grades 7 - 8</i>
Exit Criteria after Semester 1:	Students may exit at the end Semester 1 (Grades 9 - 12) if they meet the following conditions: <ul style="list-style-type: none"> <li>○ C or better in all core classes</li> <li>○ No more than 8 referrals</li> <li>○ No more than 5 OSS/ISS days</li> <li>○ No more than 8 tardies</li> <li>○ No more than 8 absences</li> </ul> Note: Exit criteria may differ or be non-applicable at MS level.

<b>Duration:</b>	Semester 1: 20 Weeks/5 Periods per Week Semester 2: 20 Weeks/5 Periods per Week
<b>Grade Level:</b>	MS Success Strategies: Grades 7 - 8, as needed and based on staffing availability <ul style="list-style-type: none"> <li>Note: Grade 7 Section in 2018-19</li> </ul> HS Success Strategies: Grades 9 - 12, as needed and based on staffing availability <ul style="list-style-type: none"> <li>Note: Grades 9 &amp; 10 Sections in 2018-19</li> </ul>
<b>Course Description:</b>	This course is designed to provide students with the executive function skills necessary to be successful in high school. Students who enter this course may have been previously identified as lacking in executive functioning and may be at-risk of not graduating, or not graduating on-time.  Skills to be taught include time management, task initiation, task completion, prosocial behaviors, study skills, citizenship, goal-setting, shifting (flexible thinking) organizational skills and self-advocacy and self regulation. The course will also work to foster a connection between the students and their school.
<b>Grading:</b>	Students will be evaluated in the following areas: <ul style="list-style-type: none"> <li>Participation</li> <li>Development of executive function skills</li> <li>Organization</li> <li>Task Completion</li> <li>Levels of proficiency on assigned tasks</li> </ul>
<b>Needs:</b>	None
<b>Proposed Materials:</b>	<ul style="list-style-type: none"> <li>Missouri and West Virginia Department of Education School Counseling Lessons Plans (free)</li> <li>2017-18 Scope and Sequence (Thayer and Marble)</li> </ul>

Created 5/30/2018

# Naples Coaches Handbook



2018-2019

Contact Information

## Naples Central School HS

136 North Main Street  
Naples, NY 14512  
(585) 374-7900

### **Director of Athletics**

Chad Hunt  
[chunt@naplescscsd.org](mailto:chunt@naplescscsd.org)  
Office: (585) 374-7975  
Cell: (585) 410-4835

## Naples Central School ES

2 Academy Street  
Naples, NY 14512  
(585) 374-7900

### **Head Bus Driver**

April Sanko  
[asanko@naplescscsd.org](mailto:asanko@naplescscsd.org)  
Office: (585) 374-7945  
Cell: (585) 313-3562

### **Brownstone PT Athletic Trainer**

Kathy Fabrizio  
[kathy.fabrizio@yahoo.com](mailto:kathy.fabrizio@yahoo.com)  
Work Cell: (314) 686-0602

Brownstone Physical Therapy: (585) 412-6391  
Hours: Monday-Wednesday 8:30am - 5:30pm  
401 S Main St, Canandaigua, NY 14424

### **Philosophy**

- The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. Students are experiencing a time in their lives of tremendous growth and change. They often get excited, confused, argumentative, curious, sensitive and self-conscious. In sports and other extracurricular activities they will learn the value of fair play and sportsmanship. They are to be

given the chance to participate and be allowed to make mistakes. They will learn to appreciate teamwork and how to interact with coaches, referees, opponents, peers and themselves.

- **Modified Philosophy:**
  - To teach and develop the basic fundamentals of the sport
  - Help student athletes grow athletically, academically, and as a person
  - Equal playing time is encouraged at the modified level, but not guaranteed
  
- **JV Philosophy:**
  - Teach and develop basic fundamentals of the sport while also incorporating more complex techniques and strategies to encourage athletic growth
  - Help student athletes grow athletically, academically, and as a person
  - Playing time is not equal, however, it is encouraged that every athlete on your team is able to participate in the athletic contest. Amount of playing time for each athlete is earned
  
- **Varsity Philosophy:**
  - Teach and develop athletic skills and knowledge. Expectations are higher for athletes and coaches
  - Playing time is not equal, it is earned at this level. All athletes might not participate in each contest depending on the game/scenario
  - This is the pinnacle of the high school athlete's career. Varsity teams should be utilized to help teach younger athletes how to play the game and what it looks like to play at the highest level

### **Mission**

- Responsibilities of the coach include understanding the philosophy of the school and the athletic department and understanding the role of athletics at Naples. Each coach should have the ability to articulate his or her personal coaching philosophy as it pertains to the school's philosophy.

### **Role Model**

- The coach is responsible for setting an example for his or her players and setting the tone for the program. A coach who behaves professionally will encourage others around him or her to do the same. They must exhibit proper leadership and conduct, be fair and consistent disciplinarians, show respect to opponents and officials, and coach every player on their team. Coaches must be a strong, positive, respectful role model for his or her athletes by being a consistent ambassador of the game and of Naples. All coaches are expected to have an understanding of the Finger Lakes High School Athletic Association and Section V rules and regulations governing their sport.

### **Athletic Trainer: Kathy Fabrizio**

- Our Athletic Trainer will be on campus during various times of the week, typically 2-3 days
- Her schedule will be different each month. See athletic director for schedule
- Please refer students to our athletic trainer immediately after an injury occurs
- If an injury occurs at an away game, or while she is not there, please fill out the [injury report](#) and send her and the athletic directors an email.

**Prior to participation:**

- All athletes must be signed up on [FamilyID](#) before they can participate
- Once they are cleared you will see “Approved” next to their name
- If you do not see that, they can not begin practicing

**Attendance:**

*\*Coaches may not count a game/scrimmage as a practice in terms of NYS eligibility*

- Coaches are expected to be on time for all games, practices and any other events. If your game or practice does not start immediately after the school day ends, students need to know where they are supposed to be until a coach arrives. Coaches are also expected to remain with the students at all times. This includes waiting until the last student has been picked up by the parent or guardian at the end of practices, games and other events. When a coach is visibly present it eliminates many behavioral and safety issues. Please keep an eye on students at all times.
- Students are expected to be on time to all practices, games and other events. Students must be in school by 8:00am to be eligible to participate on that day (unless excused and provide a yellow sports pass). Students must clearly communicate to coaches before this occurs. Coaches must keep a log of all attendance records for the students-athletes. Coaches become responsible for their players as soon as the player shows up to practice or games.
- If a coach is sick or has an emergency the day of a practice or event, the coach is required to contact the athletic director. In the event of a game and cancelling is not an option, notify the athletic director of the situation so that the practice or event is covered.

**Coaching Contracts/Pay:**

- All coaches will receive a copy of their contract from [Pam Claes](#) prior to their season.
- A coach cannot be paid until they have signed their coaching contract.

**Cut Policy:**

- Coaches of the junior varsity and varsity levels can make cuts at Naples. At the modified (or modified A level) cuts can not be made.
- If a decision is made to cut a student athlete the coach must meet with the student athlete and communicate with the student athletes parents.

**Equipment:**

- Coaches can pick up any necessary equipment before the season begins from the athletic director.
- Equipment is to be properly stored away after every practice/game.
- If equipment breaks or there is a need for more equipment please contact the athletic director.
- Coaches are responsible for inventorying and organizing equipment at the completion of the season.

**Game Recaps and Score Reporting:**

- Coaches will need to submit their scores and game recaps after each game. Please use [this form](#) after each contest and email the athletic director with the correct info for the form.
- Varsity Coaches will need to send their game scores to media outlets below after the game to ensure they will be included in the newspaper. Even if you are the road team we ask that you contact the following with your results:
  - Democrat and Chronicle: [sports@democratandchronicle.com](mailto:sports@democratandchronicle.com)
  - Finger Lakes Times: [sports@fltimes.com](mailto:sports@fltimes.com)

- Daily Messenger: [sports@messengerpostmedia.com](mailto:sports@messengerpostmedia.com)

**Keys and Access to Building:**

- All outside coaches will be given a building key and a badge at the beginning of the season.
- DO NOT give this key out to anyone.
- Please ensure that all doors are locked before leaving the building. Keys must be returned at the end of the season.

**Lockers:**

- Coaches will be responsible for giving out lockers to their teams. All student athletes must have the option to receive a locker. Lockers should be HIGHLY recommended to student-athletes.

**Parent Pick Up:**

- Athletes are required to be picked up from practice at the location in which the practice occurred.
- Recommendation from the district is to not transport students in your personal vehicle without permission.
- Coaches must stay at the location until each athlete is picked up from practice. Coach to parent communication about practice times is crucial.

**Player Safety**

- The safety and protection of the players on the team is the primary duty of a coach at any level. The coach must provide a safe environment for athletes during all team activities. Coaches must keep the health and safety of their players as the main focus during practice sessions and when managing game strategy.

**Pre-Season Responsibilities:**

- Meet with athletic director and coaching staff for planning and preparation
- Confirm schedules and bus departure times
- Preseason meeting with athletes and parents. Sample meeting criteria can be found [here](#)
- Reach out to parents and include information letters, preseason practice schedule, season expectations, copy of game schedule, etc. (note practice/game schedules are subject to change)
- Have some mode of open communication with players and/or parents. (Ex: Remind)

**Program Structure**

- Coaches from all levels should meet at least once prior to and at season's end to discuss program goals, skill development, etc...

**Referee Vouchers:**

- Coaches are responsible for turning in the referee voucher to the athletic director the within 48 hours
- This is important in processing the voucher in a timely manner to get the official paid for their services
- The current year voucher can be found [here](#)

**Rosters:**

- Coaches will need to complete and submit their full roster sheet (use template below) to the athletic director before the end of the first week of the season. A sample can be found [here](#)

**Student Conduct/Sportsmanship**



- Behavior and appearance are of great importance. Our student-athletes are ambassadors of Naples. They represent the school in the public and their behavior frequently determines the opinion that outsiders have of our school. As a coach, it is your responsibility to teach students what is expected of them. It is the coach's responsibility to clearly communicate behavioral expectations during games, bus rides and at other events. These expectations must be consistent and communicated proactively. Look for the positive things students do and avoid sarcasm and ridicule. Demonstrate for the team how to win graciously and lose without complaining or criticizing the officials, other players, or coaches.

#### **Transportation:**

- Buses for all away events will be scheduled by the athletic director and confirmed by the head bus driver a week in advance with coaches.
- Students need to follow all the rules of the bus
- After games/events, athletes are allowed to be signed out by approved person(s) ONLY. Sample sign out sheet can be found [here](#)
- The coach is responsible for all student's safety.

#### **Uniforms:**

- Coaches are required to keep accurate inventory of all uniforms
- All uniforms must be collected within two weeks of your season ending. This is the coaches responsibility, not the athletic director's.

#### **Post Season Meeting:**

- It is the coaches responsibility to schedule this meeting with the athletic director
- All uniforms, med kit, equipment, etc... need to be placed in storage prior to this meeting (should occur within two weeks of season ending)
- Athletic director will provide evaluation at this meeting. Evaluation form can be found [here](#)
- Sports banquet speech is due at this meeting (or written summary of season for modified)

### **Communication Process**

#### **Note:**

- Be proactive in your communication with parents
- Most issues are caused by a lack of communication
- Be sure to communicate the items listed under "Communication you can expect from the coach"
- Please keep the athletic director in the loop with any parent / player concerns

Parenting and coaching are both rewarding and at times, challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefits to our students. As parents, when a child becomes involved in athletics, he/she has a right to understand the important expectations.

### **Communication You Can Expect From the Coach**

- Philosophy of the coach
- Expectations the coach has for your child as well as all members of the team
- Location and times of all practices and contests, as well as, policies on pick up times
- Team requirements, i.e.:special equipment, off season conditioning
- Procedures should your child be injured during practices or contests
- Discipline that results in the denial of your child's participation

### Communication Your Coaches Can Expect From Parents

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns regarding a coach's philosophy and/or expectations

As your child becomes more involved in the programs at Naples Central School, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### Procedure to Use in Discussing Concerns with Coaches

1. **The Student - Athlete** talks to the coach before / after practice or sets up a meeting to discuss the concern. No conversation should take place immediately prior / following a contest.
2. **Parent and athlete discuss the concern with the coach.** (Note: Step 2 will not happen until Step 1 has been attempted. While we understand that some athletes may feel anxious about talking to the coach, we feel it is necessary to begin teaching our student athletes that they need to learn to advocate for themselves. A parent should not be voicing an initial concern to a coach that the student athlete has not previously raised.) As stated above, avoid the four topics that are not appropriate to discuss with the coach and DO NOT attempt to confront a coach before or after a contest or practice. This can be an emotional time for all parties.
3. **Parent and Athlete discuss the situation with the Athletic Director.** This step will not occur until Step 1 and Step 2 have been met. The Athletic Director will not discuss the four topics that are not appropriate to discuss with the coach.
4. **Parent and athlete discuss the situation with the Building Principal** (Building Principal will not discuss the four topics that are not appropriate to discuss with the coach)
5. **Parent and athlete discuss the situation with the Superintendent** (Superintendent will not discuss the four topics that are not appropriate to discuss with the coach)
6. **Parent and athlete discuss the situation with the Board of Education** (BOE will not discuss the four topics that are not appropriate to discuss with the coach)

We understand that athletics, at their very heart are competitive in nature. This has the potential to bring about questions and concerns throughout a season. A parent / student athlete may discuss the following items with the coach;

### Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As a parent, at times, it is very difficult to accept a child's playing time or role within the team. Coaches are professionals. They make judgements based on what they believe to be best for the team. As you have seen from the list of "Appropriate Concerns to Discuss with Coaches", certain topics can be and should be discussed with a child's coach. Other issues however, such as those listed below, should be left to the discretion of our professional coaching staff.

### Issues NOT Appropriate to Discuss with Coaches

- Playing Time
- Team Strategy
- Play Calling
- Other student-athletes

**“Naples Central School is committed to excellence in athletics as part of a larger commitment to excellence and education. We view athletics to be an integral part of the school community and thus will follow and honor Naples Central School’s overall institutional mission.”**

Coaches: One day you will be old and grey as you reflect on your years leading. There will be names you remember and others you won't. There will be faces that stand out while others jar no memory. There may be so many you stood before that there's no possible way to remember them all but know this...

They will remember you. They will remember how you treated them, how you inspired them, how you helped them and the difference you made for them.

**Make it for the better.**

Baseball Dudes