

BOARD MEETING: Regular Meeting
DATE: Wednesday, October 7, 2020
TIME: 6:00 p.m.
PLACE: Naples High School Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of October 7, 2020 (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 Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.

VII. Points of Interest

VIII. Superintendent Recognitions & Updates

- Claims Auditor Report
- 2019-2020 Independent Auditor's Report
- 2020-2021 NYSSBA Resolutions
- Reopening Report from School Principals Kristina Saucke and Nicole Green
- Athletics Update
- Budget Update

IX. Board Reports

- Facilities Committee
- Policy Committee

X. Minutes (Board Action)

- Regular Meeting of September 16, 2020

XI. 2019-2020 Audit Report (Board Action)

XII. 2021-2022 Budget Timeline (Board Action)

XIII. Contractual Agreement (Board Action)

- NTA Memorandum of Agreement

XIV. SEQR Resolution (Board Action)

XV. Business (Board Action)

- Establish Civil Service position:
 - Licensed Practical Nurse
- NYSSBA Voting Delegate
- NYSSBA Alternate Voting Delegate
- Discards
- Policy Update
- Amend 2020-2021 School Calendar

XVI. Personnel (Board Action)

- Appointments
 - Cleaner
 - Substitute Teachers
 - 2020-2021 Extra-Curricular
- Unpaid Leave of Absence
 - Cleaner
 - Teacher Aide

XVII. Consent Agenda Items (Board Action)

- CSE Recommendations
- Substitutes

XVIII. Adjournment (Board Action)

October 7, 2020

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

Also Present: Matthew Frahm, Jeffrey Black, Chad Hunt and Pamela Claes.

Motion:

Resolved, that the Board of Education approves the agenda of the Regular Meeting of October 7, 2020 as presented.

Motion Carried

Motion Denied

Motion:

Resolved, that the Board of Education approves calling an executive session at _____ p.m. for the purpose of discussing the employment history of a particular person or persons and to discuss a proposed Naples Teachers' Association Memorandum of Agreement.

Motion Carried

Motion Denied

Time out of Executive Session: p.m.

Motion:

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

- Regular Meeting of September 16, 2020

Motion Carried

Motion Denied

Motion:

2nd:

Resolved, that upon the recommendation of the Board of Education Audit Committee, the Board of Education approves the Draft Independent Auditor's Report for the year ending June 30, 2020.

Motion Carried

Motion Denied

Motion:

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves 2021-2022 Naples Central School District Budget Timeline as presented.

Motion Carried

Motion Denied

Motion:

2nd:

Resolved, that the Board of Education approves the following Contractual Agreement resolutions as presented:

- Resolved, that the Naples Central School District Board of Education does hereby approve a Memorandum of Agreement between the Naples Teachers' Association and the Naples Central School District for the purpose of establishing allowing unit members the option of covering the class of a teacher who is absent, in lieu of a planning period.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Abstain:

Motion:

2nd:

WHEREAS, the Board of Education of the Naples Central School District desires to temporarily lease and place four (4) Averdi Storage Containers on District parking site (adjacent to Old Bus Garage (demolished).

SED assigned building and project numbers for four (4) **Temporary Storage Containers at the Jr. / Sr. High School Site** as follows:

SED No: 43-12-01-04-8-011-001

SED No: 43-12-01-04-8-012-001

SED No: 43-12-01-04-8-013-001

SED No: 43-12-01-04-8-014-001

WHEREAS, the work involves leasing and placing four (4) Averdi, temporary storage containers to temporarily hold miscellaneous furniture, equipment, supplies and miscellaneous items as a result of COVID-19 social distancing requirements (the “Project”); and

WHEREAS, the Project is subject to classification under the State Environmental Quality Review Act (SEQRA);

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind on the same site, including upgrading buildings to meet building or fire codes are classified as Type II under the current Department of Environmental Conservation SEQR Regulations (6 NYCRR §617.5(c)(2);

WHEREAS, routine activities such as renovations to, or expansions of existing public school facilities are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (**6 NYCRR §617.5(c)(8)**);

WHEREAS, the SEQR Regulation (6 NYCRR §617.5[a]) declares Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Education, as lead agency, has determined that this renovation project is classified as a Type II Action pursuant to 6 NYCRR §617.5(c)(1), (2) and (8) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Naples Central School District hereby declares itself as “Lead Agency”, specifically pursuant to 6 NYCRR §617.6(b), for the proposed Project;

BE IT FURTHER RESOLVED that the Board of Education hereby declares that the Project is a Type II Action, which requires no further review under SEQR; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to forward an official copy of this Resolution to the New York State Education Department, if necessary, together with a copy of correspondence to and from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the Project from the New York State Education Department.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Abstain:

Motion:

2nd:

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 the Board of Education authorizes the creation of the following position on the Ontario County Department of Civil Service roster for our District effective October 7, 2020: Licensed Practical Nurse
- Resolved, that Board of Education member _____ is hereby appointed as Voting Delegate for the 2020 NYSSBA Annual Meeting.
- Resolved, that Board of Education member _____ is hereby appointed as Voting Delegate Alternate for the 2020 NYSSBA Annual Meeting.
- Resolved that approval be given for the following to be declared surplus property and approval given to discard as per Policy #5250:

Elementary Library Discards:

- Creepy Carrots: One Copy
- The Destruction of Pompeii, AD 79: One Copy
- I Survived the Sinking of the Titanic, 1912: One Copy
- Nubs: The True Story of a Mutt: One Copy
- A Coal Miner's Bride: The Diary of Anetka Kaminska: One Copy
- Grooming and Stable Management: One Copy
- Oh, The Places You'll Go!: One Copy
- Football Jokes: One Copy
- The Joplin Tornado: One Copy

High School Library Discards:

- The River: One Copy

High School Vocal Music Discards:

- 29 VHS Tapes
- Squibb's Grade Book
- Collection of portraits of composers
- 26 General Music Textbooks

- Resolved, that the Board of Education approves the following policy as presented:
 - Policy #6220: Temporary Personnel
- Resolved, that the Board of Education approves the amended 2020-2021 Naples Central School District Calendar as presented. (Calendar Attached)

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:**2nd:**

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

- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following probationary appointments, pending a successful background clearance report provided to the school as a result of the fingerprinting process:
 - Brett Schutz, 5545 State Route 53, Naples, NY 14512, as a Cleaner, effective October 1, 2020, at the rate of \$11.80/hour.
 - Resolved, that the Board of Education approves the appointment of Erin R. Jensen, as Substitute Health Teacher, effective on or around November 13, 2020 through on or around February 5, 2021 or the return of teacher Alyson Powers plus one day. Salary for the 2020-2021 school year will be Step 1 of the 2020-2021 Distribution Schedule – Bachelors. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
 - Resolved, that the Board of Education approves the appointment of Andrew Beigel, as Substitute English Teacher, effective on or around October 29, 2020 through on or around December 3, 2020 or the return of teacher Thomas Mannella plus one day. Salary for the 2020-2021 school year will be Step 1 of the 2020-2021 Distribution Schedule – Bachelors. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
- Resolved, that the Board of Education approves the following Extra-Curricular appointments for the 2020-2021 School Year, salary as per negotiated agreement:

- 7 th Grade Class Advisor: Alyson Powers	- National Honor Society: Lindsey Alongi
- 8 th Grade Class Advisor: Colleen Betrus	- French Club: Lindsey Alongi
- 9 th Grade Class Advisor: Shelly Hannacker	- Junior High Student Council: Lindsey Alongi
- 10 th Grade Class Advisor: Jonathan Betrus	- Senior High Student Council: William Murphy
- 11 th Grade Class Advisor: Colleen Betrus	- Environmental Club: Jonathan Betrus – No Stipend
- Outdoor Adventure Club: Jonathan Betrus	- High School Library Club: Colleen Betrus – No Stipend
- Naples Robotics: Patrick Freivald	- NCS Health Club: Alyson Powers – No Stipend
- Naples Robotics Tech Support: Adam Robison	- One Club: Monica Kastner – No Stipend
- Naples Robotics Programming Coach: Antone Olney	- P.L.A.N.T. Club: Kyle Inda – No Stipend
- Naples Junior Robotics: Jodie Schwartz	- Project Based Learning: Colleen Betrus – No Stipend
- Operation Santa: Kelly VandeSande	- NCS Baseball Club: Brian Battle – No Stipend
- Resolved, that the Board of Education approves the following requests for unpaid leave of absence:
 - Barbara Welch, Teacher Aide: Unpaid Leave from one hour on October 7, 2020 through November 9, 2020.
 - Stefan Welch, Cleaner: Unpaid Leave from August 31, 2020 through September 27, 2020.

Voting Yes:**Motion Carried****Voting No:****Motion Denied**

Motion:

2nd:

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

- a. Resolved, that the Board of Education accepts the committee recommendations from the following meetings:
 - Committee on Special Education actions of September 24, 2020.
- b. Resolved, that the Board of Education hereby approves the following Substitute Appointment 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>
Madison Lewis	Teacher	3265 County Route 36, Wayland, NY 14572
Madison Lewis	Teacher Assistant	3265 County Route 36, Wayland, NY 14572
Christopher Hershey	Cleaner	4945 Knapp Road, Middlesex, NY 14507
Christopher Hershey	Building Maintenance Assistant	4945 Knapp Road, Middlesex, NY 14507

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

There being no further business, the Regular Meeting of October 7, 2020 is hereby adjourned at

_____.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Board of Education Auditor Report – October 2020 Board Meeting

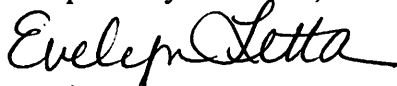
From July 1, 2020 – September 30, 2020 I have approved warrants 0001-0036 and 0039-0043 for a total amount of \$2,199,569.78 for the first quarter of the 2020-2021 fiscal year. The following errors have occurred and were corrected.

1. (2) missing electronic backup paperwork – payroll
2. (2) missing signatures on paperwork

A total of 4 errors from 423 transactions (0.009%)

Payroll Warrants 0032, 0037, 0038 and 0044 have not been received in this quarter to be audited, they will be included in the 2nd quarter report.

Respectfully submitted,


Evelyn Letta



Naples Central School District

Financial Statement Audit Presentation | For the year ended June 30, 2020

Presented by:
Kristie Beach, CPA, Director



Financial Results

- We issued an unmodified “clean” opinion on the financial statements.
- Difference between Fund Financial Statements and District-Wide Financial Statements
 - The first part of the financial statements is the district-wide financial statements that provide both short-term and long-term information about the District’s overall financial status, which include property, plant and equipment and long-term debt. The second part of the statements is the fund financial statements that focus on individual parts of the District, reporting the District’s operations in more traditional fund detail than the district-wide statements.



Financial Results

- Highlights – District-wide statements

- District-wide Statement of Net Position

- Overall there was an increase in assets and deferred outflows of resources of approximately \$9.6M. Significant changes included an overall increase in cash of \$2.2M due to the state-wide shutdown of all schools related to the COVID pandemic, a \$2.8M increase in capital assets related to additions of \$4M and offset by current year depreciation expense of \$1.3M, as well as changes in actuary assumptions related to GASB 68 (pensions) and GASB 75 (OPEB).
 - Overall increase in liabilities and deferred inflows of resources of approximately \$10.1M. Of the total \$57.4M liability balance and \$3.1M deferred inflows of resources balance, \$56.4M is made up of long-term liabilities which major items include serial bonds of \$20.3M, other post-employment health benefits liability of \$30.9M, compensated absences of \$3.3M and the net pension liability for ERS of \$1.5M.
 - Decrease in the net position balance by \$509K to a deficit of \$5M at year end. The net position balance includes \$15.2M in net investment in capital assets, \$7.2M in restricted net position and a negative \$27.3M. The net position deficit balance continues to be caused by GASB 68 for pensions and GASB 75 for OPEB which require certain liabilities recorded on the district-wide financial statements.



Financial Results

- Highlights – District-wide statements
 - District-wide Statement of Activities
 - Total revenues increased over the prior year approximately \$520K. The increase is mainly a result of the increase in real property taxes as well as the smart schools bond act funds received in the capital projects fund.
 - Total expenditures have increased over the prior year approximately \$2.3M. This is mostly related to the increase in the OPEB and pension liability increases. In general, the largest expenses to the District continue to be general support, instructional & transportation.



Financial Results

- Highlights – Fund Financial Statements
 - General Fund
 - Statement of revenues, expenditures and changes in fund balances
 - Total revenues = \$20.3M & Total expenditures = \$18.9M
 - Increase in fund balance of \$1.4M
 - Balance Sheet
 - Assets = \$10.1M & Liabilities = \$1.4M
 - Fund Balance = \$8.7M
 - Restricted = \$6.7M – general fund reserves
 - Assigned = \$521K (includes \$436K appropriated next year)
 - Unassigned = \$1.6M

Financial Results

- Highlights – Fund Financial Statements
 - School Lunch Fund
 - Statement of revenues, expenditures and changes in fund balances
 - Total revenues & total expenditures of = \$334K
 - Transfer from the general fund to cover deficit – no change in fund balance.
 - Balance Sheet
 - Assets = \$140K & Liabilities = \$131K
 - Fund Balance = \$9K
 - Special Aid Fund
 - Flow thru of state and federal grant funds

Financial Results

- Highlights – Fund Financial Statements
 - Capital Project Fund
 - Statement of revenues, expenditures and changes in fund balances
 - Total revenues = \$5.6M & Total expenditures = \$3.9M
 - Increase in fund balance of \$1.7M
 - Balance Sheet
 - Assets = \$322K & Liabilities = \$79K
 - Fund Deficit = \$243K
 - Debt Service Fund
 - Statement of revenues, expenditures and changes in fund balances
 - Total revenues = \$476K & Total expenditures = \$624K
 - Decrease in fund balance of \$148K
 - Balance Sheet
 - Assets = \$494K & Liabilities = \$0
 - Fund Balance = \$494K
 - Fiduciary Funds
 - Major items held within are the scholarship funds and extraclassroom funds

Federal Single Audit

- The District did not need a single audit this year - total expenditures of federal awards amounted to \$645K (under the \$750K threshold) – this determination will likely change in the coming year with the CARES act funds.



SAS 115 Letter – Management Letter

- Compliance finding – The District exceeded the NYS required 4% fund balance regulation. Unrestricted general fund balance is 7.44%.
- Other comment – Accounting for Fiduciary Activities – GASB 84.
- Other comment – Accounting for Leases – GASB 87.



Extraclassroom Financial Statements

- Other comment – Missing purchase requisition forms.



Conclusion

Questions?



2020 NYSSBA Resolutions

RESOLUTIONS		
Proposed Resolution 1	NYSSBA to advocate to overhaul the current testing system by working collaboratively	Adopt
Proposed Resolution 2	NYSSBA to support legislation that makes it easier for districts to recover attorney's fees in sp.ed. legal cases	Adopt
Proposed Resolution 3	NYSSBA to support legislation that would shift burden of proof in sp.ed. due process away from district to party seeking relief	Adopt
Proposed Resolution 4	NYSSBA to seek change to have IDEAs to include districts in the earliest stages of a PILOT consideration	Adopt
Proposed Resolution 5	NYSSBA to support legislation at state/federal level that would allow and enhance sharing of services among districts and municipalities	Adopt- Cost Savings
Proposed Resolution 6	NYSSBA to support proposals to expand opportunities and capacity for online learning	Adopt- Pandemics and promote collaboration and opportunities
Proposed Resolution 7	NYSSBA to support proposals to incorporate pre-K funding into school aid formulas	Adopt- predictable source of funding for future budgeting
Proposed Resolution 8	NYSSBA to OPPOSE proposals to raise the number of charter schools in the state	Adopt
Proposed Resolution 9	NYSSBA to OPPOSE proposals to expand mayoral control to districts beyond NYC	Adopt- Local duly elected school board
Proposed Resolution 10	NYSSBA to support proposals to regulate and restrict the use of tobacco products among youth	Adopt
Proposed Resolution 11	NYSSBA to support legislation to allow for more than one Board Member to attend the NYS Office of State Comptroller audit exit conference	Adopt- avoid quorum, but improve transparency
Proposed Resolution 12	NYSSBA to support legislation that makes it clear districts are not responsible for assessing the equivalency of education for nonpublic schools	Adopt
Proposed Resolution 13	NYSSBA to support legislation to authorize bi-directional communication between district and NYS Immunization Information System	Adopt- current process is very inefficient
Proposed Resolution 14	NYSSBA to support legislation that would enable to Commissioner of Education to declare and alternate election arrangement in emergency	Adopt- In the event of a weather emergency the voting process could be compromised

2020 NYSSBA Resolutions

RESOLUTIONS		
Proposed Resolution 15	NYSSBA to support legislation that provide training and certification for professional parent advocates to attend CSE meeting and hearings	Adopt - to ensure parents have access to advocates that have children's best interest in mind
Proposed Resolution 16	NYSSBA to support legislation that promotes reduction in costs associated with impartial hearings, evaluation requests and attorney fees	Adopt
Proposed Resolution 17	NYSSBA to support increased state and federal funding to address the digital divide with limited access to tech and broadband	Adopt
Proposed Resolution 18	NYSSBA to OPPOSE mid-year state air cuts to allow for educational continuity and fiscal stability for districts	Adopt- difficult to budget/plan and provide services with expanded Executive Power to cut
Proposed Resolution 19	NYSSBA to produce and recommend adoption of policy that would require child abuse training to all school personnel once every 3 years	Adopt

PROPOSED RESOLUTIONS NOT RECOMMENDED BY THE RESOLUTIONS COMMITTEE FOR ADOPTION		
Proposed Resolution 20	NYSSBA to support NY Health Act and any legislation that provides single payer health care for all New Yorkers	Not Adopt- resolve at national level not state due to disproportionate budget increases
Proposed Resolution 21	NYSSBA to support legislation that requires every child to be covered by Child Health Plus	Not Adopt- resolve at national level not state or school district level
Proposed Resolution 22	NYSSBA to support legislation hold school districts harmless for employee/retiree health care increases that exceed CPI	Not Adopt-NYSSBA understands the idea due to disproportionate budget increases however what
Proposed Resolution 23	NYSSBA to support legislation to create a process to review tenure and tenure renewal every 5 years	Not Adopt- Administratively burdensome
Proposed Resolution 24	NYSSBA to support legislation to eliminate initial public straw vote for merger process	Not Adopt-vote provides valuable information to districts and required by Education Law
Proposed Resolution 25	NYSSBA to support/encourage laws/policies that promote competition between BOCES for non-instructional services to districts	Not Adopt- promote COOPERATION not COMPETITION- also, could be applied back to the districts
Proposed Resolution 26	NYSSBA to support/encourage laws/policies that promote competition FOR AND between BOCES for non-instructional services to districts	Not Adopt- promote COOPERATION not COMPETITION- also, could be applied back to the districts
Proposed Resolution 27	NYSSBA to support mandated reporters to participate in periodic refresher courses for child abuse signs and reporting process	Not Adopt- understand the importance of recognizing child abuse, but would lead to

NAPLES CENTRAL SCHOOL DISTRICT <i>Timeline for Preparation of the 2021-2022 Budget</i>

October 21, 2020	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m.
November 18, 2020	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m.
December 9, 2020	Budget development information distributed to administrators and staff
Dec. 9, 2020–Jan. 13, 2021	Development of building and department budgets
January 20, 2021	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m. Board of Education - Budget Update
February 22, 2021	Draft of building level and department budgets due to business office
March 1, 2021	Tax Levy Limit Calculation submitted to the NYS Office of the State Comptroller
March 15, 2021	Requisitions due from Departments
March 17, 2021	Petitions available for Board of Education Candidates from the District Clerk
March 17, 2021	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m. Board of Education - Budget Update
March 31, 2021	Publication of First Legal Notice of District Budget Hearing, Vote, and Election
April 7, 2021	Tentative Budget Committee Meeting – Final Review of Budget 4:00 p.m.
April 19, 2021	Petitions to run for Board of Education must be filed by 5:00 p.m.
April 21, 2021	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m. – Tentative Budget Adoption Board Budget Discussion & Final Review of Budget
April 22, 2021	Property Tax Report Card submission due date
May 4, 2020	Copies of proposed budget available at all district buildings (legal obligation – 14 days before vote)
May 5, 2021	District Budget Hearing at Naples High School Cafeteria, 6:00 p.m.
May 6, 2021	Publish and present proposed budget brochure and budget notice
May 18, 2021	Community Vote on budget and members of the Board of Education

Approved by Board of Education on: October 7, 2020

**MEMORANDUM OF AGREEMENT
BETWEEN
THE NAPLES TEACHERS' ASSOCIATION
AND THE
SUPERINTENDENT FOR THE
NAPLES CENTRAL SCHOOL DISTRICT**

WHEREAS, the Naples Central School District ("District") and the Naples Teachers' Association ("NTA" or "Association") (collectively referred to as the "Parties") have agreed to a Collective Bargaining Agreement effective from July 1, 2018 through June 30, 2022 ("CBA"); and

WHEREAS, Article III, B. Substitute Activity, of the CBA states that in recognition of the importance of non-teaching periods for preparation, planning, and remedial instruction, the parties agree that unit members as currently defined by Article I will not ordinarily be asked to assume the class responsibilities of a teacher who is absent for an entire day, and the District will not assign a teacher to substitute for an entire day unless after its best efforts it cannot obtain a satisfactory substitute teacher for the day. ; and

WHEREAS, the District anticipates an increase in need for substitute teachers for the 2020/2021 school year; and

WHEREAS, the parties have had discussions concerning allowing unit members the option of covering the class of a teacher who is absent, in lieu of a planning period (up to forty-five (45) minutes in length); and

NOW, THEREFORE, it is hereby agreed to the parties as follows:

1. Participation will be optional, with a unit member's consent.
2. The parties agree that this agreement only applies when a request for coverage comes from the District.
3. A unit member who is covering a class in lieu of a planning period will be compensated at the rate of \$30.00 per assignment period.
4. The parties agree that there will be no expectation of preparation/planning by the unit member covering the class.

5. The parties agree that the option to cover a class in lieu of a planning period will only be available to unit members with at least one (1) year of teaching experience.
6. The parties agree that the option to cover a class in lieu of a planning period only applies to period/learning blocks scheduled between 7:55 a.m. and 2:30 p.m.
7. The parties agree this Memorandum of Agreement shall sunset at the end of the 2020/2021 school year, or if either party notifies the other in writing before January 1, 2021.
8. This agreement does not set a precedent or constitute a past practice.
9. This agreement shall take effect upon execution of all of the parties named below and may not be amended or altered without express written consent of all parties.
10. Both parties enter into this Memorandum of Agreement knowingly, voluntarily and without coercion, after having an opportunity to review it with a representative of their choice.

NAPLES TEACHERS' ASSOCIATION

By: _____
Scott Petrie
President, Naples Teachers' Association

Date: _____

NAPLES CENTRAL SCHOOL DISTRICT

By: _____
Matthew Frahm
Superintendent of Schools

Date: _____

Approved by the Naples Board of Education: _____

Personnel

SUBJECT: TEMPORARY PERSONNEL

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

Student Teachers

The District shall cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their instruction assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (SED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant SED personnel.

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

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

Substitute Teachers

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

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

Eligibility for Service

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

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

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

- b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year may serve in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, these substitutes will be employed in their anticipated certification area.
- c) Substitutes without a valid certificate and who are not working towards certification may serve for no more than forty (40) days per school year. In extreme circumstances – where there is a urgent need for a substitute teacher – however, the District may employ this substitute teacher beyond the 40-day limit, for up to an additional fifty (50) days (90 days total in a school year), if the Superintendent certifies that the District conducted a good-faith recruitment search and there are no certified teachers available who can perform the duties of the position.

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

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

Reporting

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

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

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

Substitute Tutor: \$30.00/hour

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)Per Diem Substitute Administrator Pay

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

Per Diem Substitute Teacher Pay

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

Days of Service

1 to 20 days

Salary

\$110/day: Certified

\$110/day: Uncertified

21 days up to one semester

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

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

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

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

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

(Financial Assistance is available to qualified individuals)

Substitute Nurse

Certified RN or LPN: \$125.00/day

(Continued)

Personnel

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

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

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

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

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

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

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

Bus Driver: \$18.00/hour

Special or Outside Hourly Rate: As per negotiated CSEA contract

Layover Rate: As per negotiated CSEA contract

Bus Driver Refresher Course - As per negotiated CSEA contract

Special provisions relative to Substitute Bus Drivers:

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

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

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

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

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

A minimum of six months of service and 30 bus runs

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

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

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

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

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

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

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

Education Law Section 3023

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

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

Adopted: 06/27/07

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

Revised: 03/19/14

Revised: 12/17/14

Revised: 02/25/15

Revised: 10/07/15

Revised: 12/02/15

Revised: 03/16/16

Revised: 10/17/16

Revised: 12/07/16

Revised: 12/21/16

Revised: 06/21/17

Revised: 11/15/17

Revised: 06/19/19

Revised: 10/06/19

Revised: 10/07/20

**NAPLES CENTRAL SCHOOL
2020-2021 CALENDAR**

Amended

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28						
														31													
MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1		1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

CODES: Vacation/Holiday



Teacher & Support Staff Conference Day

Regents Exams



Teacher Conference Day - HS & Elem - Full Student Day Off



HS Students dismissal at 11:00 a.m.; Elem Students have a Full Day.



ELEM ONLY - 1/2 Student Day Off PM for Parent/Teacher Conferences & Evening Parent/Teacher Conferences for both HS & Elem



HS & Elem - 1/2 Student Day Off PM - Parent/Teacher Conferences PM



Teacher Conference Day - HS & Elem - 1/2 Student Day Off

Date	Description	Pupils	Teachers
July 4	Independence Day Holiday	0	0
September 2	All Staff Conference Day (Teachers & Support Staff)		
September 3	Teacher Conference Day		
September 7	Labor Day Holiday		
September 8	Teacher Conference Day: HS & Elem - Full Student Day Off		
September 9	First Student Day		
September 25	Teacher Conference Day: HS & Elem - Full Student Day Off	15	19
October 12	Columbus Day Holiday	20	21
October 23	Teacher Conference Day: HS & Elem - Full Student Day Off		
November 11	Veterans' Day Holiday		
November 12	Parent / Teacher Conferences - Elementary ONLY - 1/2 Student Day PM		
November 12	Parent / Teacher Conferences - EVENING - High School and Elementary		
November 13	Parent/Teacher Conferences - High School & Elementary - 1/2 Student Day Off PM		
November 25, 26, & 27	Thanksgiving Day Holiday	17	17
December 24 & 25; & 28 - 31	Holiday Recess	17	17
January 1	Holiday Recess		
January 4	School Reopens		
January 18	Martin Luther King, Jr. Day Holiday		
January 26-29	Local Mid-Term Exams; Regents Exams; and Competency Tests		
January 27-29	High School: Dismissal at 11:00 a.m.; <i>Elementary Students: Full Day</i>	19	19
February 15-19	Presidents' Week Recess	15	15
March 12	Teacher Conference Day: <i>HS & Elem - Full Student Day Off</i>		
March 29, 30 & 31	Spring Recess	19	20
April 1&2	Spring Recess	20	20
May 7	Teacher Conference Day: <i>HS & Elem - 1/2 Student Day Off</i>		
May 31	Memorial Day Holiday	20	20
June 16-18; & 21-24	Regents Examinations & Competency Tests		
June 16-18 & June 21-22	Elementary Students will have 1:30 p.m. dismissal		
June 23 & 24	Elementary Students will have 11:00 a.m. dismissal		
June 24	Last Student Day for Elementary & High School		
June 25	High School Teachers - Rating Day - Last Teacher Day		
June 25	Elementary Teachers - Conference Day - Last Teacher Day		
June 26	Graduation Day	18	19
TOTAL NUMBER OF DAYS		180	187

(Includes Teacher Conference Days)

EMERGENCY MAKE-UP DAYS: If needed, will be made up during Spring Recess in April.

AMENDED: October 7, 2020