

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

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of September 8, 2021 (Board Action)

IV. Executive Session (Board Action)

V. Pledge of Allegiance

VI. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes with a maximum of fifteen (15) speakers.*)

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

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

VII. Points of Interest

VIII. Superintendent Recognitions & Updates

- Summer School and Opening Day Updates
- Business Office Updates
- Policy #5520: Extra-Classroom Activities Funds
- NYSSBA Voting Delegate & Alternate
- Amend Board Calendar

IX. Board Reports

- Facilities Committee

X. Minutes

- Regular Meeting of August 4, 2021

(Board Action)

XI. Contractual Agreement

- CSEA Memorandum of Agreement

(Board Action)

XII. Award Capital Outlay Project Bid

(Board Action)

XIII. Donation

(Board Action)

XIV. Business

(Board Action)

- Adult Meal Prices
- Establish Civil Service position:
 - Information Technology Support Technician II
- Amend Board of Education meeting Calendar
- NYSSBA Voting Delegate
- NYSSBA Alternate Voting Delegate
- Discards
- Non-Resident Enrollment
- Policy Updates

XV. Personnel

(Board Action)

- Appointments
 - School Monitor
 - School Bus Monitor
 - Correct Music Teacher Appointment
 - 2021-2022 Fall Coaches
 - Modified Boys Soccer
- 2021-2022 Extra-Curricular:
 - Assistant Colorguard
 - Elementary 5/6 Beginning Band
 - Wellness Coordinator
 - NCS Golf Club
 - NCS Baseball Club

XVI. Consent Agenda Items

(Board Action)

- CSE Committee Recommendations
- Substitutes:
 - Teachers
 - Teacher Assistant
 - Teacher Aides
 - School Monitor
 - Food Service Helper

XVII. Adjournment

(Board Action)

September 8, 2021

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

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

Motion:

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

Motion Carried

Motion Denied

Motion:

2nd:

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.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Time out of Executive Session: p.m.

Motion:

2nd.

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

- Regular Meeting of August 4, 2021

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

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

- Resolved, that the Naples Central School District Board of Education does hereby approve a Memorandum of Agreement between the Naples CSEA and the Naples Central School District for the purpose of license renewal reimbursement for unit members required to hold a CDL License.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Abstentions:

Motion:

2nd:

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education authorizes the following 2021-2022 Capital Outlay Project Bid Award as presented:

Crosby-Brownlie Incorporated
100 Nassau Street
Rochester, NY 14605

Base Bid Amount: Thirty-Two Thousand Five Hundred and Fifty Dollars (\$32,550.00)

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

1. After consideration of the written offer, the Board of Education hereby gratefully accepts the proposed donation from the estate of Sally H. Brown in the amount of Twenty-Five Thousand Dollars (\$25,000) and the donation in the amount of Fifteen Thousand Dollars (\$15,000) from the testamentary trust of Darryl A. Brown, for a combined total donation in the amount of Forty Thousand Dollars (\$40,000), for the purpose of supporting the School District’s 2021 Capital Construction Project and in particular to support the construction of a playground dedicated to Prekindergarten and Kindergarten students which will increase access for these students to recreation equipment for play, exercise, and time spent outdoors.

2. The Board of Education grants the Superintendent of Schools the necessary authority to execute all documents necessary to effectuate the donation's purpose.
3. The Board of Education directs the Interim Superintendent of Schools to take appropriate action to recognize the extremely generous donation which shall enrich the lives of students for many years to come.
4. This resolution shall be effective immediately.

Voting Yes:

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 Business resolutions as presented:

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

Voting Yes:

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

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 08/19/2021.

- 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>
Amanda Stolte	Teacher	8324 Route 20A, Honeoye, NY 14471
Elizabeth Cowley	Teacher	8077 County Road 33, Naples, NY 14512
Elizabeth Cowley	Teacher Assistant	8077 County Road 33, Naples, NY 14512
Elizabeth Cowley	Teacher Aide	8077 County Road 33, Naples, NY 14512
Tracie Lead	Teacher Aide	29 Sunnyside Estates, Middlesex, NY 14507
Tracie Lead	School Monitor	29 Sunnyside Estates, Middlesex, NY 14507
Tracie Lead	Food Service Helper	29 Sunnyside Estates, Middlesex, NY 14507

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

There being no further business, the Regular Meeting of September 8, 2021 is hereby adjourned at _____.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

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

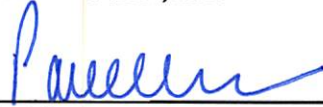
The Naples Central School District (hereinafter referred to as the "District") and the CSEA, Inc. (hereinafter referred to as the "CSEA"), (collectively referred to as the "Parties") are parties to a collective bargaining 2019-2023 Agreement (hereinafter referred to as the "CBA") and recognize:

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

Therefore, the Parties agree as follows:

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

For the CSEA, Inc.



Paul Peters
Labor Relations Specialist

SEPTEMBER 1, 2021
Date

Midge Guerri
Local CSEA Unit President

Date

For the District

Jeffrey Black
Interim Superintendent

Date

SECTION 004110 – BID FORM

Project Name: Naples Central School District – 2021-2022 Capital Outlay**Full Contract Name and Number:** Mechanical**Name of Bidder:** Crosby-Brownlie Incorporated**Phone:** 585-325-1290**Address:** 100 Nassau Street, Rochester, NY 14605**Email:** jbrownlie@crosbybrownlie.com**FEIN:** 16-1120570

In compliance with the Instructions to Bidders, the undersigned, hereby proposes to furnish all labor, supplies, materials and equipment to construct the subject project, within the times specified, and per the drawings and specifications and any subsequently issued addenda for the following amount:

(Written Amount)

Thirty Two Thousand Five Hundred Fifty

Dollars

(\$ 32,550.00

)

(Figures)

Indicate BASE BID amount in both words and numerals. The amount indicated in words shall govern if a discrepancy exists.

08/11/2021

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SECTION 004110 – BID FORM**PREPARATION OF BID:**

- All blanks on the bid form shall be legibly executed in a non-erasable medium.
- Two (2) copies of the Bid are to be submitted in the bid package, including the Iran Divestment Act Certification, Non-Collusive Bidding Certification and Certified Corporate Resolution.
- Reference the Instructions to Bidders for additional requirements.

POST-BID SUBMITTALS:

- The three (3) apparent low bidders shall provide the following information within 72 hours of receipt of bids:
 - Comparable Product / Equivalent Request Form.
 - Proposed Subcontractors Form.
 - Contractor's Qualifications Statement (AIA Document A305).

ADDENDA:

- The receipt of the following Addenda to the Contract Documents is acknowledged:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____


Addendum No. _____, dated _____

Addendum No. _____, dated _____


ACCEPTANCE AND EXECUTION OF CONTRACT:

- The undersigned affirms and agrees that this Proposal is a firm one which remains in effect and will be irrevocable for a period of forty-five (45) days following the opening of Bids. When written notice of acceptance of the Proposal is mailed or delivered to the undersigned within the time period, or anytime thereafter should the Proposal not be withdrawn, the undersigned agrees to execute a Contract with the Owner.

SIGNATURE:

LEGAL NAME OR PERSON, PARTNERSHIP OR CORPORATION:
 Crosby-Brownlie Incorporated

SIGNATURE (Corporate Officer): Jason Brownlie


DATE:
 08/26/2021

(Corporate Seal)

08/11/2021

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SECTION 004110 – BID FORM**CERTIFICATIONS**

This form must be submitted with each Bid.

Project Name: Naples Central School District – 2021-2022 Capital Outlay

By submission of this bid, the bidder certifies the following:

1. IRAN DIVESTMENT ACT:

- a. Each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law. The list of "Entities determined to be non-responsive bidders/offers pursuant to The New York State Iran Divestment Act of 2012" can be found at <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>
- b. Bidder further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Bidder agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended.
- c. Bidder agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.
- d. During the term of the Contract, should the New York State Education Department (AGENCY) receive information that a person is in violation of the above-referenced certification, AGENCY will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then AGENCY shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.
- e. The Owner reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

2. NYS GENERAL MUNICIPAL LAW; SECTION 103-1(c):

- a. Bidder, or any "substantially owned-affiliated entity" as defined by paragraph g of subdivision five of section two hundred twenty of the labor law, has not been found to be in violation of the Davis-Bacon Act pursuant to 40 U.S.C. 3144, the Copeland Act pursuant to 18 U.S.C. 874 and 40 U.S.C. 3145 or the Contract Work Hours and Safety Standards Act pursuant to 40 U.S.C. 332.
- b. Bidder further certifies that its principles or entities related to the company named below, is not now, or ever has been, debarred from contracting with the United States Government or any State government.
- c. The company is not now under investigation by any agency of the Federal Government or the government of any State for any actions by the company, its principles or any related entity, for any alleged malfeasance or misfeasance of any kind or nature which could lead to a debarment from governmental contracting or criminal prosecution, as well as render any contracts signed in reliance on this certification voidable by the party relying on this certification.

DUNS NUMBER (if applicable):

09-440-4860

DATE:

08/26/2021

LEGAL NAME OR PERSON, PARTNERSHIP OR CORPORATION:

Crosby-Brownlie Incorporated

SIGNATURE / TITLE (Corporate Officer): Jason Brownlie

Chief Operating Officer

08/11/2021

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SECTION 004110 – BID FORM**NON-COLLUSIVE BIDDING CLAUSE**

This form must be submitted with each Bid; Bids without this form completely executed shall not be accepted.


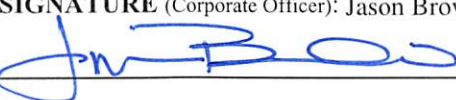
Project Name: Naples Central School District – 2021-2022 Capital Outlay

By submission of this bid, the bidder certifies the following:

1. This Bid has been independently arrived at without collusion with any other Bidder or with any competitor or potential competitor.
2. This Bid has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of Bids for this Project, to any other Bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a Bid.
4. The person signing this Bid certifies that he has fully informed himself regarding the accuracy of the statements contained in this certificate, and, under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the Bidder as well as the person signing on his behalf.
5. That attached hereto (if a Corporate Bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this Bid on behalf of the Corporate Bidder.

SIGNATURE:

 **LEGAL NAME OR PERSON, PARTNERSHIP OR CORPORATION:**
Crosby-Brownlie Incorporated

 **SIGNATURE** (Corporate Officer): Jason Brownlie


 **TITLE**
Chief Operating Officer

 **DATE:**
08/26/2021

08/11/2021

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SECTION 004110 – BID FORM**CERTIFIED CORPORATE RESOLUTION**

This form must be submitted with each Bid; Bids without this form completely executed shall not be accepted.

Resolved that Jason Brownlie be authorized to sign and submit the BID of this Corporation for the following project:

Project Name: Naples Central School District – 2021-2022 Capital Outlay



and to include in such Bid the Certificate as to non-collusion required by Section 139-d of the State Finance Law as the act and deed of such Corporation, and for an inaccuracies or misstatements in such Certificate this Corporate Bidder shall be liable under the penalty of perjury.

The foregoing is true and correct copy of the resolution adopted by Crosby-Brownlie, Inc Corporation at a meeting of its Board of Directors, held on the 1st day of April, 2020.


SIGNATURE:

 **LEGAL NAME OR PERSON, PARTNERSHIP OR CORPORATION:**
Crosby-Brownlie Incorporated

 **ADDRESS:**
100 Nassau Street, Rochester, NY 14605

 **SIGNATURE** (Corporate Officer): Jason Brownlie


 **TITLE**
Chief Operating Officer

 **DATE:**
08/26/2021

END OF SECTION 004110

08/11/2021

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Unanimous Written Consent

-of-

The Shareholders

-of-

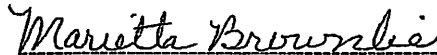
Crosby-Brownlie, Inc.

The undersigned, being the shareholders of Crosby-Brownlie, Inc. do hereby consent to and adopt the following resolutions in lieu of the annual meeting of the shareholders, pursuant to the New York Business Corporation Law, Section 615(a).

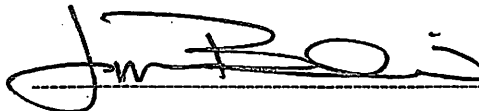
RESOLVED: That the following individuals are hereby elected to serve as directors until the next annual meeting or until their successors are duly elected and qualified:

Jason Brownlie
Gavin Brownlie, Jr.
Marietta Brownlie

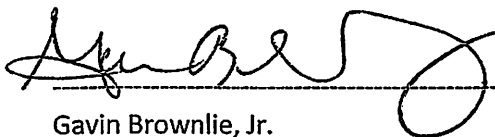
IN WITNESS WHEREOF, this consent has been executed with the intent that it be effective as of April 1, 2020.



Marietta Brownlie



Jason Brownlie



Gavin Brownlie, Jr.

High School Discards

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

High School Discards

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

Memo
NaplesCentralSchool



Date: September 7, 2021

To: Jeff Black
Superintendent

From: Chad Hunt
Director of Business and Operations

Subject: Discards

Dr. Frahm,

I would like to have BOE approval to discard the following items;

Old and damaged student desks (25-30)

Old and damaged computer desks (25-30)

Student chairs (20-25)

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

Sincerely,

A handwritten signature in black ink, appearing to be "CH" or "CHH".

Chad Hunt

SUBJECT: PUBLIC ACCESS TO RECORDS

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

Records Access Officer

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

Fulfilling FOIL Requests

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

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

Requests for Records via E-mail

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

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

Notification

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

(Continued)

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

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

Education Law Section 2116

Public Officers Law Section 87

21 New York Code of Rules and Regulations (NYCRR) Part 9760

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

Adopted: 06/27/07

Revised: 05/02/12

Revised: 09/08/21

SUBJECT: GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS

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

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

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

Education Law § 409-m
Public Buildings Law § 145

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

Adopted: 09/08/2021

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

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

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

Exceptions may exist for authorized medical cannabis use.

Definitions

For purposes of this policy, the following definitions apply:

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

Notification

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

(Continued)

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

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

Prohibition of Tobacco Promotional Items/Tobacco Advertising

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

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

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

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

20 USC §§ 6081-6084 and 7971-7974

41 USC §8101 et seq.

Education Law §§ 409

Penal Law §222.10

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

8 NYCRR §§ 155.5 and 156.3

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

Adopted: 06/27/07

Revised: 12/12/12

Revised: 03/20/13

Reviewed: 10/16/13

Revised: 01/31/18

Revised: 09/08/21

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING**Registration**

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

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

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

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

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

Continuing Teacher and Leader Education (CTLE) Credit Hours

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

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

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

(Continued)

Personnel

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

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

Language Acquisition CTLE and Exemption

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

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

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

CTLE Adjustments

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

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

(Continued)

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

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

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

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

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

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

Personnel

SUBJECT: TEMPORARY PERSONNEL

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

Student Teachers

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

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

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

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

Substitute Teachers

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

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

Eligibility for Service

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

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

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

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

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

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

Reporting

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

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

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

Substitute Tutor: \$30.00/hour

(Continued)

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.

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

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

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

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

(Financial Assistance is available to qualified individuals)

Substitute Nurse

Certified RN or LPN: \$125.00/day

(Continued)

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

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Revised: 12/21/16

Revised: 06/21/17

Revised: 11/15/17

Revised: 06/19/19

Revised: 10/06/19

Revised: 10/07/20

Students

SUBJECT: VIRTUAL CLASSROOM EXPECTATIONS**General Expectations**

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

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

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

Acceptable Uses

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

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

(Continued)

SUBJECT: VIRTUAL CLASSROOM EXPECTATIONS

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

Acceptable Behavior

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

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

Disciplinary Penalties

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

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