

BOARD MEETING: Regular
DATE: Wednesday, December 2, 2015
TIME: 6:30 p.m.
PLACE: Naples High School Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of December 2, 2015 (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

- NCS Bright Spots
- Operation Santa
- Did You Know? That in 2028
- Department Chair Reports
 - i. Science
 - ii. Careers
 - iii. Fine Arts
 - iv. Mathematics
- Navigating Legal Issues in Transportation
- Invitation to Holiday Events at NCS

IX. Board Reports

- Facilities Committee

X. Minutes (Board Action)

- Regular Meeting of November 18, 2015
- Special Meeting of November 23, 2015

XI. Business / Financial (Board Action)

- Policy Updates

XII. Personnel (Board Action)

- Resignation
- Unpaid Leave

XIII. Consent Agenda Items (Board Action)

- CSE & 504 Recommendations
- Volunteer
- Substitutes
 - Teacher Assistant
 - Teacher Aide
 - Nurse
 - Teachers

Regular Meeting

December 2, 2015

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, December 2, 2015 at 6:31 p.m. in the Naples High School Cafeteria.

Members Present:	Robert Brautigam	Robert Hotchkiss: Arrived at 6:44 p.m.
	Joseph Callaghan	Gail Musnicki
	Carter Chapman	Maura Sullivan: Arrived at 7:03 p.m.
	Jacob Hall	Margo Ulmer
	Elizabeth Friend	

Members Absent: Brent Gerstner

Also Present: Matthew Frahm, Mitchell Ball, Kristina Saucke, Justin Stuck, and Karen Mead.

Guests: Diann Payne, Shirley Riffle, Barb Howard, Aubrey Reome, Brianna Ferro, Riley Shay, Bryce Callaghan, Cameron Hotchkiss, Alex Arsenault, Avril King, Brendon DeClerk, Vanessa Donadio, Alan Moore, Chad Ayers, Julie Austin, Anneke Radin-Snaith, Maureen Russell, Lesah McMullen and John McCabe.

A quorum being present, the meeting was called to order at 6:31 p.m. by Board President Margo Ulmer.

Motion: Carter Chapman
2nd: Jacob Hall

Resolved, that the Board of Education approves the agenda of the Regular Meeting of December 2, 2015 as presented.

Voting Yes: 6 **Motion Carried**
Voting No: 0

Motion: Carter Chapman
2nd: Gail Musnicki

Resolved, that the Board of Education approves calling an executive session at 6:32 p.m. for the purpose of discussing the employment history of a particular person or persons.

Voting Yes: 6 **Motion Carried**
Voting No: 0

Robert Hotchkiss arrived at 6:44 p.m.

Time out of Executive Session: 7:03 p.m.

Maura Sullivan arrived at 7:03 p.m.

Public Comments

None

Board Response

Board of Education President Margo Ulmer responded to comments regarding the lighting on the tennis courts.

Mrs. Ulmer responded to comments regarding professional development noting that the Board of Education greatly appreciates the professional development opportunities that staff members are partaking in.

Points of Interest

Board of Education Member Carter Chapman talked about the soccer skills and drills program and participation.

Superintendent Matthew Frahm spoke about the book read, “How to Say Goodbye in Robot”.

Board of Education Member Robert Brautigam spoke about the school swimming athletic program and schedule.

Mrs. Ulmer spoke about the recent Rally in the Valley and its focus on Veterans and their service mentioning many great comments that she received afterward.

Mrs. Ulmer spoke about the Operation Santa trip to Target to purchase supplies for the season.

Board of Education Member 2nd Vice President Jacob Hall and Kristina Saucke spoke briefly about the Rally in Valley.

Superintendent Recognitions & Updates

Mr. Frahm spoke about the Secondary School Librarian Colleen Betrus and English Teacher Joelle Grifa regarding the visit by guest poet Sarah Kay of “Project Voice” and noted that it was the focus of his “Bright Spot”.

Mr. Frahm welcomed the Operation Santa participants thanking them for all the work that they do to make the program special. Operation Santa advisor Alan Moore said a few words about the program.

Mr. Frahm played a video titled, “Did you Know? That in 2028” and spoke about the importance of science, technology, engineering, art, and math.

Science Department Chair Maureen Russell presented a science department report and outlined various resources that the department and district has to offer students and its relation to the STEAM Board of Education goal. Mrs. Russell spoke about the interconnectedness of academic fields and its impact on education.

Math Department Chair Lesah McMullen presented a Math department report and outlined various resources that the department and district has to offer students and its relation to the STEAM Board of Education goal. Mrs. McMullen also spoke about professional development and the use of iPad technology in the classroom.

Fine Arts Department Chair Julie Austin presented a Fine Arts department report and outlined various resources that the department and district has to offer students and its relation to the STEAM Board of Education goal. Mrs. Austin talked about curriculum standards development for the Fine Arts Department.

Careers Department Chair Chad Ayers presented a Careers department report and outlined various resources that the department and district has to offer students and its relation to the STEAM Board of Education goal. Mr. Ayers outlined a few items that would bolster the career department.

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Mr. Frahm spoke about navigating legal issues in transportation and talked about various aspects related specifically to transportation in the Naples Central School District.

Mr. Frahm noted that the Naples Central School District is holding various Holiday events including the High School Winter Concert, the Elementary Winter Concert, and Light Up Naples.

Board Reports

Board of Education and Facilities Committee Member Carter Chapman reviewed items as discussed in the Facilities Committee Meeting including the Building Conditions Survey and Safety & Security.

Motion: **Jacob Hall**

2nd: Carter Chapman

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

- Regular Meeting of November 18, 2015
- Special Meeting of November 23, 2015

Voting Yes: 8 **Motion Carried**

Voting No: 0

Motion: Jacob Hall

2nd: Carter Chapman

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

- Resolved, that the Board of Education approves the following policies, regulations and forms as presented:
 - Policy #4330: Administrative Staff
 - Policy #5620: Fixed Asset Inventories, Accounting, and Tracking
 - Policy #6161: Conference – Travel Expense Reimbursement
 - Policy #6220: Temporary Personnel
 - Policy #7513: Administration of Medication
 - Policy #7521: Students with Life-Threatening Health Conditions
 - Policy #8211: Prevention Instruction
 - Regulation # 7513R: Guidelines for Administering Medication in Schools
 - Regulation # 7521R: Opioid Overdose Prevention

Voting Yes: 8

Motion Carried

Voting No: 0

Motion: Carter Chapman

2nd: Gail Musnicki

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

- Resolved, that the Board of Education approves the resignation of Katherine Piedici, Teacher, with regret, last date of employment January 3, 2016, resignation effective January 4, 2016.

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- Resolved, that the Board of Education approves the request of Julie Austin, Teacher, for an unpaid family leave of absence commencing from the end of her pregnancy related disability leave through June 30, 2016, with benefits continuing throughout her leave as per the family medical leave act, anticipated delivery date May 14, 2016.

Voting Yes: 8

Motion Carried

Voting No: 0

Motion: Joseph Callaghan

2nd: Jacob Hall

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

- Resolved, that the Board of Education approves committee recommendations from the following meetings:
Committee on Special Education actions of November 12, 2015; November 17, 2015; November 18, 2015; November 20, 2015; and November 23, 2015.
Section 504 Committee actions of November 17, 2015; November 20, 2015; and November 23, 2015.
- Resolved, that the Board of Education hereby approves the following list of Volunteers:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Darren Carlson	Volunteer	45 Michigan Street, Bloomfield, NY 14469
- Resolved, that the Board of Education hereby approves the following list of Substitutes
Appointments:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Sharon Radak	Teacher Assistant	4851 State Route 64, Canandaigua, NY 14424
Anna Didas	Teacher Aide	7909 Hickory Bottom Road, Naples, NY 14512
Anna Didas	Nurse	7909 Hickory Bottom Road, Naples, NY 14512
Emalie Ratt	Teacher	23 Reed Street, Naples, NY 14512
Melanie Deignan	Teacher	5674 East Lake Road, Honeoye, NY 14471
Ian Wentzel	Teacher	8991 Atlanta-Garlinghouse Rd., Naples, NY 14512

Voting Yes: 8

Motion Carried

Voting No: 0

Motion: Carter Chapman

2nd: Robert Brautigam

There being no further business, the Regular Meeting of December 2, 2015 is hereby adjourned at 8:42 p.m.

Voting Yes: 8

Motion Carried

Voting No: 0

Dated this 2nd day of December, 2015



Mitchell Ball
District Clerk

2015-2016 SCIENCE DEPARTMENT REPORT

NOVEMBER 23, 2015 PREPARED BY MAUREEN RUSSELL

Science Department Members:

Jon Betrus - Regents Living Environment with Lab; FLCC General Biology with Lab; FLCC Fish and Wildlife
 Patrick Freivald - Regents Physics with Lab; AP Physics with Lab; Accelerated Science 7; Robotics
 Ann Kretschman - Earth Science with Lab; Forensics
 Maureen Russell - Grade 7 Life Science; Accelerated Science 7; FLCC Environmental Science; Scientific Illustration
 Elizabeth Thiesmeyer - Regents Chemistry with Lab; Grade 8 Physical Science

I Assessment Data (2014-2015)

Exam	Passing (65 –100%)	Mastery (85% - 100%)
Regents Earth Science	87%	42%
Regents Biology	95%	54%
Regents Chemistry	76%	24%
Regents Physics	95%	52%
Grade 8 NYS Intermediate Science (grades 5-8)*	79% (levels 3&4 – fifteen students)	21% (level 4 – four students)
	16% (level 2 – three students) 5% (level 1 – one student)	

*Students in the Accelerated course do not take the NYS Science 8 Assessment; they take the Regents Earth Science exam instead.

Our students are outperforming the WFL BOCES region with respect to passing rates. Our students are also scoring at or above the Region with respect to mastery. The Science Department is very pleased with our students' performance on state tests. We saw an increase in mastery in Chemistry from 14% in 2013 and 19% in 2014 to 24% in 2015. It is important to remember that for the past six years, the science department has had a goal of increasing the number of students taking Chemistry, as it helps students be more college ready. Because of the Accelerated Program, more students are taking Regents Physics as well as other advanced sciences such as AP Physics and our Gemini offerings. Our high school science electives are flourishing, and providing students with real-life science applications / investigations in the areas of forensics, scientific illustration and robotics.

An area of concern is that our accelerated students are no longer in an honors cohort by the time they take Regents Living Environment. Initial planning called for the group to stay together through Regents Chemistry. Maintaining an honors cohort would allow accelerated students to receive the appropriate level of challenge in all of their Regents courses.

II Preparing Our Students for STEAM careers

The Science Department is confident that our ability and intent to prepare students for STEAM careers is on target. We saw the first cohort of Accelerated students graduate last year – many attending college in preparation for a STEAM career. More students at NCS are enrolling in higher level science courses and science electives, thus gaining insight into possible STEAM careers. We encourage our students to work hard at NCS in order to maximize the STEAM choices they will have in college. We emphasize critical thinking and problem solving, use of digital tools and computer applications, and technical writing / written expression. We expose our students to great resources via partnerships with area colleges (FLCC, U of R, Cornell, Hobart and William Smith, RIT, St. John Fisher) and museums

(OVER)

(RMSC, Finger Lakes Museum). We bring in community experts so our students can follow real-life science / engineering initiatives. We provide opportunities for students to volunteer and gain experience in STEAM-related environments (DEC, NCS pollinator garden, trail maintenance, Cumming Nature Center). We do these things despite being a small rural district, and are proud of the support we receive from the school community.

III Preparing our Students for 21st Century skills - college and career readiness

One of our instructional goals is for science lessons to contain elements of 21C skills. We have high expectations that students learn to think creatively and work collaboratively with others, solve problems, use and manage information appropriately, demonstrate initiative and self-direction, and display productivity and accountability in their work. Of course, these goals are not always easy for every student to achieve. However, we feel that it is our responsibility as educators to prepare our students to be successful in college and careers after graduating from Naples.

The Science Department continues to appreciate the support and acknowledgement that the Board of Education provides. Because of this support we have been able to expand the Science Program at NCS and provide more opportunities for our students to engage in STEAM education. Thank you!

Department Report for the Board of Education

2015-2016 School Year

Naples Central School District

Technology Department

Department Members: Chad Ayers (HS Technology), Tab Wilde (MS/HS Technology)

Areas of Celebration

- Introductory Design Unit Offered in 8th Grade Technology – a 2 week design and drawing unit using Autodesk Inventor intended to expose more students to the course opportunities at the high school level was first offered last year – resulted in higher overall interest level and increased female enrollment in Design & Drawing for Production
- SpaceX Presentation from Naples Graduate – Steve Murphy ('03) and another project managing engineer spoke with a group of 30+ students about SpaceX and their individual career paths
- Collaborative Project For Elementary School – After meeting with a few elementary students, the Product Design & Engineering students designed and manufactured two “Buddy Benches” that are being finished by the art department and will be added to the elementary school playground
- NCS Graduates in Related College Programs – students continuing education in two and four year programs continues to be ~20% of each graduating class
 - 2015 – 16% - 7 of 45 (8 undecided/work)
 - 2014 – 21% - 12 of 56 (12 undecided/work)
 - 2013 – 20% - 11 of 54 (17 undecided/work)

Areas of Opportunity

- Possible Addition of CNC equipment – the technology committee is exploring areas to use grant money for equipment and software – Information about options for CNC equipment has been given to the committee
- Solidworks Software/Curriculum – Planning to add the Solidworks Educational Suite next year and replace the Advanced CAD curriculum with Advanced Solid Modeling – Solidworks is an advanced modeling program and more frequently used in manufacturing and most college/technical programs
- Additional STEAM related company and technical school visitations/field trips – provide more opportunities for students to tour area companies and technical schools to explore career opportunities in tech related fields
- Re-establish Business/Computer Science courses – the district should explore every opportunity to add business and computer science classes

Preparing Students for Future Education/Career

- Continued/increased focus on creative design and hands-on course curriculum that emphasizes the frequent use of applied mathematics
- Increased exposure and skill development with the most common software and equipment used in industry and both two and four year college programs
- Use course curriculum and design activities to introduce students to technical career fields that are currently in high demand and provide opportunity for advancement

Fine Arts Department BOE Report

12-2-15

Department Members:

Julie Austin - Dept. Chair, General Music K-2, Elementary Chorus, Music Therapy

Amanda Jennejohn - General Music 3-5, Instrumental Music 4-6, Beginning Band, Elementary Band, Marching Band

Emmalouise St. Amand - General Music 6- 8, Vocal Music 7-12, Jr High Choir, Sr. High Choir

Philip Bariteau - Instrumental Music 7-12, Jr. High Band, Sr. High Band, Marching Band, Jazz Band

Abigail Castle - Art Education K-6, Technology 4-6, Art Club

Katherine Piedici - Art Education K,1 & 7-12

Paul Frazer - Art Education 7-12

Katie Infantino - Media Center K-6, Maker Space

Our Department supports 21st century learners in the following ways:

- We provide our students the ability to express themselves as individuals in safe ways, building confidence in self
- Our content areas maximize students potential for creative problem solving
- Our classes encourage and provide opportunities for teamwork and collaboration
- Encourage interaction between humans working at art tables and in music classes
- We expose them to other cultures through visual arts and music, preparing them to enter a global society
- Students at the Elementary level still receive instruction centered in newest technology and software available for creative and practical uses through the Technology class
- Work on being present and how that impacts the success of a group
- Students are engaged in working to manipulate music and instruments to effect change in the sound produced; and working to manipulate the materials in art to produce various outcomes
- Inst. Music is naturally differentiated between individual and group goals, working on both at the same time

The Strengths and Goals of our Department

- Our assessments continue to remain effective in the development of our curriculum
- Incorporating the Content Integration Document - supporting the classroom ELA, Math SS and Science goals through Fine Arts instruction: Katie Infantino and Abigail Castle have participated in the BOCES coaching days with the K-6 classroom teachers to align the curriculum with Fine Arts course work
- A future goal is to incorporate opportunities to work with secondary teachers on the curriculum development through BOCES coaching or other PD opportunities
- We would like to be able to maintain the technology curriculum that students receive at the ES as they move across the street, providing the same programs that they have learned already, aligning the curriculum vertically, and providing an adequate space for technology courses at the secondary building

The BOE can support us further by:

- Thank you for the continued support of our programs (new kilns) purchasing large equipment, instruments
- Continue to support budgeted items that will enhance programs and curriculum (Gameplan curriculum for 2nd grade, new curriculum resources for 5-8 grade General Music, large instrument replacement)
- Long range facility plan to improve the High School Auditorium

Mathematics Department
2015-2016 BOE Report by Lesah McMullen

Department Members: Adam Robison, Shelly Biggs, Joe Gursslin, Lesah McMullen, Paul Giovine

We took time as a department to look at and draw conclusions from our test data (Spring 2014). This data is helping us to be thoughtful in how we are moving forward with curriculum and implementation of that curriculum this year.

Seventh Grade Cohort: Of the 44 students in Math 7 we had 16 opt outs. Seven received threes and fours, and over half of the remaining students either maintained or increased their prior year state test performance levels.

Eighth Grade Cohort: Of the 54 8th graders last year, 24 were advanced and took the NYS Common Core Algebra exam, 11 took the NYS Math 8 Assessment, and 19 opted out of testing all together. While the eleven who took the exam received ones and twos, all of them maintained the level they were at the previous year(s). Each of the advanced students received a 3, 4, or 5 on the Regents exam. This is absolutely something to be celebrated given the high level and rigor of this new exam, coupled with the fact that these kids are operating a year ahead of level.

Common Core Algebra: Joe and I looked at the Algebra data and were very pleased with our combined results. We outperformed the region on 26/37 questions for a 70.3% rate. On the questions we were outperformed on, only 3 had a gap greater than 7%. Additionally, 13 of the 19 students who did not pass had already passed the Integrated Algebra Exam (2005 standards) in January. We feel that this played a role in how they prepared for this exam.

Common Core Geometry: Our Geometry students outperformed the region in 30/36 questions. On each of the six questions where our students were outperformed, the gap was less than 8%. Additionally, out of the 38 students that took the exam, 10 scored a level 5 (exceeding standards) and only one scored a level 2! We are very proud of our students and of Shelly.

Algebra 2 / Trig: On the last administration of this exam, 13/19 students scored 3 – 5. This year, Adam is on track with the new Algebra 2 content and exam in June.

Other Items: Last year 7 of the 9 students in AP Calculus earned a 3 or better on the AP Exam. We also had 15 students earn college credit for Pre-Calculus through the FLCC Gemini program and 14 of them are taking on the challenge of AP Calculus this year. We are all very proud of these numbers.

We are pleased with the progress we have made and are all working actively to make improvements in the areas of content where we fell short as well as with the students who are not reaching the basic benchmarks. We are all reaching outside of our school for ideas, inspiration and to further our own practice. Now that teachers in the state have had a few years to work with the Common Core there seems to be more discussion and direction among math teachers as to best practices and resources.

Some practices that are being implemented in our department are increased use of technology where appropriate, problem based learning, standards based grading, communication with teachers from other districts, AIS with the primary teacher and RTI within teams and grade levels. We all care very deeply about teaching kids to enjoy math and to use it effectively in the world around them.

I would also like to say thank you to the BOE and the administration for the support and open-mindedness you have shown with regards to conferences and trips to other schools. Those experiences are invaluable and key to positive changes here in Naples.

Sincerely,

Lesah McMullen

SUBJECT: ADMINISTRATIVE STAFF**School Business Administrator**

The School Business Administrator shall be responsible for all phases of the District's business activity, as set forth in Section 5000 of the Policy Manual, and shall report directly to the Superintendent of Schools.

Building Principals

The Building Principals are the educational executives of the school centers. They have the responsibility for executing Board of Education policies in the schools. They are directly responsible to the Superintendent of Schools.

Director of Pupil Personnel

The Director of Pupil Personnel shall be responsible for implementation of the special education program and District compliance of the rules, regulations and policies of same.

Adopted: 06/27/2007

Revised: 12/02/2009

Revised: 08/18/2010

Revised: 12/02/2015

Administration

SUBJECT: ADMINISTRATIVE STAFF (Cont'd)**Superintendent**

- Athletic Director/Coordinator Supervisor
- Student Resource Officer (SRO) Supervision
- Technology Program
- School health Program
- Professional Development
- Instruction Leader/Curriculum Development

Director of Pupil-Personnel Services

- Committee on Special Education (CSE) Chairperson
- Committee on Preschool Special Education (CPSE) Chairperson
- 504 Coordinator
- Response to Intervention (RtI) Coordinator
- Academic Intervention Service (AIS) Coordinator
- Mentoring
- Instruction Leader/Curriculum Development
- Nurse Supervision
- District Shared Decision Making Team Facilitator
- Alternative Education
- English Language Learner (ELL) Coordinator
- Homeless Liaison

Secondary Principal

- Instruction Leader / Curriculum Development
- Discipline
- Naples School Association (NSA) Co-Facilitator
- Secondary Shared Decision Making Team Facilitator
- Secondary Building Safety Team
- New Teacher Training
- Professional Development

Elementary Principal

- Instructional Leader / Curriculum Development
- Discipline
- Naples School Association (NSA) Co-Facilitator
- Elementary Shared Decision Making Team Facilitator
- Elementary Building Safety Team
- New Teacher Training
- Professional Development

School Business Administrator

- Fiscal Management
- Financial Planning
- Long-Range Planning
- Transportation Supervision
- Food Service Supervision
- Maintenance/Facility Supervision
- Treasurer Supervision
- Purchasing Supervision
- Payroll Supervision
- Tax Collection

School Administrator Manager (SAM)

- Grant Writing
- Continuing Education/Adult Education Programming
- New Teacher Training
- Data Administrator
- District Accountability
- Test Coordinator
- Discipline

SUBJECT: ADMINISTRATIVE STAFF (Cont'd)**Athletic Director***Summary*

- The Director of Athletics shall be responsible for developing and coordinating the interscholastic athletic program of the Naples Central School District

Major Responsibilities

- Prepare a budget for the interscholastic sports program.
- Collect and check all athletic supplies and equipment at the end of each season.
- Arrange for cleaning, reconditioning and storage of all athletic equipment.
- Prepare schedules for all athletic events.
- Arrange for playing fields and gymnasiums as required.
- Arrange for the hiring of officials for all athletic contests.
- Arrange for physical examinations of all students participating in athletics.
- Complete departmental reports as required.
- Be responsible for scheduling/requisitioning all bus transportation for interscholastic and events.
- Be responsible for proper supervision and admission for all home contests.
- Be responsible for maintaining and enforcing student eligibility requirements.
- Review with coaching staff the Regulations for Interscholastic Athletics.
- Evaluate the coaching staff on a yearly basis.
- Work with the Naples Sports Boosters to maintain a connection between the District and the community.
- Oversee the Athletic Hall of Fame process and coordinate the induction ceremony with the Booster Club.
- Ensure, with staff in the District Office, that events in the pool have certified lifeguards.

SUBJECT: INVENTORIES

The Superintendent or his/her designee will maintain a continuous and accurate inventory of fixed assets owned by the District in accordance with applicable rules, standards, procedures, and best practices. Fixed assets are, generally, long-term, tangible resources intended to be continuously held or used, and may include land, buildings, improvements, machinery, and equipment.

All fixed assets purchased and received by the District will be checked, logged, and stored through an established procedure.

The School Business Official will account for assets on an annual basis according to applicable rules, standards, procedures, and best practices. These accounts will serve to:

- a) Maintain an inventory of assets;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Determine and provide appropriate insurance coverage.

The Board will establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. This threshold will ensure that at least 80% of the value of these assets is reported. The threshold will not be greater than \$5,000. Standard methods and averaging conventions will be used in assessing, capitalizing, and depreciating fixed assets.

Fixed assets will be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets will be recorded at estimated fair value at the time of the gift. A property record will be maintained for each fixed asset and will contain, where possible, the following information:

- a) Date of acquisition;
- b) Description;
- c) Serial or other identification number;
- d) Any funding source and percentage contributed by the source;
- e) Vendor;
- f) Cost or value;
- g) Location and use;

(Continued)

SUBJECT: FIXED ASSET INVENTORIES, ACCOUNTING,-AND TRACKING (Cont'd.)

- h) Asset type;
- i) Condition and estimated useful life;
- j) Replacement cost;
- k) Current value;
- l) Salvage value;
- m) Sale price and date and method of disposition; and
- n) Responsible official.

All fixed assets will be labeled. Any discrepancies between an inventory and the District's property records should be traced, explained, and documented.

Management of Assets Acquired Under a Federal Government Grant or Subgrant

Inventories will be maintained for assets acquired with funds obtained through federal grant programs. A separate inventory will be maintained for each program. Each inventory will record assets in the same manner as the District's fixed asset inventory. Assets will be labeled to specify the source of funds used to purchase the item. All Title I assets will include "Title I" on the label. These inventories will track assets for at least five years from the date of receipt.

When original or replacement assets acquired under a federal grant or subgrant are no longer needed for the original project or for other activities currently or previously supported by a federal agency, the District will dispose of the assets as follows:

- a) Assets with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
- b) Assets with a current per-unit fair market value of greater than \$5,000 may be retained or sold and the awarding agency will have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the assets.
- c) No federal approval is necessary to dispose of an asset costing over \$5,000 but approval from the New York State Education Department (SED) is necessary. Once SED has determined that it has no other need for the use of the asset, the District may proceed with selling it.

(Continued)

SUBJECT: FIXED ASSET INVENTORIES, ACCOUNTING, AND TRACKING (Cont'd.)

School District will comply with the U.S. Department of Education regulations governing the use, management, and disposition of all equipment acquired through a federal government grant.

Equipment Purchased with Extraclassroom Funds

Title to all equipment acquired with extraclassroom activity funds will reside with the District and be carried as an insurable asset on its list of insurable values. This equipment will be tagged as District property but is available for exclusive use by the extraclassroom activity club acquiring it.

34 CFR Parts 74-99, 200

SED Finance Pamphlet, The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds,
2015

Uniform System of Accounts for School Districts (Fiscal Section)

Adopted: 06/27/07

Revised: 12/02/15

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**Travel Outside of District/Emergency Meetings**

Conference travel will be for official business and will be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Conference Approval Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves those Conference Approval Form requests which have reimbursable employee expenses. Conference Approval Forms are only to be used by District employees.

All conference reimbursement requests must be submitted using a Conference Approval Form.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board approved per diem rates which are modeled after the United States General Services Administration per diem rates.

New York State sales tax cannot generally be reimbursed. Sales tax may, however, be reimbursed when such costs constitute an actual necessary expense. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

Gratuity is limited to 15% - The amount of gratuity must be reflected on the receipt. (Anything over and above will be at the employee's expense)

No alcohol purchase of any kind will be reimbursed by the district.

(Continued)

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT (Cont'd)**Staff/Board Meetings and District Events**

However, the Board of Education recognizes that at certain times it may be appropriate to provide meals and/or refreshments at District meetings and/or events which are being held for an educational purpose. Prior approval of the Superintendent/designee must be obtained for food and beverages provided at meetings or activities which will be charged to the District.

Any such expenditure must be appropriately documented with an itemized receipt and information showing the date and purpose of the meeting, food served, who attended the meetings and why the attendees needed food and/or refreshments to conduct School District business. These requirements must be met for meals/refreshments provided by the school lunch fund or local vendors, charged to District credit cards and/or reimbursed to a School District official.

NOTE: Refer also to Policy #5323 -- Reimbursement For Meals/Refreshments

Adopted: 06/27/07
Revised: 12/02/09
Revised: 06/01/11
Revised: 12/02/15

Personnel

SUBJECT: TEMPORARY PERSONNEL

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

Student Teachers

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

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet their instruction component of their teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant personnel.

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

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

Substitute Teachers

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

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 shall be three (3) categories of substitutes as follows:

- a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

- b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.
- c) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.

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

Substitute Tutor: \$30.00/hour

Per Diem Substitute Teacher Pay

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

Days of Service

1 to 20 days

Salary

\$85/day: Certified

\$70/day: Uncertified

21 days up to one semester

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

Long-term substitute teachers will be those people who take over a regular teacher's assignment for one (1) semester or longer. They will be placed on contract for the duration of their assignment at the following rate of pay as per their degree: Step 1 Teachers Salary Distribution Schedule –Bachelors; or Step 1 of the Teachers Salary Distribution Schedule -Masters. Benefits will include Health Insurance; Dental Insurance; and Sick/Personal leave as specified in the Naples Teachers' Association contract. Costs for Fingerprinting: Fingerprinting costs will be the responsibility of the substitute; costs will be reimbursed to the substitute upon completion of 10 days of substitute employment. (Financial Assistance is available to qualified individuals)

(Continued)

Personnel

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

Certified RN: \$110.00/day

Substitute Non-Instructional

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

Food Service Helper, Bus Monitor, School Monitors Teacher Aides & Cleaners:

The Current New York State Minimum Wage, Effective 12/31/2014

Night Cleaner: Second and Third shift differential pay shall run concurrent with the current CSEA Contract and/or Memorandums of Agreement pertaining to night cleaner differential pay, effective for the 2013-14 school year and thereafter.

Lifeguards: \$12.00/hour

Teacher Assistant: \$9.00/hour

Typist: \$9.25/hour effective 12/31/2014

Building Maintenance Mechanic: \$11.50/hour

Building Maintenance Assistant: \$10.00

Automotive Mechanic/Bus Driver: \$11.50/hour

Bus Driver: \$18.00/hour

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

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

Bus Driver Refresher Course - \$10.00/hour up to a maximum of \$20.00 per session

Special provisions relative to Substitute Bus Drivers:

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

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

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

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

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

A minimum of six months of service and 30 bus runs

(Continued)

Personnel

SUBJECT: TEMPORARY PERSONNEL (Cont'd)

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

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 Two (2) Hour Refresher Course; Required by state law two (2) times per year. \$10.00/hour up to a maximum of \$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: 6/27/07

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

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

Revised: 01/05/11

Revised: 04/27/11

Revised: 07/13/11

Revised: 12/07/11

Revised: 03/21/12

Revised: 07/11/12

Revised: 02/13/13

Revised: 10/16/13

Revised: 01/22/14

Revised: 03/19/14

Revised: 12/17/14

Revised: 02/25/15

Revised: 10/07/15

Revised: 12/02/15

SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during the school day under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. The school must receive the following before medication is given to a student:

- a) The original written order from the student's provider stating the name of the medication, precise dosage, frequency, and time of administration;
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the School Health Office by the student's parent or person in parental relation. The term "properly labeled," in the context of this policy, means that the container must include the following information: the student's name, name of medication, dosage, frequency and prescribing physician. A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

Students with Asthma or Other Respiratory Illnesses

The District will make a nebulizer available on-site in school buildings where full- or part-time nursing services are provided. Only students with a patient-specific order may have access to the nebulizer. School nursing personnel will clean and maintain the District nebulizer as appropriate.

The District will obtain and stock albuterol metered dose inhalers (MDIs) and/or liquid albuterol from a licensed pharmacy. This stock albuterol is for use in a nebulizer for students diagnosed with asthma whose personal prescription albuterol supplies are empty and while awaiting the parent or person in parental relation to provide the school with a new one. School health office personnel will promptly inform parents or persons in parental relation of the need for replacement of the student's albuterol medication. Students utilizing the school's stock albuterol must provide a patient specific order for albuterol from their own private healthcare provider, including an order permitting the

(Continued)

Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd)

student to utilize the school's stock albuterol. Stock albuterol may only be utilized when the school nurse is available to administer the medication. The student's parent or person in parental relation must also provide the school with written permission allowing his or her child to be administered the school's stock albuterol in the event that the student's own prescription albuterol supply is empty. The school health office will promptly inform students' parents or persons in parental relation any time that the school stock albuterol was utilized.

Personal equipment used to deliver albuterol to a student will be cleaned, appropriately labeled with the student's name, and used solely by that individual student. (Examples of equipment are the nebulizer tubing, facemask, mouthpiece, spacer, etc.)

Self-Administration of MedicationGenerally

Each student who is permitted to self-administer medication should have an emergency care plan on file with the District. Further, the school will maintain a record of all written parental consents in the student's cumulative health record.

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will report to the health office on a periodic basis as determined by health office personnel to maintain an ongoing evaluation of the student's management of self-medication techniques, and to work cooperatively with the parents and the student regarding self-care management.

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

Students with Asthma or another Respiratory Disease

A student will be permitted to carry and self-administer their prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he/she can self-

(Continued)

Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd)

administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant the use of the medication; and

- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

Students with Allergies

A student may carry and self-administer his or her prescribed EpiPen during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an EpiPen is needed for the emergency treatment of allergic reactions; the student has demonstrated that he or she can self-administer the EpiPen effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra EpiPen in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with Diabetes

A student may carry and self-administer his or her prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized healthcare provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he/she can self-administer effectively, can self-check glucose or ketone levels independently, and

(Continued)

Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd)

can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.

- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with diabetes may also carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy.

Alcohol-Based Hand Sanitizers

The New York State Education Department (NYSED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use these products.

Sunscreen

Students may carry and use FDA-approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. The written parental consent will be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Storage and Disposal

The District will comply with relevant state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.

(Continued)

Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd)

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.
Education Law Sections 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, 6908(1)(a)(iv), and 6909
Public Health Law Section 3000-a, Chaperone, 3309
8 NYCRR 136.6, 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions

Adopted: 06/27/07
Revised: 12/07/11
Revised: 12/12/12
Revised: 12/02/15

Students

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES

Students come to school with diverse medical conditions which may impact their learning as well as their health. Some of these conditions are serious and may be life-threatening. As a result, students, parents, school personnel and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience. This policy encompasses an array of serious or life-threatening medical conditions such as anaphylaxis, diabetes, seizure disorders, or severe asthma and acute medical conditions such as substance overdose. All students within the District with known life-threatening conditions will have a comprehensive plan of care in place: an Emergency Care Plan (ECP) or Individualized Healthcare Plan (IHP) and if appropriate, an Individualized Education Plan (IEP) or Section 504 Plan.

Life-Threatening Conditions

For those students with chronic life-threatening conditions such as diabetes, seizure disorders, asthma, and allergies, the District must work cooperatively with the parent(s) and the healthcare provider(s) to:

- a) Immediately develop an ECP for each at risk student to ensure that all appropriate personnel are aware of the student's potential for a life-threatening reaction;
- b) If appropriate, develop an IHP that includes all necessary treatments, medications, training, and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- c) Provide training by licensed medical personnel (e.g., registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- d) Obtain specific medical-legal documents duly executed in accordance with New York State law; appropriate healthcare provider authorization in writing for specific students that includes the frequency and conditions for any testing or treatment, symptoms, and treatment of any conditions associated with the health problem; and directions for emergencies;
- e) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management;

(Continued)

Students

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES

- f) Allow self-directed students to carry life-saving medication, provided those students have prior approval by the medical provider and the school nurse, maintain and carry medication according to district practices and procedures, and have appropriate supervision for the administration of the medication. The District will also encourage parents and students to provide duplicate life-saving medication to be maintained in the Health Office in the event the self-carrying student misplaces, loses, or forgets their medication;
- g) Assure appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

In addition, the District will:

- a) Provide training for transportation, instructional, food service, and physical education staff, as appropriate, in the recognition of an anaphylactic reaction;
- b) Have standing emergency medical protocols for nursing or other staff;
- c) Request the school medical director to write a non-patient specific order for anaphylaxis treatment agents for the school's registered professional nurse or other staff, as designated by the administration and allowed under federal and New York State laws and regulations, to administer in the event of an unanticipated anaphylactic episode;
- d) Maintain or ensure the maintenance of a copy of the standing order(s) and protocol(s) that authorizes them to administer emergency medications such as anaphylactic treatment agents;
- e) As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors and Naloxone (Narcan) for use, especially in first time emergencies;
- f) Ensure that building-level and district-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
- g) Encourage families to obtain medic-alert bracelets for at risk students;
- h) Educate students regarding the importance of immediately reporting symptoms of an allergic reaction.

(Continued)

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES (Cont'd.)**Emergency Medication**Epinephrine Auto-Injector Devices (EAI)

*The District has entered into a collaborative agreement with [insert name of emergency health care provider] to provide and maintain EAIs on-site in its instructional facilities. This agreement allows trained school employees, who have completed a New York State Department of Health (NYSDOH) course, to administer EAIs to any student or staff member who demonstrates symptoms of anaphylaxis regardless of whether the person has a prior history of severe allergic reactions. The District will ensure that it has sufficient EAIs available to ensure ready and appropriate access for use during emergencies and will immediately report every use of an EAI in accordance with the collaborative agreement to [insert name of emergency health care provider.]

Creating an Allergen-Safe School Environment

The risk of accidental exposure or cross-contamination is always present in school, particularly for students with food allergies. The school setting is a high-risk environment for accidental ingestion of a food allergen due to the presence of a large number of students, increased exposure to food allergens, and cross-contamination of tables, desks, and other surfaces.

In an effort to prevent accidental exposure to allergens, the District will monitor the following high-risk areas and activities:

- a) Cafeteria;
- b) Food sharing;
- c) Hidden ingredients in art, science, and other projects;
- d) Transportation;
- e) Fund raisers and bake sales;
- f) Parties and holiday celebrations;
- g) Field trips;
- h) Before and after school programs.

(Continued)

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES (Cont'd.)**Medication Self-Management**

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child, as appropriate;
- b) Assuring the availability of the necessary equipment or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Developing an emergency plan for the student; and
- e) Providing ongoing staff and student education.

Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq.
Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485
34 Code of Federal Regulations (CFR) Part 300
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.
Education Law Sections 6527 and 6908
Public Health Law Section 2500-h (Anaphylactic policy for School District) and 3000-a
8 NYCRR Section 136.7

NOTE: Refer also to Policy #7513 -- Administration of Medication

Adopted: 06/27/07
Revised: 12/02/15

Instruction

SUBJECT: PREVENTION INSTRUCTION**AIDS Instruction in Health Education**

The Board of Education will provide a health education program that will include appropriate instruction for all students concerning Acquired Immune Deficiency Syndrome (AIDS). Accurate information concerning the nature of the disease, methods of transmission, and means of prevention will be provided in an age-appropriate manner and will be consistent with community values and will stress that abstinence is the most appropriate and effective premarital protection against AIDS.

A representative community advisory group consisting of appropriate school personnel, School Board members, parents, religious representatives, and other community members will be established in order to make recommendations for curriculum content, implementation, and evaluation of an AIDS instructional program. Appropriate training will be provided for instructional staff.

No student will be required to receive instruction concerning the methods of prevention of AIDS if the parent or legal guardian has filed with the Principal a written request that the student not participate in such instruction, with an assurance that the student will receive this instruction at home.

AIDS instruction in the elementary grades will be taught by the regular classroom teachers, while such instruction in the middle and high school grades will be a part of the required health education curriculum.

Hands-Only Cardio Pulmonary Resuscitation and Automated External Defibrillator Instruction

High school students will be provided instruction in hands-only cardiopulmonary resuscitation and the use of an automated external defibrillator. Standards for such instruction will be based on a nationally recognized instructional program that utilizes the most current guidelines for cardiopulmonary resuscitation and emergency cardiovascular care issued by the American Heart Association or a substantially equivalent organization and be consistent with the requirements of the programs adopted by the American Heart Association or the American Red Cross, and will incorporate instruction designed to:

- a) Recognize the signs of a possible cardiac arrest and to call 911;
- b) Provide an opportunity to demonstrate the psychomotor skills necessary to perform hands-only compression cardiopulmonary resuscitation; and
- c) Provide awareness in the use of an automated external defibrillator.

Substance Abuse - Prevention Instruction

The Board of Education recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. An educationally sequential health prevention program, utilizing as appropriate community, staff and student input, will be developed to inform students of:

(Continued)

Instruction

SUBJECT: PREVENTION INSTRUCTION (Cont'd.)

- a) Causes for substance abuse;
- b) Physical and psychological damage associated with substance abuse;
- c) Avoidance of alcohol, tobacco and drugs;
- d) Dangers of driving while under the influence of alcohol or drugs.

Environmental Conservation Instruction

The Board of Education supports and encourages the development of a District-wide, articulated curriculum of environmental conservation integrated into other program disciplines.

Fire and Arson Prevention/Injury Prevention/Life Safety Education

The Board of Education directs the administration to provide instruction in fire and arson prevention, injury prevention and life safety education relating to protection against injury or death and property loss or damage as a result of criminally initiated or other preventable fire.

Such instruction will include materials to educate children on the dangers of falsely reporting a criminal incident, an impending explosion or fire emergency involving danger to life or property, an impending catastrophe, or a life safety emergency.

The Board of Education directs the administration to provide such instruction for all students for a period of not less than forty-five (45) minutes in each month that school is in session.

Student Safety

Instruction in courses in technology education, science, home and career skills, health and safety, physical education, and art will include and emphasize safety and accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors will teach and enforce all safety procedures relating to the particular courses. These will include the wearing of protective eye devices in appropriate activities.

Emergency Planning

The School District will maintain updated plans and operating procedures to be followed in the event of natural or manmade disasters or enemy attack. Students will be provided instruction to respond effectively in emergency situations.

Instruction on Prevention of Child Abduction

All students in grades K through 8 in District schools will receive instruction designed to prevent the abduction of children. Such instruction will be provided by or under the direct supervision of regular classroom teachers and the Board of Education will provide appropriate training and curriculum materials for the regular classroom teachers who provide such instruction. However, at the Board's discretion, such instruction may be provided by any other public or private agency.

(Continued)

Instruction

SUBJECT: PREVENTION INSTRUCTION (Cont'd.)

The Commissioner of Education will provide technical assistance to assist in the development of curricula for such courses of study which must be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness skills, information, self-confidence, and support to aid in the prevention of child abduction.

For purposes of developing such courses of study, the Board of Education may establish local advisory councils or utilize the school-based shared decision making and planning committee established pursuant to the Regulations of the Commissioner to make recommendations concerning the content and implementation of such courses. Alternatively, the District may utilize courses of instruction developed by consortia of school districts, boards of cooperative educational services, other school districts, or any other public or private agency. Such advisory council will consist of, but not be limited to, parents, school trustees and Board members, appropriate school personnel, business and community representatives, and law enforcement personnel having experience in the prevention of child abduction.

Instruction on Child Development and Parenting Skills

Instruction regarding child development and parenting skills may be offered by the District. The curriculum will include instruction on the consequences and prevention of shaken baby syndrome, which may include the viewing of a video presentation for students in secondary schools.

AIDS Instruction: 8 New York Code of Rules and Regulations (NYCRR) Sections 135.3(b)(2) and 135.3(c)(2)

Cardiopulmonary Resuscitation and Automated External Defibrillators:

Education Law § 804-d, 8 NYCRR § 100.2(c)(11)

Civil Preparedness: New York State Office of Disaster Preparedness

Fire and Arson/Injury Prevention/Life Safety: Education Law § 808; 8 NYCRR § 100.2(c)(5)

Prevention of Child Abduction: Education Law Section 803-a

Student Safety: Education Law Section 808

8 New York Code of Rules and Regulations (NYCRR) Sections 107 and 155

Substance Abuse: Education Law Section 804

8 New York Code of Rules and Regulations (NYCRR) Section 135.3(a)

Instruction on Child Development and Parenting Skills

Education Law § 804

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property

#5640 -- Smoking/Tobacco Use

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

District Code of Conduct on School Property

Adopted: 06/27/07

Revised: 12/02/15

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS

In general, prescribed medication, regardless of the route of administration, must be administered by school nurses. Unless otherwise permitted by this policy, administration of prescribed medications may not be performed by unlicensed persons. Unlicensed persons in the school setting, following directives and in conjunction with approval by school nursing personnel, may assist self-directed students with taking their own oral, topical, and inhalant medication.

Responsibilities of School Nursing Personnel

School nursing personnel will be responsible for the following:

- 1) Coordinating with District administration, as appropriate, regarding policies and procedures for the administration of medication in schools;
- 2) Ensuring proper and appropriate techniques for the administration of medication in schools;
- 3) Providing appropriate supervision and documenting adequate in-service education for unlicensed persons assisting students with self-medication;
- 4) Maintaining adequate and secure storage of all medications;
- 5) Documenting or assuring documentation by other licensed or unlicensed persons for each dose of medication given or taken on a daily log;
- 6) Performing intermittent evaluation of the practices and procedures related to the administration of medications and modifying them as needed; and
- 7) Publicizing the requirements for administration of medication in school.

Written Order from a Licensed Prescriber is Required

All medications given in school, including nonprescription drugs, must be prescribed by a licensed healthcare professional on an individual basis as determined by the student's health status.

- 1) Written orders for prescription and nonprescription medications should minimally include:
 - a. Student's name and date of birth;
 - b. Diagnosis;
 - c. Name of medication;

(Continued)

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS (Cont'd.)

- d. Dosage and route of administration;
 - e. Self-administration orders -- if indicated;
 - f. Frequency and time of administration;
 - g. For prn (as necessary) medications -- conditions under which medication should be administered;
 - h. Date written;
 - i. Prescriber's name, title, and signature; and
 - j. Prescriber's phone number.
- 2) When a properly labeled medication comes to the Health Office accompanied by a written request from the parent/person in parental relation regarding its administration, but without a written order from a licensed prescriber, the following procedure should be followed:
- a. Contact parent/person in parental relation regarding the need for a written order from a licensed prescriber;
 - b. Contact licensed prescriber to obtain verbal permission to administer medication;
 - c. Request fax or written orders to be received within 48 hours;
 - d. Contact parent/person in parental relation and discontinue medication if written orders are not received in 48 hours; and
 - e. Document above steps.

Special Considerations

- 1) Prescription medications must display the original pharmacy label.
- 2) Over-the-counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.

(Continued)

REGULATION

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS (Cont'd.)

- 3) For certain medications, especially controlled substances, the school nurse should inventory the medication upon receipt from the parent/person in parental relation and periodically thereafter. Discrepancies should be reported to the administration and parent(s) immediately.
- 4) Medications should not be transported daily to and from school unless the student is self-directed or self-carrying as identified by his or her healthcare provider and the school nurse.

Medication Administration

All students requiring medication during school hours should receive their medication in the Health Office except students who are allowed to carry their own medication and self-administer.

Carry and Self-Administer Medication

Students may be permitted to carry and self-administer medications under certain conditions. The criteria for determining when a student can self-administer medication are:

- 1) Severity of health problems, particularly asthmatic or allergic conditions;
- 2) Licensed prescriber's order directing that the student be allowed to carry his/her medication and self-administer;
- 3) Parent or person in parental relation request for compliance with licensed prescriber's order;
- 4) Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in the original container on his or her person or in a school or physical education locker;
- 5) School nurse assessment that the student is self-directed to carry and self-administer his or her medication properly; and
- 6) Documented contact with parent or person in parental relation to clarify their responsibility to monitor the child on an ongoing basis to ensure that the child is carrying and taking the medication as ordered.

(Continued)

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS (Cont'd.)

Procedures for Taking Oral, Topical, or Inhalant Medications Off School Grounds or After School Hours While Participating in a School-Sponsored Activity

The school nursing personnel should assure:

- 1) Oversight of self-administration to:
 - a. Any student who is self-directed;
 - b. Voluntary staff members, if any, have been appropriately instructed by school nursing personnel to assist self-directed students. (Note: consistent with good practice, the employee's willingness to perform the task should be considered in making the assignment.)
- 2) Preparation of medication

When oral medication is to be given off school grounds or after school hours, the medication may be prepared by the school nurse for short out-of-school experiences. Students requiring medication on extended trips must have their medication in a properly labeled container.
- 3) The school registered professional nurse or licensed practical nurse, under the direction of the school registered professional nurse or physician, will administer oral, topical, inhalant, or injectable medications to non-self-directed students; however, EpiPen type injectables may be administered by an LPN or a trained voluntary staff member, in the absence of a registered nurse.

Herbal Remedies, Dietary Supplements, Natural Products, and Other Non-FDA Sanctioned Requests

The District will not honor requests to administer herbal remedies, dietary supplements, or natural products as they are not sanctioned by the FDA. The District will note these requests on the student's health record.

Emergency Building Evacuation and Medications

Each health office will be supplied with a readily accessible, easily carried, and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock EpiPen with non-patient specific orders, and a glucose source, such as glucose gel or honey

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS (Cont'd.)

sticks. The health office will establish a plan for communicating with the principal during emergencies. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, will also be kept in the emergency pack.

Storage of Medication

All medications, except as otherwise arranged, will be properly stored and secured within a health office cabinet, drawer, or refrigerator designated for medications only. This storage site, in addition to the outside health office door, must include a lock. Whenever possible, medication storage units will be secured to the wall or floor, and will not have breakable glass doors. Controlled substances must always be secured and never left open or accessible to the public.

Disposal of Unused Medication

Any unused medication (including, but not limited to, expired prescription and nonprescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, then the school nurse or designated school health office personnel must document that the medication was abandoned and properly dispose of the unused medication.

Actual means or methods of disposal of unused medication may vary and the following should be considered by the District:

- 1) Certain drugs are considered by the U.S. Food and Drug Administration to pose such a risk of harm that they should be flushed down a sink or toilet. These drugs include high-potency opioids and certain other controlled substances that may be deadly in a single dose if taken by someone other than the person for whom they were prescribed. The FDA maintains a list of these medications, "Medicines Recommended for Disposal by Flushing" on its website;
- 2) To dispose of medication that is not recommended for disposal by flushing, and if a drug take-back or hazardous waste collection program is not available, then the following protocol should be observed:
 - a. Mix the drug with an undesirable substance, such as cat litter, sawdust or used coffee grounds;
 - b. Place the mixture into a disposable container with a lid or into a sealable bag;

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Students

SUBJECT: GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOLS (Cont'd.)

- c. Conceal or remove any personal information, including the prescription number, on the (now-empty) original drug container; and
- d. Place the sealed container with the mixture, and the empty original drug containers, in the trash.

Disposal of Needles and Syringes

Needles and syringes should be disposed of in a manner consistent with the following guidelines:

- 1) Needles should not be recapped and should not be purposely bent or broken.
- 2) Disposable syringes, needles, and other sharp items should be placed in approved sharps' containers and labeled "**BIOHAZARD.**"
- 3) Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste.

Record Keeping

School nursing personnel will maintain accurate records of the medication administered, any special circumstances related to the procedure, and students' reactions/responses. The school nursing personnel will retain, at a minimum, the written order from the prescriber and the parent or personal in parental relation request letter. Additional information will be retained in the student's cumulative health record as appropriate.

Adopted: 12/02/15

REGULATION

2015

7521R

Students

SUBJECT: OPIOID OVERDOSE PREVENTION

In an effort to ensure the health and safety of its students and staff, the District will maintain and administer an opioid antagonist in its schools, specifically Naloxone, otherwise known by its brand name Narcan, for use during emergencies to any student or staff member experiencing a known or suspected opioid overdose regardless of a previous history of opioid abuse.

The District's medical director has issued a non-patient specific order to the school nurse to administer Narcan on-site. As a result, the medical director, in collaboration with District administration, has acquired and provided Narcan to the District for use in its schools. The school nurse will, in his or her individual discretion, and in collaboration with the medical director, choose the route of administration of the Narcan. The medical director is responsible for having approved policies in place for re-ordering Narcan in the event it is administered and to ensure that an adequate supply is continuously available in the buildings for use. Similarly, the administration of Narcan to any student will be documented in his or her cumulative health record and for staff members, in their personnel file.

Storage and Inventory

The District will store its supply of Narcan in a secure, but accessible, and temperate location consistent with its emergency response plan. The school nurse or personnel designated by the school administrator will inventory the supply of Narcan on a weekly basis and record this information on a log which will be developed and/or maintained by the school nurse or other designated personnel/administrator. This record of information will include the date, time, and signature of the designated personnel performing the inventory. In accordance with relevant New York State Education Department guidance, the District will also maintain a log of trained school personnel and report newly trained personnel on a quarterly basis to the NYSDOH.

Adopted: 12/02/15

November 22, 2015

Superintendent of Schools
Naples Central School
136 North Main Street
Naples, NY 14512

Dear Mr. Matthew Frahm,

Please accept this letter of formal resignation from my K-12 Art Teaching position in Naples Central School. I regret to inform you that my mutually agreed upon last day of teaching will be January 3, 2016.

I am very thankful for the guidance and support that this District has given me over my years of teaching. It is because of the foundation and opportunities provided by Naples Central School that I was able to obtain the position in the Canandaigua City School District as the 2-3 Assistant Principal in the Primary/Elementary school.

Again, it is with heavy heart that I withdraw my employment, but I thank the District for everything it has done for me.

Sincerely,



Katherine Piedici

69 Hillcrest Dr.
Victor, NY 14564

Ms. Kristina Saucke
Elementary Principal
Naples Elementary School
2 Academy Street
Naples, NY 14512

November 18, 2015

Dear Ms. Saucke,

I hereby request Maternity and Family Leave as described in Article VI of the Professional Agreement between the Naples Teacher Association and the Superintendent, dated July 1, 2014 –June 30, 2018.


This leave will commence at the time of my scheduled Cesarean, on or around May 14th, 2015. I wish to use any of my sick and personal days that I will have left at that time to cover my absence for the remainder of the school year.

When those days run out, or if there are none left at the time that my absence begins, I request that the Family Leave continues during my absence. During this leave time, I will continue to receive all of the benefits afforded to me by the contract and the Family Medical Leave Act. I understand that I will be responsible for my 10% contribution of the health insurance premium while on Family Leave and will pay that in what ever fashion the district sees fit.

I expect to return to my position as Elementary Music Teacher and Music Therapist at the beginning of the 2016-2017 school year.

If you have any further questions, please feel free to contact me at school or home. Thank you.

Sincerely,



Julie Austin, MT-BC
Elementary Music Teacher
Board Certified Music Therapist

C.C. Mr. Matthew Frahm