

BOARD MEETING: Regular Meeting
DATE: Wednesday, August 9, 2023
TIME: 6:00 p.m.
PLACE: Naples High School Cafeteria

- I. Meeting Called to Order
- II. Roll Call
- III. Adopt the Agenda of the Special Meeting of August 3, 2022 (Board Action)
- IV. Executive Session (Board Action)
- V. Public Hearing
 - District Emergency Response Plan
- VI. Pledge of Allegiance
- VII. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

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

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

Board Response: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.
- VIII. Points of Interest
- IX. Superintendent Recognitions & Updates
 - Claims Auditor Report
 - Superintendent Update
 - Administrative Update
 - School Business Administrator Update
- X. Minutes (Board Action)
- XI. 2024-2025 Budget Timeline (Board Action)
- XII. Capital Improvement Project – Phase 2 Contracts (Board Action)
- XIII. Intermunicipal Agreement
 - Village of Naples Summer Recreation Program (Board Action)
 - Municipal Cooperation Agreement (Board Action)
- XIV. Memorandum of Agreement (Board Action)
 - Interscholastic Cross-Country Team
- XV. Business (Board Action)
 - Addition of a High School Course
 - Discards
- XVI. Personnel (Board Action)
 - Resignation
 - Building Maintenance Assistant
 - Director of Facilities
 - Appointments
 - School Bus Driver
 - 2023-2024 Extra-Curricular
 - Mentors
- XVII. Contractual Agreement (Board Action)
 - Assistant Director of Facilities
- XVIII. Consent Agenda Items (Board Action)
 - CPSE Recommendations
 - Substitute(s)
 - Teachers
 - Teacher Aide
 - School Monitor
- XIX. Adjournment (Board Action)
 - School Bus Monitor
 - Cleaner
 - Food Service Helper

Regular Meeting

August 9, 2023

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, August 9, 2023 at _____ p.m. in the Naples High School Cafeteria.

Members Present: Robert Brautigam Steven Mark
 Joseph Callaghan Gail Musnicki
 Jacob Hall Angela Rischpater
 Amie Levine Maura Sullivan
 Kelley Louthan

Members Absent:

Also Present: Kevin Swartz, Chad Hunt, Kristina A. Saucke, Matthew Mahoney, Katherine Piedici, Lindsey Evershed-Pursel and Pamela Claes.

A quorum being present, the meeting was called to order at _____ p.m. by Board President Jacob Hall.

Motion:

2nd:

Resolved, that the Board of Education approves the agenda of the Regular Meeting of August 9, 2023 as presented.

Voting Yes:

Motion Carried

Voting No:

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.

Public Hearing: District Emergency Response Plan

Motion:

2nd:

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

- Regular Meeting of June 7, 2023

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves 2024-2025 Naples Central School District Budget Timeline as presented.

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 authorizes the following 2021 Capital Improvement Project – Phase 2 Bid Awards as presented:

General Construction Contract Recommendation**Holdsworth Klimowski Construction**

Base Bid Amount:	\$6,293,000.00
Alternate #1 - Classrooms 16 & 22:	\$181,000.00
Alternate #2 – Gymnasium:	\$390,000.00
Alternate #6 – Stage Rigging 1:	\$54,000.00
Alternate #7 – Stage Rigging 2:	\$54,000.00
Alternate #8 – Plaster Ceiling:	\$80,000.00
Total Contract:	\$7,052,000.00

Mechanical Contract Recommendation**Bell Mechanical Contractor, Inc.**

Base Bid Amount:	\$1,332,000.00
Alternate #1 - Classrooms 16 & 22:	\$181,000.00
Alternate #2 – Gymnasium:	\$250.00
Total Contract:	\$1,448,250.00

Electrical Contract Recommendation**Blackmon Farrell Electric, Inc.**

Base Bid Amount:	\$2,120,000.00
Alternate #1 - Classrooms 16 & 22:	\$69,000.00
Alternate #2 – Gymnasium:	\$25,800.00
Alternate #6 – Stage Rigging 1:	\$5,200.00
Alternate #7 – Stage Rigging 2:	\$5,100.00
Total Contract:	\$2,225,100.00

Plumbing Contract Recommendation**Landry Mechanical Contractor, Inc.**

Base Bid Amount:	\$223,000.00
Alternate #1 - Classrooms 16 & 22:	\$16,850.00
Total Contract:	\$239,850.00

Voting Yes:**Motion Carried****Voting No:****Motion Denied****Motion:****2nd:**

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves the negotiated Inter-municipal Agreement between the Board of Education of the Naples Central School District and the Village of Naples in regards to use of the School District's pool for family and summer swimming programs, commencing July 1, 2023 and terminating on June 30, 2024.

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

Motion:

2nd:

Resolved, that authorization is given for the Municipal Cooperation Agreement between Naples Central School and the Village of Naples, effective July 1, 2023 and ending on June 30, 2024, and authorization is given for Kevin R. Swartz, Superintendent to sign the Municipal Cooperation Agreement.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

Resolved, that upon the recommendation of the Superintendent, the Board of Education approves the Memorandum of Agreement between Naples Central School District and Bloomfield Central School District for the sharing of opportunities and resources of Interscholastic Cross Country, effective July 1, 2023 and ending on June 30, 2024.

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:

- Approval is given for the addition of the following High School Course:
AP Computer Science A
One (1) Unit; 40 Weeks/5 periods/week; Grade Level: 9-12; Prerequisite: Algebra I;
Reading Level: Mixed
- Resolved that approval be given for the following to be declared surplus property and approval given to discard as per Policy #5250:
 - Facilities Department Discards:
Thirty-three (33) Cafeteria Chairs
Twenty (20) Student Desks
Two (2) Teacher Desks

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 the Board of Education approves the following resignations:
 - Shawn T. Mason, Director of Facilities, effective August 9, 2023, contingent upon the approval of the Terms and Conditions of Employment between Shawn Mason and the Naples Central School District for the position of Assistant Director of Facilities, effective August 9, 2023
 - Joseph Polimeni, Jr., Building Maintenance Assistant, effective August 30, 2023, contingent upon his appointment as School Bus Driver, effective August 30, 2023. \

Regular Meeting

August 9, 2023

- 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:
 - Joseph Polimeni, Jr., 9 West Avenue, Naples, NY 14512, as School Bus Driver, effective August 30, 2023, at the rate of \$21.40/hour.
- Resolved, that the Board of Education approves the following Extra-Curricular appointments for the 2023-2024 School Year, salary as per negotiated agreement:
 - Mentor for Jennifer Kohlenberg: Brittany Ritz
 - Mentor for Carlee Sosson: Diana DiGrande
 - Mentor for Anna Halpa: Julie Austin

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 Terms and Conditions of Employment between Shawn Mason and the Naples Central School District for the position of Assistant Director of Facilities, effective August 9, 2023.

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:

- Resolved, that the Board of Education approves committee recommendations from the following meetings:
 - Committee on Preschool Special Education actions of July 13, 2023; and July 25, 2023.
- 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>
Lauren Robison	Teacher	11820 Lyons Road, Naples, NY 14512
Larkin Ryan	Teacher	8240 Maxfield Road, Naples, NY 14512
Jade Tandle	Teacher	7426 County Road 36, Naples, NY 14512
Katherine Logan	Teacher	6152 Stid Hill Road, Naples, NY 14512
Shayla Boehm	Teacher Aide	15 Weld Street, Naples, NY 14512
Shayla Boehm	School Monitor	15 Weld Street, Naples, NY 14512
Shayla Boehm	School Bus Monitor	15 Weld Street, Naples, NY 14512
Shayla Boehm	Cleaner	15 Weld Street, Naples, NY 14512
Shayla Boehm	Food Service Helper	15 Weld Street, Naples, NY 14512

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

There being no further business, the Regular Meeting of August 9, 2023 is hereby adjourned at _____ p.m.

Voting Yes:

Voting No:

Motion Carried

Motion Denied



Naples Central School District

DISTRICT EMERGENCY RESPONSE PLAN

Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Naples Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing district-wide cooperation and support of Project SAVE.

General Considerations and Planning Guidelines

Purpose

The Naples Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Naples Central School District Board of Education, the Superintendent of Naples Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

Identification of School Teams

As referenced in the previous section, the Naples Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and, other school personnel.

The members of the team and their positions or affiliations are as follows:

- Kevin Swartz (Superintendent/Safety Team Chair)
- Nicole Green / Matthew Mahoney (High School Principal / Interim High School Principal)
- Philip Bariteau (High School Teacher)
- Sheila Brundage (Naples Ambulance)
- LaVerne Webster (Fire Chief)
- Patrick Elwell (Transportation Supervisor)
- (High School Nurse)
- Laurie Fitzgerald (Elementary School Teacher)
- Matthew Green (High School Teacher)
- Carrie Grove (Elementary School Teacher on Special Assignment)
- Shawn Mason (Director of Facilities)
- Rick Jaus (School Resource Officer—Ontario County Deputy)
- Monica Kastner (High School Counselor)
- Jason Klewicki (NYS Trooper)
- Heather Clark (Assistant Principal/Data Coordinator)
- Tammy Matthews (Elementary School Psychologist)
- Brian Meteyer (Elementary School Psychologist)
- William Murphy (High School Counselor)
- Katherine Piedici (PPS Director)
- Darlene Wolfanger (Teacher Aide)
- Kristina Saucke (Elementary School Principal)
- Melissa Andaloro (High School Psychologist)
- Kelly VandeSande (Elementary School Nurse)
- Benjamin Pursell (Director of Technology)
- Lindsey Evershed-Pursel (Director of Student Learning, Curriculum, and Assessment)
- Board of Education Member: Jacob Hall

Concept of Operations

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of the Building Safety Plans. The District-wide Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures.

In developing the district-wide plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. The Naples Central School is an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Safety Teams.

Upon activation of the Building Safety Teams, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

Chief Emergency Officer

The Superintendent of Schools is the District's Chief Emergency Officer. The responsibilities of the Chief Emergency Officer are:

- Coordinating communication between school staff and first responders
- Ensuring understanding of the district-wide safety plan
- Ensuring completion and of building-level plans
- Ensuring the amendment of all plans as needed

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. In addition, the Building Safety Plans will be sent to the New York State Police and the Ontario County Sheriff's Department.

This plan will be reviewed periodically during the year and will be maintained by the District-wide Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available on the district website.

Prevention/Intervention Strategies

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event.

This section will identify specific prevention and risk reduction strategies that have been implemented within the Naples Central School District. Many of these components serve as both prevention and risk reduction tools.

Strategies for Identifying Needs Related to Creating a Positive, Safe Learning Environment:

- Review of Academic and Behavioral Data
- Building and Grade Level Team Meetings
- Initiatives from the Character Education Committee
- Needs Assessments Conducted by the Mental Health Advisory Committee

Strategies and/or Programs Intended to Create and/or Maintain a Safe Learning Environment:

- Presentations from the School Resource Officer (SRO)
- MTSS Behavioral Supports
- Health Classroom Instruction

- Weekly Student Support Team Meetings
- Restorative Circles
- Character Education Assemblies
- Check In/Check Out Systems
- Counseling Supports
- Creation of the RISE Program
- Peer/Academic Leader Program

Efforts to Improve Communication Between and Among Students:

- Creation and Use of Grade Level List-serves
- Regular Paper and Electronic Newsletters
- District Social Media Accounts
- Restorative Circles
- Superintendent's Advisory Council
- Inclusion of Students on Certain NCS Committees

Anonymous Reporting System:

- Safe School Helpline
- Dial 1-800-4-1-VOICE, ext. 359 (418-6423) to leave information, or text 66746 then type TIPS

Training, Drills, and Exercises

The District will provide annual multi-hazard school safety training for all staff and students. For staff, the training will take place in online trainings, full-scale drills, table top exercises, and staff development programs when appropriate. For students, the trainings will involve classroom activities, full-scale drills, and assemblies. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the grade levels involved and other building specific issues. Staff training will be routinely conducted at the school level followed by age-appropriate drills with the entire school population.

The District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. Specific drills and training will be conducted for selected response protocols including: Shelter-In-Place; Hold-In-Place, Evacuation, Lockout, and Lockdown. Additionally, fire, natural gas, bomb threat and alternate site evacuations may/will be conducted annually and may involve a staff drill or training session only or the entire school population.

In addition, Early Dismissal drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.

The emergency back-up generators and lighting are also tested annually and all systems verified functional without electricity.

The following are mandated as of July 1st 2016:

- 8 - Evacuation Drills (fire drills) and 4 lock down Drills every School Year.
- 8 - Drills by December 31st
- 4 - Evacuation Drills using secondary means of egress
- 1 – Drill during lunch or assembly unless instruction is provided on how to do same.

Personnel Acting in School Security Capacity

Routine Precautions by all staff

All staff members are expected to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

Limited Access

Each school district building is tasked with implementing this policy while tailoring it to the specific needs of their building. Generally, this means that the fewest exterior doors necessary to maintain normal business will remain unlocked during portions of the regular school day – most commonly to facilitate morning arrival. Those doors that may need to remain unlocked during a portion of the school/business day should be monitored in some fashion. All entrances are to be secured shortly after the start of the instructional day.

Once secured for the instructional day, the schools may utilize an audio and/or video electronic, visitor access control system at their primary entrances that provides a means for school staff to remotely screen and approve visitors prior to actually granting them access into the building.

The schools also utilize a keyless entry / electronic access control system allowing specific access (designated days/times, buildings and entrances) to authorized personnel by presenting a programmed proximity identification card to a reading device at those entrances. This system also automatically unlocks and locks specific entrances to accommodate normal arrival, dismissal and after school activity.

Staff Photo Identification Badges

All Naples Central School District employees are issued photo identification (proximity) badges that are to be displayed at all times while on school district property to assist visitors, students and staff in identifying employees as well as possible intruders.

Visitor policy

Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

Student Sign-Out Procedures

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within School Tool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

Video Surveillance

A digital video surveillance system is in service in the Naples Central School to assist in monitoring, deterring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability.

Fire Alarm

A fire detection alarm that is linked to a central monitoring station is in service at every Naples school building. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

Mass Communication System (Blackboard Connect)

The School District utilizes the Blackboard Connect mass communication system capable of making emergency notifications to all or a portion of the school community.

School Resource Officer

The District contracts with Ontario County to provide a School Resource Officer (SRO) on campus during the school day and at other district events. The SRO assumes a number of roles involving:

- Safety expert and law enforcer
- Problem solver and liaison to community partners
- Educator

** Please see a copy of the attached agreement the District has with the Ontario County Sheriff's Office regarding a SRO*

Random Drug Sniffing Canine Search

The District will occasionally conduct canine searches throughout the school year.

Vital Educational Agency Information

The District maintains general information about each educational agency located in the school district, including information on: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency.

Early Detection of Potentially Violent Behaviors

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District will ensure that appropriate school violence prevention and intervention training will be incorporated into phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, district-wide newsletters, and the district website.

Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond the Naples Central School District personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

Hazard Identification

The list of sites of potential emergency include: all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses, and off-site field trips. Each individual Building Health and Safety Team has assessed their own facility for any unique hazards and has documented them on their respective Building Safety Plans.

Notification and Activation (Internal and External Communications)

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Possible points of contact may include:

- 911
- Ontario County Sheriff's Office: 585-394-4560
- New York State Troop E: 585-398-4100

The process for informing educational agencies within a school district of a disaster or an act of violence include the following possible forms of communication: telephone, e-mail, district radio system, NOAA weather radio, district website, intercom or PA system, local media, Blackboard Connect Emergency Alert System, others as appropriate or necessary.

The system may specify that in the event of an emergency, or impending emergency, the district will notify all principals/designees within the district to take the appropriate action. The District will utilize the Blackboard Connect Emergency Alert System to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The district might also use local media in some instances or post information on the district website.

Situational Responses

Multi-Hazard Response

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Safety Teams respond to a particular occurrence. These variables could include: time of day, weather, age of students, and

location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in Building-level Emergency Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The building principal is designated as the person in charge during the initial response to any emergency at their respective school. The principal will provide leadership, organize activities and disseminate information with the assistance of the Building Safety Teams and the District Safety Team, if needed. If the principal is unavailable, or not on site, the Designated Alternate will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, the school will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. By contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

Each Building-level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-level Safety Plan.

Responses to Acts of Violence: Implied or Direct Threats

The District's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-level Safety Plans. The following types of procedure(s) may be used by the district:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

Acts of Violence

The District's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-level Safety Plans. The following types of procedure(s) could be used by the district:

- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Building Principal/Superintendent.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-level Safety Plans. The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting:

- 911 immediately
- Ontario County Sheriff's Office: 585-394-4560
- NYS Troopers: 585-398-4100
- Naples Fire Department: 585-374-2370
- Naples Ambulance: 585-374-2170

Procedures for Obtaining Advice and Assistance from Local Government Officials

In the event of an emergency where additional advice, assistance, or assets not readily available to the District are needed; the Superintendent, his/her designee or the School Resource Officer (SRO) will contact:

- Naples Town Supervisor: 585-374-2111
- Naples Village Mayor: 585-374-2435

District Resources Available for Use in an Emergency

District resources which may be available during an emergency include all of our facilities at the campus, our buses, and other vehicles trucks. We can also contact the Town Highway Department for access to heavy equipment and other resources.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The Naples Central School District will use the Incident Command System to coordinate the use of school district resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in Building-level Emergency Response Plans: school cancellation, early dismissal, evacuation, and sheltering.

Recovery

District Support for Buildings

After an incident, the safety teams will work with stakeholders to provide needed supports. Necessary resources will be deployed in order to support students, staff, and community members.

Disaster Mental Health Services

Mental health services needed will be addressed by the appropriate safety team. The Naples Central School District will activate its Critical Team to address the personal and psychological needs of the students and staff following a traumatic incident. The District's Employee Assistance Program is available for staff members. The Superintendent of Schools will make the determination for the need for outside mental health resources in the event of a disaster or other traumatic event.

Educational Resource Associates

1173 Pittsford-Victor Road, Pittsford, NY 14020 585 924 3015

216 East Main Street, Batavia, NY 14020 585 344 3866

www.educationalresourceassociates.com

For incidents of a larger magnitude, the District may need to request the services of the County and State Mental Health Agencies for support services. New York State has a statewide plan for the delivery of mental health services. These services can be accessed through Ontario County Mental Health Services or directly from the State of New York at the following numbers:

Ontario County Community Mental Health Services (585) 396-4363

Yates County Community Services Department (315) 536-5115

NYS Office of Mental Health Services - Disaster Mental Health Services (518) 474-2578

Once the incidents have been resolved, the *Superintendent* will hold a Post Incident de-briefing to discuss what transpired during the event and how the District and the Emergency Response Team can improve their response to bring resolution to the matter more quickly and efficiently

Chapter 168 and the Required Amendment to the School District's Emergency Plan

a. Essential Personnel:

- *Facilities and Maintenance Staff:* Needed to ensure buildings and grounds are cleaned, disinfected, etc. on a regular basis. Shifts would be staggered to follow social distancing guidelines.
 - Director of Operations, Maintenance Mechanics, Grounds, Custodians, Cleaning Staff
- *District Office Personnel:* Would follow a rotational schedule to ensure the continuity of payroll, benefits, communications, etc.
 - Superintendent, Business Official, District Clerk, Confidential Secretary, Accounts Payable Clerk
- *Technology Department Staff:* Would support the hardware/software/etc. needs of staff and students to ensure that remote learning needs are met.
 - Director of Technology, Professional Development and Instruction as well as Computer Services Assistants
- *Building and/or District Administrators and Office Staff:* Would work a limited number of days per week to ensure the continuity of learning, communications, etc.
 - Principals, Director of Pupil Personnel Services, Director of Instruction, Technology, and Professional Development, Assistant Principal/Data Coordinator
 - Typists, Clerks, Computer Services Assistant
- *Transportation Department and Food Service Department:* Would follow a rotational schedule if required to provide students with meals or devices for remote learning.
 - Food Service Director, Cooks, Food Service Helpers
 - Transportation Supervisor, Head Bus Driver, Bus Drivers, Bus Monitors
- *Other Faculty and Staff:* Depending on guidance from New York State and/or the Department of Health, and local contractual language, other faculty and staff members would perform their work responsibilities in-person or remotely.

b. Telecommuting/Remote Work:

The District has worked to ensure that all non-essential employees have the devices, software, hot spots, network access, etc. needed to perform their job responsibilities remotely. To accomplish this, the District has used staff surveys, a Technology Committee, and an IT Helpdesk email system to identify and meet technology-related needs. Additionally, the District has used a combination of conference as well as asynchronous days to provide employees with professional development focused on supporting remote learning.

c. Work Shift Staggering:

Throughout the reopening process, the District has prioritized social distancing, face coverings, hand washing, and disinfecting. Furthermore, the District has sought to reduce exposure by moving in-person meetings and interactions to Zoom to the greatest extent practicable. If required to implement staggered work shifts to provide an extra layer of safety, buildings or departments would design schedules in alignment with existing guidance from New York State or the Department of Health.

d. PPE Protocols:

All PPE items are currently stored in the High School basement facility storage area. Only Facilities personnel have access to this room. Staff members place a request into the Master Library System. A member of the Facilities Department will bring the requested items to the requester the same day or the following day. Once the facilities member has done this, they will mark the order complete in the Master Library System. Inventory is maintained by the Director of Operations and reordered as necessary.

e. Exposure to Confirmed COVID-19 Cases:

If there is a confirmed case of COVID-19 at NCS, the District will immediately contact the Ontario County Department of Health as well as its medical provider (Workfit Medical) to determine appropriate next steps. To ensure the health and safety of students and staff, actions will involve:

- Isolating and safely removing individual(s) with a positive COVID-19 diagnosis
- Closing off areas used by individual(s) with the positive COVID-19 diagnosis
- Follow CDC and DOH recommendations for cleaning and disinfecting affected areas
- Coordinating with the DOH in notifying relevant classroom/building/district parents of the positive COVID-19 diagnosis. (Note: Medical confidentiality will be protected and identifying student and/or staff information will not be shared.)
- Supporting contact tracing efforts by:
 - o Maintaining accurate visitor logs and attendance records
 - o Keeping up to date class rosters and attendance records
 - o Creating bus and classroom seating charts
 - o Utilizing hallway cameras to help determine potential exposure

f. Documenting Work Hours and Locations:

Staff in the District Office, the Main Offices, and the Central Business Office will document work hours and locations using WinCap Web, Aesop, Google Docs, and PDF fillable forms (details might differ slightly based on the work responsibilities of the employee).

g. Emergency Housing for Essential Employees:

Due to limited housing options in the region, this section is not applicable to the Naples Central School District.

Chapter 168 and the Required Amendment to the School District's Emergency Plan

a. Essential Personnel:

- *Facilities and Maintenance Staff:* Needed to ensure buildings and grounds are cleaned, disinfected, etc. on a regular basis. Shifts would be staggered to follow social distancing guidelines.
 - o Director of Facilities, Maintenance Mechanics, Grounds, Custodians, Cleaning Staff
- *District Office Personnel:* Would follow a rotational schedule to ensure the continuity of payroll, benefits, communications, etc.
 - o Superintendent, Business Official, District Clerk, Confidential Secretary, Accounts Payable Clerk
- *Technology Department Staff:* Would support the hardware/software/etc. needs of staff and students to ensure that remote learning needs are met.
 - o Director of Technology, Professional Development and Instruction as well as Computer Services Assistants
- *Building and/or District Administrators and Office Staff:* Would work a limited number of days per week to ensure the continuity of learning, communications, etc.
 - o Principals, Director of Pupil Personnel Services, Director of Instruction, Technology, and Professional Development, Assistant Principal/Data Coordinator
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- *Other Faculty and Staff:* Depending on guidance from New York State and/or the Department of Health, and local contractual language, other faculty and staff members would perform their work responsibilities in-person or remotely

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g. Emergency Housing for Essential Employees:

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Board of Education Auditor Report – August 2023 Board Meeting

From April 1, 2023 – June 30, 2023 I have approved warrants 0125-0161 for a total amount of \$3,256,996.78 during the fourth quarter of the 2022-2023 fiscal year.

Total of 616 transactions. There were no errors this quarter.

Respectfully submitted,



Evelyn Letta

<p style="text-align: center;">NAPLES CENTRAL SCHOOL DISTRICT <i>Timeline for Preparation of the 2024-2025 Budget</i></p>

September 20, 2023	Budget Committee Meeting 4:30 p.m. Regular Board Meeting at High School Cafeteria 6:00 p.m.
December 4, 2023	Budget development information is distributed to administrators and staff
January 17, 2024	Budget workshop #1 Regular Board Meeting at High School Cafeteria 6:00 p.m.
Feb 5, 2024 – March 20, 2024	Development of building and department budgets All-Staff meeting with Ed-Data February 5, 2024, 2:45 p.m.
February 7, 2024	Budget workshop #2 Regular Board Meeting at High School Cafeteria 6:00 p.m.
March 1, 2024	Tax Levy Limit Calculations submitted to the NYS Office of the State Comptroller
March 6, 2024	Budget Committee Meeting 4:30 p.m. Budget Workshop #3 Regular Board Meeting at High School Cafeteria 6:00 p.m.
March 13, 2024	Petitions available for Board of Education and Library Trustee Candidates
March 20, 2024	Regular Board Meeting at High School Cafeteria 6:00 p.m. Building and Department Budgets Due to Business Office (Including Student Supplies)
April 3, 2024	Publication of First Legal Notice of District Budget Hearing, Vote, and Election
April 10, 2024	Budget Workshop #4 Regular Board Meeting at High School Cafeteria 6:00 p.m. 2024-2025 Budget Adoption
April 11, 2024	Property Tax Report Card submission due date
April 30, 2024	Copies of the proposed budget are available at all district buildings (Legal obligation – 14 days before the vote)
May 3, 2024	Budget Brochure mailed to all District Residents
May 8, 2024	District Budget Hearing at Naples High School Cafeteria, 6:00 p.m.
May 9, 2024	Publish and mail Budget Notice to all District Residents
May 21, 2024	Community Vote on budget and members of the Board of Education

[illegible]



Contract: Mechanical Contract

[illegible]



Naples CSD



Date: 7/27/2023

Contract: Plumbing Contract

[illegible]



Contract: Electrical Contract

[illegible]



August 2, 2023

Mr. Kevin Swartz
Superintendent of Schools
Naples Central School District,
136 N Main Street
Naples, NY 14512

**Re: Naples Central School District
2021 Capital Improvement Project- Phase 2
General Construction Contract Recommendation**

Dear Mr. Swartz

The Naples Central School District – 2021 Capital Improvement Project Phase 2 bids for the General Construction Contract (202) were received on July 27th, 2023. A copy of the bid comparison sheets is attached for your information. A total of Five bids were received for the General Construction Contract.

LeChase and SEI have reviewed the bids submitted and have contacted the apparent low bidder to perform a “de-scoping” of their bid. De-scoping involves reviewing the bid forms for accuracy, confirming addenda were received and understood, review of bid security, checking past experience, and a general review of the scope of work to be performed. This is done so that the district ultimately awards a contract to the lowest *responsible* bidder.

Bid alternates were part of the General Construction Contract bids. Upon consultation with the Naples Central School District, it was recommended that alternates #1,2,6,7,8 be accepted.

Base Bid		\$6,293,000.00
-	Alternate #1 Classrooms 16 and 22	\$181,000.00
-	Alternate #2 Gymnasium	\$390,000.00
-	Alternate #6 Stage Rigging 1	\$54,000.00
-	Alternate #7 Stage Rigging 2	\$54,000.00
-	Alternate #8 Plaster Ceiling	\$80,000.00

Following the de-scoping process, we can provide this letter of recommendation to the Naples Central School District for its approval. Assuming bonds and insurance are confirmed to be acceptable, it is our recommendation to award the contracts as follows:

Contract	Contractor	Amount
General Construction Contract	Holdsworth Klimowski	\$7,052,000.00

If you have any questions, or need more information, feel free to contact us.

Very truly yours,

Russ Robinson
Project Executive
LeChase Construction Services LLC

cc: Chad Hunt- Naples CSD

Kurt Vater- SEI Design Group



August 2, 2023

Mr. Kevin Swartz
Superintendent of Schools
Naples Central School District,
136 N Main Street
Naples, NY 14512

**Re: Naples Central School District
2021 Capital Improvement Project- Phase 2
Mechanical Contract Recommendation**

Dear Mr. Swartz

The Naples Central School District – 2021 Capital Improvement Project Phase 2 bids for the Mechanical Contract (204) were received on July 27th, 2023. A copy of the bid comparison sheets is attached for your information. A total of Six bids were received for the Mechanical Contract.

LeChase and SEI have reviewed the bids submitted and have contacted the apparent low bidder to perform a “de-scoping” of their bid. De-scoping involves reviewing the bid forms for accuracy, confirming addenda were received and understood, review of bid security, checking past experience, and a general review of the scope of work to be performed. This is done so that the District ultimately awards a contract to the lowest *responsible* bidder.

Bid alternates were part of the Mechanical Contract bids. Upon consultation with the Naples Central School District, it was recommended that alternates #1,2,6,7,8 be accepted.

Base Bid		\$1,332,000.00
-	Alternate #1 Classrooms 16 and 22	\$116,000.00
-	Alternate #2 Gymnasium	\$250.00
-	Alternate #6 Stage Rigging 1	NA
-	Alternate #7 Stage Rigging 2	NA
-	Alternate #8 Plaster Ceiling	NA

Following the de-scoping process, we can provide this letter of recommendation to the Naples Central School District for its approval. Assuming bonds and insurance are confirmed to be acceptable, it is our recommendation to award the contracts as follows:

<u>Contract</u>	<u>Contractor</u>	<u>Amount</u>
Mechanical Contract	Bell Mechanical Contractors Inc.	\$1,448,250.00

If you have any questions, or need more information, feel free to contact us.

Very truly yours,

Russ Robinson
Project Executive
LeChase Construction Services LLC

cc: Chad Hunt- Naples CSD

Kurt Vater- SEI Design Group



August 2, 2023

Mr. Kevin Swartz
Superintendent of Schools
Naples Central School District,
136 N Main Street
Naples, NY 14512

**Re: Naples Central School District
2021 Capital Improvement Project- Phase 2
Electrical Contract Recommendation**

Dear Mr. Swartz

The Naples Central School District – 2021 Capital Improvement Project Phase 2 bids for the Electrical Contract (205) were received on July 27th, 2023. A copy of the bid comparison sheets is attached for your information. A total of Two bids were received for the Electrical Contract.

LeChase and SEI have reviewed the bids submitted and have contacted the apparent low bidder to perform a “de-scoping” of their bid. De-scoping involves reviewing the bid forms for accuracy, confirming addenda were received and understood, review of bid security, checking past experience, and a general review of the scope of work to be performed. This is done so that the District ultimately awards a contract to the lowest *responsible* bidder.

Bid alternates were part of the Electrical Contract bids. Upon consultation with the Naples Central School District, it was recommended that alternates #1,2,6,7,8 be accepted.

Base Bid		\$2,120,000.00
- Alternate #1	Classrooms 16 and 22	\$69,000.00
- Alternate #2	Gymnasium	\$25,800.00
- Alternate #6	Stage Rigging 1	\$5,200.00
- Alternate #7	Stage Rigging 2	\$5,100.00
- Alternate #8	Plaster Ceiling	NA

Following the de-scoping process, we can provide this letter of recommendation to the Naples Central School District for its approval. Assuming bonds and insurance are confirmed to be acceptable, it is our recommendation to award the contracts as follows:

<u>Contract</u>	<u>Contractor</u>	<u>Amount</u>
Electrical Contract	Blackmon Farrell Electric, Inc..	\$2,225.100.00

If you have any questions, or need more information, feel free to contact us.

Very truly yours,

Russ Robinson
Project Executive
LeChase Construction Services LLC

cc: Chad Hunt- Naples CSD

Kurt Vater- SEI Design Group



August 2, 2023

Mr. Kevin Swartz
Superintendent of Schools
Naples Central School District,
136 N Main Street
Naples, NY 14512

**Re: Naples Central School District
2021 Capital Improvement Project- Phase 2
Plumbing Contract Recommendation**

Dear Mr. Swartz

The Naples Central School District – 2021 Capital Improvement Project Phase 2 bids for the Plumbing Contract (203) were received on July 27th, 2023. A copy of the bid comparison sheets is attached for your information. A total of Five bids were received for the Plumbing Contract.

LeChase and SEI have reviewed the bids submitted and have contacted the apparent low bidder to perform a “de-scoping” of their bid. De-scoping involves reviewing the bid forms for accuracy, confirming addenda were received and understood, review of bid security, checking past experience, and a general review of the scope of work to be performed. This is done so that the District ultimately awards a contract to the lowest *responsible* bidder.

Bid alternates were part of the Plumbing Contract bids. Upon consultation with the Naples Central School District, it was recommended that alternates #1,2,6,7,8 be accepted.

Base Bid		\$223,000.00
- Alternate #1	Classrooms 16 and 22	\$16,850.00
- Alternate #2	Gymnasium	NA
- Alternate #6	Stage Rigging 1	NA
- Alternate #7	Stage Rigging 2	NA
- Alternate #8	Plaster Ceiling	NA

Following the de-scoping process, we can provide this letter of recommendation to the Naples Central School District for its approval. Assuming bonds and insurance are confirmed to be acceptable, it is our recommendation to award the contracts as follows:

<u>Contract</u>	<u>Contractor</u>	<u>Amount</u>
Plumbing Contract	Landry Mechanical Contractors.	\$239,850.00

If you have any questions, or need more information, feel free to contact us.

Very truly yours,

Russ Robinson
Project Executive
LeChase Construction Services LLC

cc: Chad Hunt- Naples CSD

Kurt Vater- SEI Design Group

INTERMUNICIPAL AGREEMENT

This agreement made on the ____ day of _____ 2023, by and between the Board of Education of the Naples Central School District (hereinafter "School District") and the Village of Naples (hereinafter "Village").

1. Objective: The Village of Naples Recreation Department seeks to use the School District's pool for family and summer swimming programs.
2. Term: This Agreement shall commence on _____ 2023, and terminate on _____ 2024
3. Description of the Pool: The School district shall provide access to its pool and pool facilities including locker-room for use by the Village during the term of the Agreement ("Pool").
 - 3.1 Description of the Programs: The Village will use the Pool for its open family swim nights and summer swimming program. Both programs will commence and terminate with the term of this agreement.
 - 3.2 Condition of the Pool: The Village will maintain the general condition of the Pool in the same or better condition throughout the duration of this Agreement as it is in at the commencement of this Agreement.
 - 3.3 Access, Hours, and Closing: The Parties will agree on the terms of Access to the Pool. Including method and hours of access and method and responsibility for closing the pool when not in use. These terms will be annexed to this Agreement as "Schedule A."
4. Consideration: In exchange for allowing the Village to use the Pool, the School District will benefit from the Village's provision of Summer Swimming Programs to District students and residents.
5. Responsibilities of the Village:
 - 5.1 Facility Use – the Village will complete the Facility Use process
 - 5.2 Pool Maintenance: The Village shall be responsible for all costs and actions required for general maintenance of the Pool during Village Program Hours during the term of this Agreement.
 - 5.3 Lifeguards: The Village shall employ Red Cross certified lifeguards approved by Civil Service and the Village Board. The Village shall be solely responsible for the employment of said lifeguards including but not limited to compliance with all Federal, State, and local employment laws, as well as any negligent acts of omissions committed by said lifeguards during the term of the Agreement.
 - 5.4 Insurance: The Village shall obtain insurance which complies with the requirements of the School District's insurance company. A certificate of Insurance shall be provided to the School District on or before _____ 2023
 - 5.5 Damage to the Pool:
 - A. In the event of intentional damage by a participant(s). every attempt will be made to hold the perpetrators responsible for any costs associated with their decisions and actions.

B. In the event of a system malfunction due to damage. The Village and School District agree to mutually investigate and determine a fair, equitable resolution.

5.6 Indemnification: The Village shall indemnify, defend, and hold harmless the School District, its agents, and employees, from any and all claims, actions, suits, or expenses which arise out of or are in connection with the use of the Pool during the term of the Agreement and/or arise out of or are in connection with any other terms under this Agreement.

The foregoing constitutes the entire Agreement of the parties. Any modifications to this Agreement shall be made in writing and executed by both municipalities.

VILLAGE OF NAPLES

NAPLES CENTRAL SCHOOL DISTRICT

By: Brian Schenk

Title: Mayor

Date_____

By:

President, Board of Education

Date_____

Approval by the Naples Board of
Education on_____.

MUNICIPAL COOPERATION AGREEMENT

AN AGREEMENT, made by and between the Village of Naples, a municipal corporation having its offices located at 106 S. Main St., Naples, NY 14512 (hereafter The Village) and the Naples Central School District having its main office located at 136 N. Main St., Naples, NY 14512 (hereafter The School);

WITNESSETH:

WHEREAS, Section 119-0 of the General Municipal Law of the State of New York authorizes municipalities to enter into municipal cooperation agreements for the purpose of sharing labor and equipment and other resources; and

WHEREAS, The Village and The School wish to enter into a municipal cooperation agreement for the purpose of sharing such resources;

NOW THEREFORE, in consideration of the promises and covenants contained herein, it is mutually understood and agreed by and between the parties hereto as follows:

1. The Village and The School shall designate one or more coordinators who shall be authorized to request from or render to the other party such assistance as may be appropriate under this agreement. Each coordinator shall request or render assistance under the guidelines established by each party's governing body.
2. Each party hereby grants to its coordinator the authority to enter into any shared service arrangement with the other party subject to the following:
 - A. Each party agrees to rent, borrow, or exchange from the other materials, machinery, or equipment, with or without operators, which it may need for its purposes as determined by the party's coordinator. The value of the materials, supplies, machinery, or equipment borrowed by one party from the other must be returned in the form of similar types and amounts of equipment, materials or supplies or by the giving of services of equal value, to be determined by the respective coordinators.
 - B. The determination as to whether such equipment, with or without operators or supplies is available shall be made by the assisting party. If the coordinator determines that it will be in his party's best interests to lend to the other party, the coordinator is hereby authorized to do so.
 - C. Each party hereby reserves the right to refuse or withdraw assistance at any time based upon the assisting party's own needs.
 - D. It is the express intention of both parties that no payment shall be made by either party to the other in return for services rendered or equipment provided. Rather, the

consideration running to each party shall be the availability of such services, and equipment from each other. Each party shall keep accurate and up to date records of all activities performed pursuant to this agreement which shall be made available for inspection by the other party upon request.

- E. All employees of the assisting party shall be deemed to be performing services for the assisting party and shall be provided with salary and benefits in accordance with the policies of the assisting party.
 - F. All equipment and the operator thereof, for purposes of workers' compensation, liability, disability and any other relationship with third parties shall be considered the equipment of, and employee of, the assisting party.
 - G. Each party shall be responsible for its own employees, including, but not limited to workers' compensation, salary, benefits, and all insurances.
 - H. In the event that equipment being operated by an employee of the assisting party is damaged or is otherwise in need of repair while working for the other party, the assisting party shall be responsible for making such repair. In the event that equipment is damaged while being operated by an employee of the party receiving assistance, the receiving party shall be responsible for the repair of the damaged equipment.
 - I. Each party shall be responsible for the negligent acts resulting from the activities of its own employees rendered pursuant to this agreement, and each party does hereby indemnify, release, and hold harmless the other party from all loss, claims, damages, suits, or causes of action including reasonable attorney's fees for personal injury, including death, or damage to property arising out of any act or omission pursuant to this agreement, unless the same shall have been caused by the gross negligence or willful misconduct of the other party.
 - J. Each party shall carry and shall maintain in force during the term of this agreement general liability insurance coverage and business auto liability insurance coverage with minimum limits of \$ 1,000,000.00 per occurrence or accident together with all statutory insurance coverage, including but not limited to workers' compensation and disability insurance. Each party shall be named as an additional insured on the other's liability insurance policy(ies). Proof of insurance coverage shall be provided by each party to the other and shall be subject to the approval of the other party prior to the effective date of this agreement.
3. Each party hereby agrees that it is now and shall remain in compliance with all State and Federal statutes, rules, and regulations, including, but not limited to the Labor Law of the State of New York. All statutory provisions applicable to this agreement are hereby incorporated by reference.

4. No waiver, modification or other alteration of any of the terms of this agreement shall be valid unless set forth in a written document signed by each party to which shall be affixed an authorizing resolution of the governing board of each party.
5. This agreement shall be for a term of one (1) year, commencing on the____day of _____,2023 and ending on the____ day of _____,2024

In Witness Whereof, the parties have hereunto set their hands and seals this _____day of _____, 2023

Village of Naples
By:

Naples Central School
By:

**MEMORANDUM OF AGREEMENT BETWEEN THE
BLOOMFIELD CENTRAL SCHOOL DISTRICT
AND
NAPLES CENTRAL SCHOOL DISTRICT
FOR THE SHARING OF OPPORTUNITIES AND RESOURCES
OF INTERSCHOLASTIC CROSS COUNTRY**

JULY 2023

1. Objective

To provide student athletes at Bloomfield Central School District ("Bloomfield") and Naples Central School District ("Naples") continued opportunities for interscholastic participation in cross country at the Varsity and Modified level.

2. Fiscal Responsibilities

- a. Bloomfield will pay Naples a per athlete cost to participate on the combined team. This amount will be determined by the percent of Bloomfield student athletes on the team multiplied by the entire cost of running the program (excluding coaches and transportation). This payment will be made by Bloomfield to Naples on or before **January 2nd of each academic year.**
- b. The Naples Business office will bill the Bloomfield Business office the total cost for each season based on the final roster of student athletes participating, at the rate determined by the formula described above.

3. Uniforms and Equipment

Bloomfield and Naples have entered into an agreement to provide uniforms for the cross-country program based on a 5-year uniform replacement schedule. (Last purchase was 2021)

4. Supervisory Staff

Naples will provide all supervisory staff at contests at Naples. Bloomfield has the option to provide additional game supervisors at their own cost. When contests are at Bloomfield, all supervisory staff will be provided by Bloomfield. Naples has the option to provide additional game supervisors at their own cost.

5. Transportation

- a. Each district is responsible for their own transportation.
- b. The District that buses are used for transportation is the insured entity during transportation.

6. Cancellations

In the event that there is a school closing at one or both schools, practices and contests will be canceled.

7. Code of Conduct

Student athletes will be held to the board approved Code of Conduct of his/her home district.

8. Athletic Eligibility

Student athletes will be held to the Academic Eligibility Policy of his/her home district

9. Coaches

Cross Country coaches shall be employees of Bloomfield Central School District and receive compensation per the Bloomfield Professional Education Association Agreement and Naples Central School District and receive compensation per the Naples Teachers Association agreement. Each District will provide at least one coach at the varsity level.

10. Section V Approval

The Naples Bloomfield Cross Country program will compete in the Section V and the Wayne Finger Lakes League and will be subject to approval by the Section V Committee to combine in lacrosse annually. This Memorandum of Agreements is subject to the approval of Section V each year.

11. Term

This Memorandum of Agreement is for (1) year term, commencing on July 1, 2023 and ending on June 30, 2024. However, if emergency conditions so dictate, e.g., extreme financial distress, either District can terminate the Memorandum of Agreement anytime by providing written notice to the other District's Superintendent of Schools.

12. Modification of Memorandum of Understanding

This Memorandum of Understanding may be modified only by mutual agreement through resolutions by the Bloomfield Board of Education and Naples Board of Education.

Naples Central School District

Bloomfield Central School District

Board President

Board President

Date

Date

Memo
Naples Central School

Date: August 2, 2023

To: Naples Board of Education

From: Bill Murphy
School Counselor

Subject: New Course Recommendation

I am recommending that the Naples Board of Education approve AP Computer Science A as a one credit class. The courses would be open to students in grades 9-12, as an advanced level computer programming class. Please see course description below:

AP Computer Science A

1 unit

40 weeks

Grade Level: 9-12

Reading Level: Mixed Prerequisite

Final Exam: Per Teacher

Prerequisite: Algebra I

AP Computer Science A is an introductory college-level computer science course. Students will learn to use the Java coding language while they problem-solve, write, analyze, and test their programs and explore concepts like modularity, variables, and control structures. This class fulfills all the requirements for students to take the AP exam, including 20 hours of lab work.

Aug. 3,2023

Shawn T Mason

136 North Main Street

Naples NY 14519

Naples School board,

The Facilities Department would like to disposal of 33 old cafeteria chairs, 20 student desk and maybe 2 teacher desks. All items have been in storage over eight years. We are limit on storage space. This would free up much needed area to store other useful items. We would be recycling all items. Thank you.

Shawn T Mason

TERMS AND CONDITIONS OF EMPLOYMENT

This document shall set forth the terms and conditions of employment for Shawn Mason (“Employee”), as provided by the Board of Education of the Naples Central School District (the “Board”).

Nothing contained herein shall be construed as a contract of employment. It lists the Employee’s salary and supplemental benefits. The terms and conditions contained herein may be changed by the Board of Education at the Board’s discretion.

Effective August 9, 2023, the Board will employ the Employee and the Employee accepts the employment as Assistant Director of Facilities under the following terms and conditions:

1. Employee shall be employed as the Assistant Director of Facilities and perform all administrative, managerial, and procedural duties connected therewith along with such other and further duties as may be assigned by the Superintendent.
2. The annual salary for the position of Assistant Director of Facilities commencing August 9, 2023, through June 30, 2024, shall be \$82,600. Commencing July 1, 2024, through June 30, 2025, shall be \$85,285. Such compensation shall be paid to the Director of Facilities on days established by the Board of Education for the payment of employee salaries.
3. The Employee has no grievance rights and any discipline will be governed by the laws of New York State. No additional discipline rights are conferred by this document. Furthermore, this Agreement and the employment of the Director of Facilities may be terminated in accordance with the provisions of NYS Law, if applicable.
4. The Employee shall be entitled to the fringe benefits listed below:

<u>Benefit</u>	<u>Managerial</u>
VACATION	<ul style="list-style-type: none">- 25 days granted on July 1 of each school year.- 5 unused days may be carried each year for a maximum of 30 days in one year.- Any remaining unused days will be converted to sick days at the end of each school year.
VACATION CASH IN	May cash in a maximum of (5) unused vacation days at his/her per diem rate at the end of the year.
SICK LEAVE	Fifteen (15) days are granted on July 1 of each school year. Unused sick leave days at the end of each year will be added to the accumulated sick leave total for the following year for a maximum of

	220 days. Any accumulated sick time beyond 220 will be reimbursed at \$40 per day at the end of the year.
DEATH IN FAMILY	Up to three (3) days are available per year for bereavement. If additional days are needed, they will be deducted from sick leave at the discretion of the Superintendent. Family shall be defined as child, step-child, spouse, parent, sibling, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law.
HEALTH INSURANCE	Healthy Blue High Deductible Health Plan (HDHP). The district will pay 100% of the premium. The district will seed the employee's HSA 100% of the deductible each year on July 1st. Other Offerings: Blue Point 2 Value \$20 co-pay with a \$10/\$25/\$40 drug co-pay or Healthy Blue \$30 co-pay with the \$5/\$35/\$70 drug rider. If participating in a non-high deductible health insurance plan the employee will contribute towards the total annual premium (single or family) of 12.0% each year.
HEALTH INSURANCE UPON RETIREMENT	Retirees will have the same health insurance benefit plan upon retirement or a similar plan as current employees of the district in similar positions, as health insurance plans may change from time to time at the District's discretion. District contribution towards health insurance for single coverage upon retirement will be as follows: <ul style="list-style-type: none"> • 8-15 years - 60% • 16-20 years – 70% • Over 20 years – 75% When retired employees reach eligibility for Medicare coverage, those retirees shall be covered by the Medicare complimentary plan offered by the carrier that is applicable to the insurance plan under which they retired, or its equivalent. A complimentary plan is a Medicare-eligible product that works in conjunction with Medicare.
HEALTH INSURANCE BUY-OUT	\$1,500 Single, \$3,000 Family. Proof of alternative coverage must be provided to the District on a yearly basis to qualify.
DENTAL INSURANCE	Dental Blue Option as per the CSEA contract.
FLEX PLAN	The District will permit the Employee to participate in the Flexible Spending Plan, fully funded by the Employee.
WORK YEAR	July 1 st – June 30 th
TAX-SHELTERED RETIREMENT PLAN	Tax-Sheltered 403b Plan: The employee may participate in the District's 403b Plan that would be fully funded by the employee.
PERSONAL LEAVE	Personal: 4 non-cumulative days per year. Whenever possible, the Employee shall notify the Superintendent at least forty-eight (48) hours prior to the dates of the request for use of personal leave.
JURY DUTY	If elected to serve jury duty, the employee shall be paid the difference between any jury duty payment and their regular daily rate for time served.
HOLIDAYS	The Employee will be granted 14 paid Holidays including New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, July 4 th , Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and two days at Christmas (one of which will be Christmas Day), Juneteenth

VOLUNTARY RESIGNATION	In the event that the employee wishes to terminate this contract with the Naples Central School District, notification will be made to the Board of Education at least thirty (30) days prior to the anticipated resignation date unless waived by the Superintendent and the Board of Education
PROFESSIONAL MEETINGS	The District agrees to pay all reasonable expenses for appropriate professional meetings and conferences as approved by the Superintendent of Schools.
EVALUATION	It is agreed that the Assistant Director of Facilities and the Business Administrator shall develop goals and specific objectives for the position of Director of Facilities for review on or before August 5 each year and a performance evaluation shall be completed each year.

Signed:

Jacob Hall, Board of Education President

Kevin Swartz, Superintendent of Schools

Shawn Mason, Assistant Director of Facilities

Approved by the Naples Board of Education on August 9, 2023