

**BOARD MEETING:**           **Regular Meeting**  
**DATE:**                       Wednesday, January 21, 2026  
**TIME:**                       6:00 p.m.  
**PLACE:**                      Naples High School Library

- I. Roll Call
- II. Meeting Called to Order
- III. Adopt the Agenda of the Regular Meeting of January 21, 2026 (Board Action)
- IV. Proposed Executive Session, Subject to Board Approval
- 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. *The total of all comments will not exceed 15 minutes.*

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.
- VII. Points of Interest
- VIII. Superintendent Reports – Administrative Updates - Presentations
  - Elementary 5<sup>th</sup> & 6<sup>th</sup> Grade
  - SRO – Tim Durgan
  - Superintendent Update
  - Student Representative Update
  - Assistant Superintendent for Business – Budget Workshop #1
  - Administrative Updates
- IX. Board Report – Budget
- X. Minutes (Board Action)
- XI. Business (Board Action)
  - Policy Update
- XII. Personnel (Board Action)
  - FMLA Unpaid Leave of Absence
- XIII. Consent Agenda Items (Board Action)
  - CSE Committee Recommendations
  - Substitutes
  - Volunteers
- XIV. Adjournment (Board Action)

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, January 21, 2026 at 6:00 p.m. in the Naples High School Library.

Roll Call:	Members Present:	Robert Brautigam	Kelley Louthan
		Joseph Callaghan	Steven Mark
		Jacob Hall	Maura Sullivan
		Amie Levine	

Members Absent:

Also Present: Student Representative Alessandra Figueiredo and Lily Hirsh, Kevin Swartz, Chad Hunt, Christina Brautigam and Michele Barkley

A quorum being present, the Regular Meeting of January 21, 2026 was called to order at \_\_\_\_\_ p.m. by President Board Member Jacob Hall.

**Motion:**

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

Resolved, that the Board of Education approves the agenda of the Regular Meeting of January 21, 2026 as presented.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

Resolved, that the Board of Education approves calling an executive session at \_\_\_\_\_ p.m. for  
a) The medical and employment history of a particular person.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Time out of Executive Session: \_\_\_\_\_ p.m.**

**Pledge of Allegiance**

**Public Comments – Boards Response**

**Points of Interest**

**Superintendent Reports – Administrative Reports - Presentations**

**Budget Workshop #1**

**Board Report – Budget**

**Motion:**

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

**Resolved, that the Board of Education approves the minutes of the following meeting(s):**

- Regular Meeting of January 7, 2026
- Special Meeting of January 14, 2026

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

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

- Resolved, that the Board of Education, upon the recommendation of the Policy Committee, with no second reading as per Policy #1410, approves the following policies, regulations and forms as presented:
  - Policy # 6220: Temporary Personnel Policy (Effective 07/01/26)

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

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

- Resolved, that the Board of Education approves the request of Cassondra Ellsworth, Special Education Teacher, for an unpaid family leave of absence commencing from the end of her paid pregnancy related disability leave through on or about February 1, 2027, with benefits continuing throughout her leave as per the Family Medical Leave Act, anticipated delivery date on or around July 24, 2026.

**Voting Yes:**

**Motion Carried**

**Voting No:**

**Motion Denied**

**Motion:**

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

**Resolved, that the Board of Education, upon the recommendation of Superintendent Kevin Swartz, approves the Consent Agenda Items as presented:**

- a. Resolved, that the Board of Education approves committee recommendations from the following meeting(s):
  - Committee on Special Education actions of: 01/13/26;
  - Committee on Pre-School Special Education actions of: None
  - 504 Committee actions of: 01/13/26

- b. Resolved, that the Board of Education hereby approves the following Substitute appointments, pending a successful background fingerprinting clearance report:

<u>Name</u>	<u>Position</u>
AnnMarie Prentice	Tutor
Lisa Gould	Tutor

- c. Resolved, that the Board of Education hereby approves the following Volunteers & Chaperones:

<u>Name</u>	<u>Position</u>
Deborah Wordingham	Volunteer

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

**Motion:**

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

There being no further business, the Regular Meeting of January 21, 2026 is hereby adjourned at \_\_\_\_\_ p.m.

**Voting Yes:** **Motion Carried**

**Voting No:** **Motion Denied**

# POLICY

20242026

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Personnel

## **SUBJECT: TEMPORARY PERSONNEL**

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

### **Student Teachers**

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

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

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

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

### **Substitute Teachers**

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

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

### **Eligibility for Service**

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

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

(Continued)

# POLICY

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Personnel

## **SUBJECT: TEMPORARY PERSONNEL (Cont'd)**

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

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

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

### Reporting

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

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

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

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# POLICY

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Personnel

## SUBJECT: TEMPORARY PERSONNEL (Cont'd)

### Per Diem Substitute Teacher Pay

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

#### **Days of Service**

1 to 20 days

#### **Salary**

~~\$110~~130/day: Certified

~~\$110~~130/day: Uncertified

21 days up to one semester

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

Per Diem Substitute Teacher Pay for Retired Teachers, from Naples Central School District or from other school districts, will be paid at the rate of ~~\$140~~160/day.

Per Diem Substitute Teacher Pay for Retired College Professors, will be paid at the rate of ~~\$140~~160/day.

The District may hire two (2) teacher substitutes on a contractual basis at the rate of ~~\$120~~135/day, who would be required to report for work as a teacher substitute each day that the students are in physical attendance of the school buildings. These teacher substitutes would be granted five (5) leave days each school year to be used for sick or personal leave. No additional benefits.

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

Substitute Nurse: Certified RN or LPN: ~~\$125~~140.00/day

Substitute Tutor: \$30.00/hour

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# POLICY

Personnel

## **SUBJECT: TEMPORARY PERSONNEL (Cont'd)**

### **Substitute Non-Instructional**

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

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

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

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

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

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

Bus Driver: ~~\$18.00~~\$21.00/hour

### Special provisions relative to Substitute Bus Drivers and Substitute Bus Monitors:

Substitute Bus Drivers and Substitute Monitors will be paid eighteen dollars(\$18) per hour for attendance at the mandatory physical performance test, written exams, behind the wheel road test, defensive driving test, drug/alcohol testing, ten (10) hour course, two (2) hour refresher(s), four (4) hour preservice, DOT/19A physical, and Mandatory Department meetings. This will apply if the above mentioned items cannot be performed during the regularly scheduled work hours. Drive time to and from required coursed is excluded.

\*The Naples Central School District will reimburse substitute drivers for permit and licensing fees upon completion of ten (10) days of substitute employment with presentation of a voucher for payment and related receipts. The licensing fees will be reimbursed as the difference between a regular driver's license and a Class D, Class CDL, and Class B license.

(Continued)

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Personnel

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

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

Education Law Section 3023

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

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

Adopted: 06/27/07

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

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

Revised: 01/05/11

Revised: 04/27/11

Revised: 07/13/11

Revised: 12/07/11

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Revised: 12/07/16

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Revised: 11/15/17

Revised: 06/19/19

Revised: 10/06/19

Revised: 10/07/20

Revised: 09/08/21

Revised: 12/17/14

Revised: ?? Effective 07/01/2026

Revised: 05/08/24