

BOARD MEETING: Regular
DATE: Wednesday, May 6, 2015
TIME: 6:15 p.m.
PLACE: Naples High School Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of May 6, 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 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 Recognitions & Updates

- Kudos
- Student Recognitions
- NYSSBA Conference Report
- Mission Statement
- Food Service Update
- 2015 Board of Education Summer Retreat

IX. Committee Reports

- Facilities
- Policy

X. Minutes (Board Action)

XI. Mission Statement (Board Action)

XII. Settlement Agreement (Board Action)

XIII. Business (Board Action)

- Transfer from Unemployment Reserve Fund
- Establish Employee Standard Work Days
- Biology/Hiking Club Trip
- Amend 2015-2016 Calendar
- Policy Approval

XIV. Resignation (Board Action)

XV. Personnel (Board Action)

- Resignations
- Unpaid Leave

XVI. Consent Agenda Items (Board Action)

- CSE, CPSE & 504 Recommendations
- Volunteers
- Substitute
 - Teacher Aide
 - Clerk
 - School Bus Monitor

- School Monitor
- Typist
- Teachers

Regular Meeting

May 6, 2015

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, May 6, 2015 at 6:16 p.m. in the Naples High School Cafeteria.

Members Present: Robert Brautigam Jacob Hall
 Ronald Burke Robert Hotchkiss: Arrived at 6:20 p.m.
 Joseph Callaghan: Arrived at 6:32 p.m. Gail Musnicki
 Carter Chapman Margo Ulmer
 Brent Gerstner Jericho Cervantes

Members Absent:

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

Guests: Diann Payne and John McCabe

A quorum being present, the meeting was called to order at 6:16 p.m. by Board President Margo Ulmer.

Motion: Ronald Burke

2nd: Jacob Hall

Resolved, that the Board of Education approves the agenda of the Regular Meeting of May 6, 2015 as presented.

Voting Yes: 7

Motion Carried

Voting No: 0

Motion: Robert Brautigam

2nd: Carter Chapman

Resolved, that the Board of Education approves calling an executive session at 6:17 p.m. for the purpose of discussing the employment history of a particular person or persons and collective negotiations with the Naples Association of School Administrators.

Voting Yes: 7

Motion Carried

Voting No: 0

Robert Hotchkiss arrived at 6:20 p.m.

Joseph Callaghan arrived at 6:32 p.m.

Time out of closed session: 7:02 p.m.

Public Comment:

None

Board Response:

None

Points of Interest

Board of Education Member Robert Brautigam indicated that the grounds are being used for various educational purposes this time of year.

Superintendent Recognitions & Updates

Superintendent Matthew Frahm spoke briefly about the Prom.

Mr. Frahm recognized all staff in the Naples Central School District as part of Teacher Appreciation Week.

Naples High School Student Elizabeth Friend spoke about being a finalist for the Notre Dame Club of Rochester's Junior of the Year Award.

Poet Rohring and Carington Stuber talked about research papers that they wrote for the National History Day Contest in Cooperstown, New York, the papers covered local subjects, including Coach Schenk Operation Santa respectively.

Lexi McGory talked about her business proposal that she developed through the Young Entrepreneurs Academy in Canandaigua.

Board of Education Member Carter Chapman spoke about the NYSSBA Conference: "Relevance: Designing Schools That Inspire Teachers, Engage Students & Embrace Communities" noting the various sessions and talks that occurred.

Mr. Frahm talked about the Mission Statement revision process and reviewed the final proposed Mission Statement. A period of questions and comments by the Board of Education followed.

Mr. Frahm gave a Food Service Department update indicating that the district is currently recommending that a Food Service Audit be performed noting that some of the areas to be reviewed will likely include menu offerings, the dining experience, budgeting, and the wellness policy.

Mr. Frahm noted that the Board of Education should begin thinking about the 2015 Board of Education Summer Retreat and spoke briefly about various ideas for activities surrounding the retreat.

Student Representative Jericho Cervantes spoke briefly about the interscholastic sports programs; extracurricular activities; student activities; and student clubs.

Mr. Frahm noted that the public Budget Hearing will be on Tuesday, May 12th at 7:00 p.m. in the High School Cafeteria.

Committee Reports

Board of Education and Facilities Committee Member Robert Brautigam reviewed items as discussed in the Facilities Committee Meeting including the Building Conditions Survey, Capital Reserve transfer, ongoing facilities projects, the elementary bus loop paving repair, and the elementary gym floor resurfacing.

Board of Education and Policy Committee Member Ronald Burke reviewed items as discussed in the Policy Committee Meeting including the credit card policy, drug and alcohol testing for school bus drivers and other safety-sensitive employees, distribution of materials to students, dignity for students, hazing of students, dignity for all students, strategies to prevent harassment, bullying, and discrimination, wellness, and regulations relating to nutritional guidelines.

Motion: Jacob Hall

2nd: Ronald Burke

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

- Regular Meeting of April 22, 2015

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Gail Musnicki

2nd: Joseph Callaghan

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Mission Statement as follows:

“The Naples Central School District challenges and supports all students to develop their diverse talents and abilities in a safe environment with rigorous opportunities. Students will graduate with the skills and confidence needed to excel in their chosen pursuits.”

Voting Yes: 8

Motion Carried

Voting No: 1 Ronald Burke

Motion: Carter Chapman

2nd: Gail Musnicki

WHEREAS, the Board of Education has reviewed, and approves, a proposed Confidential Settlement Agreement and General Release that will resolve all claims asserted in a Notice of Claim filed with the District on or about December 16, 2014 (hereinafter referred to as the “Notice of Claim”), and related claims; and

WHEREAS, the Board of Education has reviewed and approves of the proposed Confidential Settlement Agreement and General Release that will resolve the Notice of Claim, and related claims; and

WHEREAS, the proposed settlement will allow the District to avoid the costs and burdens associated with the Notice of Claim and potential related litigation; and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby approves the Confidential Settlement Agreement and General Release and authorizes the Board President and the Superintendent of Schools to execute any necessary documents on behalf of the Board of Education upon the recommendation of legal counsel.
2. This Resolution shall take effect immediately.

Voting Yes: 9

Motion Carried

Voting No: 0

Abstain: 0

Motion: Jacob Hall

2nd: Brent Gerstner

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 upon the recommendation of Mitchell Ball, School Business Administrator, and authorization is given for the cash transfer of \$70,885.00 from the Unemployment Reserve Fund to the Capital Reserve Fund, to ensure appropriate funding level given current financial conditions and potential claims.

Regular Meeting

May 6, 2015

- Resolved, that the Naples Central School District, Location Code 73201, hereby establishes the standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body. (List Attached)
- Resolved, that the Board of Education authorizes the following student trip:
 - The Biology/Hiking Club trip to the Adirondacks from June 19-21, 2015.
(Itinerary Attached)
- Resolved, that the Board of Education approves the amended 2015-2016 Naples Central School District Calendar as presented. (Calendar Attached)
- Resolved, that the Board of Education approves the following policies, regulations and forms as presented:
 - Policy # 5321: Use of District Credit Cards
 - Policy # 5321-E.1: Request for Use and Temporary Custody of a District Credit Card Form
 - Regulation #5321-R: District Credit Cards Regulation

Voting Yes: 8

Motion Carried

Voting No: 0

Abstain: 1 Ronald Burke

Motion: Jacob Hall

2nd: Gail Musnicki

BE IT RESOLVED that the Naples Central School District Board of Education hereby accepts the voluntary resignation of Larisa Mangione, effective June 30, 2015.

Voting Yes: 9

Motion Carried

Voting No: 0

Abstain: 0

Motion: Brent Gerstner

2nd: Carter Chapman

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 approve the following resignation:
 - Thomas Austin, Cleaner Substitute, with regret, effective April 24, 2015.
- Resolved, that the Board of Education approves the following request for unpaid leave:
 - Marie Bell, Clerk: April 16, 2015 – 1.5 hours

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Gail Musnicki

2nd: Carter Chapman

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

- a. Resolved, that the Board of Education approves student placements as per the recommendations of the Committee on Special Education, the Committee on Preschool Special Education, and the 504 Committee.

Regular Meeting**May 6, 2015**

b. Resolved, that the Board of Education hereby approves the following Volunteer:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Joy Callaghan	Volunteer	20 West Avenue, Naples, NY 14512
Mary Winants	Volunteer	5734 Seneca Point Road, Naples, NY 14512
Wendy Ash	Volunteer	5177 State Route 245, Naples, NY 14512
Cara Igoe	Volunteer	7476 Griesa Hill Road, Naples, NY 14512
David Wright	Volunteer	8094 County Road 36, Naples, NY 14512
Michelle Wright	Volunteer	8094 County Road 36, Naples, NY 14512
Paul Rohring	Volunteer	63 East Avenue, Naples, NY 14512
Dawn Dufresne	Volunteer	63 East Avenue, Naples, NY 14512
Gregory Miller	Volunteer	20 Elizabeth Street, Naples, NY 14512
Rachel Miller	Volunteer	20 Elizabeth Street, Naples, NY 14512
Tim Houghteling	Volunteer	184 Burritt Road, Hilton, NY 14468

c. Resolved, that the Board of Education hereby approves the following list of Substitutes
Appointments:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Tracy Lynn Schmitt	Teacher Aide	4817 West River Road, Naples, NY 14512
Tracy Lynn Schmitt	Clerk	4817 West River Road, Naples, NY 14512
Tracy Lynn Schmitt	School Bus Monitor	4817 West River Road, Naples, NY 14512
Tracy Lynn Schmitt	School Monitor	4817 West River Road, Naples, NY 14512
Tracy Lynn Schmitt	Typist	4817 West River Road, Naples, NY 14512
Melinda Kuwik	Teacher	2 Mima Circle, Fairport, NY 14450
Alyssa Infantino	Teacher	9730 Highland Avenue, Dansville, NY 14437

Voting Yes: 8

Motion Carried

Voting No: 0

Abstain: 1 Joseph Callaghan

Motion: Robert Brautigam

2nd: Carter Chapman

Resolved, that the Board of Education approves calling an executive session at 8:21 p.m. for the purpose of discussing the collective negotiations with the Naples Association of School Administrators.

Voting Yes: 9

Motion Carried

Voting No: 0

Time out of closed session: 8:54 p.m.

Motion: Robert Brautigam

2nd: Joseph Callaghan

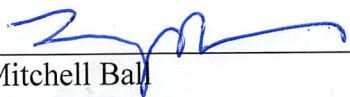
There being no further business, the Regular Meeting of May 6, 2015 is hereby adjourned at 8:54 p.m.

Voting Yes: 9

Motion Carried

Voting No: 0

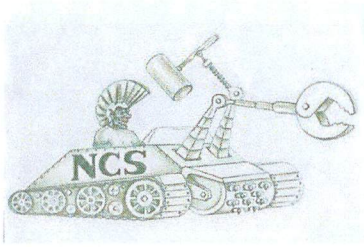
Dated this 6th day of May, 2015



Mitchell Ball
District Clerk

Title	Hrs. for Standard Work Day
Account Clerk - Part Time	8.00
Account Clerk/Typist	8.00
Account Clerk/Typist-Part Time	8.00
Account Clerk/Typist - Substitute	8.00
Automotive Mechanic/Bus Driver	8.00
Automotive Mechanic/Bus Driver-Substitute	8.00
Building Maintenance Assistant	8.00
Building Maintenance Assistant-Substitute	8.00
Building Maintenance Mechanic	8.00
Building Maintenance Mechanic-Substitute	8.00
Bus Driver	6.00
Bus Driver-Substitute	6.00
Bus Driver - BOCES	6.00
Bus Driver - Holy Childhood	6.00
Bus Driver - Late Run	6.00
Bus Driver - Summer	6.00
Bus Monitor	6.00
Bus Monitor-Part Time	6.00
Bus Monitor-Substitute	6.00
Bus Monitor-Summer	6.00
Cleaner	8.00
Cleaner - Substitute	8.00
Cleaner Summer	8.00
Clerk (7.75)	7.75
Clerk (8)	8.00
Clerk Substitute	8.00
Clerk Summer	8.00
Confidential Secretary	8.00
Cook (7.5)	7.50
Cook Substitute	7.50
Cook Manager	8.00
Custodian	8.00
Director of Facilities I	8.00
Food Service Helper (6.0)	6.00
Food Service Helper (6.5)	6.50
Food Service Helper (7.50)	7.50

Title	Hrs. for Standard Work Day
Food Service Helper Part Time	6.00
Food Service Helper - Substitute	6.50
Head Custodian	8.00
Internal Claims Auditor	8.00
Laborer- Part Time	8.00
Lifeguard	6.00
Lifeguard - Substitute	6.00
School Census Taker	6.00
School Census Taker - Summer	6.00
School District Clerk	8.00
School District Treasurer	8.00
School Monitor - 8 hrs/day	8.00
School Monitor - Holy Childhood	6.50
School Monitor - Summer	6.00
School Monitor 6	6.00
School Monitor-Part Time	6.00
School Monitor - Substitute	6.00
School Nurse	7.50
School Nurse - Summer	7.50
School Nurse - Substitute	7.50
School Tax Collector	8.00
Student Helper	6.00
Teacher Aide (6 1/2)	6.50
Teacher Aide - Substitute	6.50
Teacher Aide (7)	7.00
Teacher Aide (7.5)	7.50
Teacher Aide (8)	8.00
Teacher Aide - Summer	6.50
Teacher Aide - Special Education- Summer	6.50
Temporary Teacher Aide	6.50
Transportation Supervisor	8.00
Typist (7.75)	7.75
Typist - Substitute	7.75
Typist (8)	8.00
Typist - Substitute	8.00
Wide Area Network Manager	8.00



Naples Junior Senior High School

**136 North Main Street
Naples, NY 14512
(585) 374 - 7905**



April 30, 2015

CC: Mitchell Ball

Dear Matt:

I would like to recommend the following Naples Board of Education approve an overnight field trip for a group of students to the Adirondack's lead by Jon and Colleen Betrus. The group would leave Friday June 19, 2015 and return Sunday June 21, 2015. Students will be hiking Algonquin Mountain, one of the Adirondack High Peaks. A more specific itinerary provided by Jon is attached.

Best Wishes,

A handwritten signature in blue ink that reads 'Justin Stuck'.

Justin Stuck, Principal

11th Annual High School Biology Field Trip Itinerary

Friday June 19th: Depart Naples High School at ~2:30 p.m. for 1 vehicle and ~3:30p.m for others. Destination Harrisville, NY (Betrus's Parents Home). Arrive in Harrisville at approximately 6:30 p.m. Overnight arrangements have been made for Camp, dividing the group by gender for sleeping arrangements.

Saturday June 20th: Depart Harrisville at approximately 6:00 a.m. Destination Adirondack High Peaks Algonquin Mountain. Arrive at the trailhead at approx. 8:00 a.m. Climb mountain to peak with day packs and lunch. Enjoy view and lunch for ~1 hour. Begin descent at approximately 1:30 p.m. Arrive back in Harrisville around 6:00 p.m. Overnight in Harrisville with same plans as Friday night.

Sunday June 21st: Big Brunch and return to Naples. Arrive ~8:00p.m.

Chaperones include experienced hikers with first aid and CPR training. First Aid kit will be taken along on all portions of the trip.

Chaperones

-Jon Betrus and Colleen Betrus

Dates include Friday June 19th, Saturday June 20th, and Sunday June 21st

Please contact Jon Betrus at 478-6149 if you would like any more information about the trip or if you have any concerns.

**NAPLES CENTRAL SCHOOL
2015-2016 CALENDAR**

FINAL

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

CODES: Vacation/Holiday



Teacher & Support Staff Conference Day - HS & Elem - **Full Student Day Off**



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



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



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



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

Regents Exam

Date	Description	Pupils	Teachers
July 4	Independence Day Holiday	0	0
August 12 & 13	Regents Examinations & Competency Tests	0	0
September 2	Teacher & Support Staff Conference Day		
September 3	Teacher Conference Day		
September 7	Labor Day Holiday		
September 8	First Student Day	17	20
October 9	Teacher Conference Day (1/2 Student Day Off)		
October 12	Columbus Day Holiday	21	21
November 5	Parent / Teacher Conferences - Elementary ONLY - 1/2 Student Day PM		
November 5	Parent / Teacher Conferences - EVENING - High School and Elementary		
November 6	Parent / Teacher Conferences - High School & Elementary - 1/2 Student Day P.M.		
November 11	Veterans' Day Holiday		
November 25, 26, & 27	Thanksgiving Day Holiday	17	17
December 24 - 31	Holiday Recess	17	17
January 1	Holiday Recess		
January 4	School Reopens		
January 18	Martin Luther King, Jr. Day Holiday		
January 26-29	Regents Examinations & Competency Tests		
January 27-29	Teacher Conference Day (1/2 Student Day Off)	19	19
February 15 - 19	Presidents' Week Recess	16	16
March 25	Good Friday		
March 28-31	Spring Recess	18	18
April 1	Spring Recess	20	20
May 20	Teacher Conference Day (1/2 Student Day Off)		
May 30	Memorial Day Holiday	21	21
June 1 & June 14-22	Regents Examinations & Competency Tests		
June 21	Last <i>Elementary</i> Student Day		
June 22	Last <i>High School</i> Student Day		
June 24	Last Teacher Day, Rating Day		
June 25	Graduation Day	16	18
TOTAL NUMBER OF DAYS		182	187

(Includes Teacher Conference Days)

Local Mid-Term Exams: January 26-29, 2016

**** Elementary Students will have 1:30 p.m. dismissal June 14th through June 17th**

**** Elementary Students will have 11:15 a.m. dismissal June 20th and June 21st**

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

Approved: March 18, 2015

SUBJECT: USE OF THE DISTRICT CREDIT CARD

General

The Board of Education permits the use of the following district credit cards, including store and gasoline credit cards, by authorized district officers, board members and school employees to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. All credit cards will be in the name of the school district only or in the name of the school district and an authorized user.

CARD	AUTHORIZED USER(S)	MAXIMUM CREDIT LIMIT
District VISA card #1	<ul style="list-style-type: none"> School Business Administrator/Purchasing Agent Accounts Payable Officer, Board Member, or employee with an approved purchase order and an approved Request for Use and Temporary Custody of a District Credit Card Form 	\$5,000
District VISA card #2	<ul style="list-style-type: none"> Superintendent Confidential Secretary to the Superintendent 	\$5,000
Mobile gas/diesel #1	<ul style="list-style-type: none"> Accounts Payable Approved Personnel with an approved purchase order and an approved Request for Use and Temporary Custody of a District Credit Card Form 	\$4,000
Mobile gas/diesel #2	<ul style="list-style-type: none"> Transportation Supervisor Designee of the Transportation Supervisor 	\$4,000
Mobile gas/diesel #3	<ul style="list-style-type: none"> Director of Facilities Designee of the Director of Facilities 	\$4,000
Wegman's store card	<ul style="list-style-type: none"> Accounts Payable Officer, Board Member, or employee with an approved purchase order and an approved Request for Use and Temporary Custody of a District Credit Card Form 	\$5,000
Lowes store card	<ul style="list-style-type: none"> Accounts Payable Director of Facilities Designee of Director of Facilities Officer, Board Member, or employee with an approved purchase order and an approved Request for Use and Temporary Custody of a District Credit Card Form 	\$7,500

(Continued)

SUBJECT: USE OF THE DISTRICT CREDIT CARD (Cont'd.)

Credit cards may be used only for authorized and legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing. Using the district credit card for purchases such as books, computer equipment, and materials and supplies, will require a purchase order signed by the Purchasing Agent. This gives proper authorization for credit card use.

Credit card use is the last resort for purchases. Purchases made to vendors that accept purchase orders should be made through the purchase order process if at all possible.

Safeguarding of District Credit Card

It shall be the duty of the Accounts Payable Clerk to oversee the use and custody of the credit cards. The cards shall be maintained in a secure location with limited access only when a purchase order is not practical. The credit cards may only be used by authorized users, except that in limited circumstances (such as travel to conferences or in the event that an authorized user is unavailable), the School Business Administrator may authorize the temporary transfer of custody of the Credit Card per Regulation 5321-R.

The district credit cards will not leave the custody of the Accounts Payable Clerk or authorized users, except in limited circumstances as authorized by the School Business Administrator. Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges and sales tax. The theft or loss of the district credit card must be reported to the credit card company and district office immediately.

NOTE: Refer also to Policies #5410 - Purchasing: Competitive Bidding and Offering
#5411 - Procurement of Goods and Services

Adopted: 06/27/07
Revised: 05/22/13
Revised: 05/06/15

Request for Use and Temporary Custody of a District Card

Directions: Complete all sections above the dashed line and submit your request to the School Business Administrator.

***NOTE:** You must pick up a tax exempt form from Accounts Payable. The school district will not be responsible for any sales tax paid.

Printed Name of Person Requesting Authorization

Credit Card Requested:

- ☐ VISA
- ☐ Gas Card
- ☐ Wegmans
- ☐ Lowes

Purpose(s) of Request & Explanation & Description of Items/Services to be purchased:

Date(s) You Request to Have Temporary Custody of District Credit Card:

Is the requested purchase backordered?: YES or NO (circle one)

Requested Maximum Dollar Value of Authorization:

\$

Account Code:

Signature of Person Requesting Authorization

My signature above indicates that I have read and understand the attached Naples CSD Credit Card Policy #5321 and Regulation #5321-R. Any authorization below is limited to specific purposes, dates, and dollar amount as listed above. I understand that I am responsible for submitting itemized receipts for all authorized purchases at the time I return the credit card. I also understand that I will responsible for any unauthorized purchases.

The Above Request is (circle one):

Approved

Denied

Signature of the School Business Administrator:

Date:

Credit Card Signed Out:

Employee Signature

Date

Accounts Payable Signature

Date

Credit Card Returned with Receipt(s):

Employee Signature

Date

Accounts Payable Signature

Date

Request for Use and Temporary Custody of a District Card

Directions: Complete all sections above the dashed line and submit your request to the School Business Administrator.

***NOTE:** You must pick up a tax exempt form from Accounts Payable. The school district will not be responsible for any sales tax paid.

Printed Name of Person Requesting Authorization

Credit Card Requested:

- ☐ VISA
- ☐ Gas Card
- ☐ Wegmans
- ☐ Lowes

Purpose(s) of Request & Explanation & Description of Items/Services to be purchased:

Date(s) You Request to Have Temporary Custody of District Credit Card:

Is the requested purchase backordered?: YES or NO (circle one)

Requested Maximum Dollar Value of Authorization:

\$

Account Code:

Signature of Person Requesting Authorization

My signature above indicates that I have read and understand the attached Naples CSD Credit Card Policy #5321 and Regulation #5321-R. Any authorization below is limited to specific purposes, dates, and dollar amount as listed above. I understand that I am responsible for submitting itemized receipts for all authorized purchases at the time I return the credit card. I also understand that I will responsible for any unauthorized purchases.

The Above Request is (circle one):

Approved

Denied

Signature of the School Business Administrator:

Date:

Credit Card Signed Out:

Employee Signature

Date

Accounts Payable Signature

Date

Credit Card Returned with Receipt(s):

Employee Signature

Date

Accounts Payable Signature

Date

Non-Instructional/Business
Operations

DISTRICT CREDIT CARDS - REGULATION

Use of a district credit card shall be limited to expenses incurred in performance of the job function of the officer, board member or school employee. Officers, board members and school employees incurring expenses through the credit card shall be responsible for submitting itemized original receipts and charge slips to the Accounts Payable Department for every purchase identified that will be identified on the district's monthly statement. Itemized receipts must be signed and dated by the officer, board member or employee making the purchase. If a receipt is lost or destroyed, it is the responsibility of the officer, board member or school employee to obtain a duplicate copy from the vendor as soon as possible. The district will only pay claims for which adequate documentation is provided.

If adequate documentation is not provided the officer, board member or school employee shall be held personally responsible for the purchases made.

Misuse of District Credit Card

Misuse of the district credit card will result in disciplinary action as necessary and appropriate. At no time is a district credit card to be used to purchase alcoholic beverages or for a transaction that is strictly personal in nature. Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase.

Safeguarding of District Credit Cards

Each employee shall sign a receipt for all credit cards placed in his/her custody and he/she shall take all necessary precautions to safeguard these card(s) against unauthorized use.

The theft or loss of any card(s) must be reported by the officer, board member or school employee to the district credit card company and district office immediately.

Use of Credit Card by Those Other Than Authorized Users

The district credit cards may only be used by authorized users, except that in limited circumstances (such as travel to conferences, in emergencies, to make purchases from vendors that do not accept purchase orders, or in the event that an authorized user is unavailable), the School Business Administrator may authorize the temporary transfer of custody of the Credit Card by approving a Request for Use & Temporary Custody of a District Credit Card – Exhibit 5321 – E.1.

Adopted: 05/06/15:

Committee Recommendations for Board of Education Review with Details (May 6, 2015)

<i>Meeting</i>	<i>Alt ID#</i>	<i>Age</i>	<i>Grade</i>	<i>Committee Reason</i>			<i>Decision</i>		<i>Disability</i>	<i>Recommended School</i>
04/16/2015	9007	13:7	Ungraded CSE	Reevaluation/Annual Review			Classified		Multiple Disabilities	Honeoye Central School
<u>Program/Service</u>			<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
Special Class			05/01/2015	04/30/2016	12:1+1	1	Daily	6 hrs		
Speech/Language Therapy			05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins		
Speech/Language Therapy			05/01/2015	04/30/2016	Individual	2	Weekly	30 mins		
Special Class			07/06/2015	08/14/2015	12:1+1	1	Daily	3 hrs		
Speech/Language Therapy			07/06/2015	08/14/2015	Small Group	2	Weekly	30 mins		

BOE Info: Recommendation: Continue special education programs and services per current IEP.

04/16/2015	03-43	17:0	11	CSE	Annual Review			Classified	Learning Disability	Honeoye Central School
<u>Program/Service</u>			<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
Special Class			05/01/2015	04/30/2016	12:1+1	1	Daily	3 hrs		

BOE Info: Recommendation: Continue special education services and supports per current IEP.

04/08/2015	13:11	08	Section 504	Annual Review			Section 504	Limited Major Life Activity	Naples Jr/Sr High School
<u>Program/Service</u>			<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Psychological Counseling Services			05/01/2015	04/30/2016	Individual	1	Every 2 weeks	41 mins	

BOE Info: Recommendation: Continue supports and services per current 504 Accommodation Plan.

04/08/2015	13:11	08	CSE	Annual Review			Classified	Other Health Impairment	Naples Jr/Sr High School
<u>Program/Service</u>			<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services			05/01/2015	04/30/2016		1	Daily	41 mins	
Integrated Co-teaching Services			05/01/2015	04/30/2016		1	Daily	41 mins	
Resource Room Program			05/01/2015	04/30/2016	5:1	1	Daily	41 mins	
Psychological Counseling Services			05/01/2015	04/30/2016	Individual	1	Every 2 weeks	41 mins	

BOE Info: Recommendation: Continue programs and services as indicated on the current IEP.

BOE Info: Recommendation: Continue accommodations as indicated on the 504 plan.

04/15/2015	5:8	Kdg.	CSE	Reevaluation/Annual Review	Classified	Learning Disability	Naples Elementary School
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Resource Room Program		05/01/2015	04/30/2016	5:1	1	Daily	40 mins
Occupational Therapy		05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins
Physical Therapy		05/01/2015	04/30/2016	Individual	2	Weekly	30 mins
Speech/Language Therapy		05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins
Special Class		07/06/2015	08/14/2015	12:1+1	5	Weekly	3 hrs
Speech/Language Therapy		07/06/2015	08/14/2015	Small Group	2	Weekly	30 mins

BOE Info: Recommendation: Continue special education services and supports per current IEP.

04/22/2015	3:5	Preschool CPSE	Initial Eligibility Determination Meeting			Classified Preschool	Preschool Student with a Disability	Home
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Speech/Language Therapy		05/07/2015	04/22/2016	Individual	2	Weekly	30 mins	

BOE Info: RECOMMENDATION: Student qualifies for special education related services as a Preschool Child with a Disability.

04/24/2015	15:10	10	CSE	Annual Review	Classified	Learning Disability	Naples Jr/Sr High School
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services		05/01/2015	04/30/2016	Direct and Indirect	1	Weekly	1 hr
Resource Room Program		05/01/2015	04/30/2016	5:1	3	6 day cycle	41 mins
Psychological Counseling Services		05/01/2015	04/30/2016	Individual	1	Bi-weekly	41 mins

BOE Info: Recommendation: Continue programs and services as indicated on the IEP.

04/08/2015	08-30	11:11	06	CSE	Annual Review	Classified	Other Health Impairment	Naples Elementary School
<u>Program/Service</u>			<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services			05/01/2015	04/30/2016	Direct and Indirect	1	Daily	30 mins

BOE Info: Recommendation: Continue classification and services as specified on current IEP.

04/22/2015	05-25	18:0	12	Section 504	Annual Review	Exited	Limited Major Life Activity	Naples Jr/Sr High School
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BOE Info: Recommendation: Discontinue Section 504 Accommodation Plan.

04/22/2015	08-62	16:8	11	CSE	Annual Review	Classified	Other Health Impairment	Naples Jr/Sr High School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services	09/08/2015	04/30/2016	Indirect	1	Weekly	2 hrs
Resource Room Program	05/01/2015	06/26/2015	5:1	3	6 day cycle	41 mins
Psychological Counseling Services	05/01/2015	04/30/2016	Individual	1	6 day cycle	41 mins

BOE Info: Recommendations: Continue classification and services as specified on the IEP.

04/13/2015	00-01	18:6	Ungraded CSE	Annual Review	Classified	Intellectual Disability	School of the Holy Childhood
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Special Class	05/01/2015	04/30/2016	12:1+1	1	Daily	6 hrs
Occupational Therapy	05/01/2015	04/30/2016	Small Group	1	Weekly	1 hr
Speech/Language Therapy	05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins
Special Class	07/06/2015	08/14/2015	12:1+1	1	Daily	5 hrs 30 mins
Occupational Therapy	07/06/2015	08/14/2015	Small Group	1	Weekly	30 mins
Speech/Language Therapy	07/06/2015	08/14/2015	Small Group	1	Weekly	30 mins

BOE Info: Recommendation: Continue special education programs and services as indicated on the current IEP.

04/29/2015	07-30	10:11	05	CSE	Annual Review	Classified	Other Health Impairment	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	45 mins
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	45 mins

BOE Info: Recommendation: Continue program and services as indicated on the IEP.

04/24/2015	9342	5:3	PK	CPSE	Initial Eligibility Determination Meeting	Classified Preschool	Preschool Student with a Disability	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Speech/Language Therapy	05/07/2015	06/26/2015	Individual	2	Weekly	30 mins

BOE Info: RECOMMENDATION: Student qualifies for special education related services as a Preschool Child with a Disability.

04/08/2015	13:10	08	Section 504	Annual Review	Section 504	Limited Major Life Activity	Naples Jr/Sr High School
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BOE Info: Recommendation: Continue supports per the current 504 Accommodation Plan.

04/15/2015	9322	7:4	02	CSE	Annual Review	Classified	Emotional Disturbance	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Special Class	05/01/2015	04/30/2016	6:1+1	5	Weekly	6 hrs
Occupational Therapy	05/01/2015	04/30/2016	Individual	2	Weekly	30 mins
Psychological Counseling Services	05/01/2015	04/30/2016	Individual	1	Weekly	30 mins
Psychological Counseling Services	05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins
Special Class	07/06/2015	08/14/2015	6:1+1	1	Daily	3 hrs
Occupational Therapy	07/06/2015	08/14/2015	Individual	2	Weekly	30 mins
Psychological Counseling Services	07/06/2015	08/14/2015	Individual	1	Weekly	30 mins
Psychological Counseling Services	07/06/2015	08/14/2015	Small Group	2	Weekly	30 mins

BOE Info: RECOMMENDATION: Continue special education services and supports per current IEP.

04/22/2015	6:8	01	CSE	Annual Review	Classified	Other Health Impairment	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Occupational Therapy	05/01/2015	04/30/2016	Small Group (2:1)	2	Weekly	30 mins
Physical Therapy	05/01/2015	04/30/2016	Small Group	1	Weekly	30 mins
Physical Therapy	05/01/2015	04/30/2016	Individual	1	Weekly	30 mins

BOE Info: Recommendation: Continue special education services and supports per current IEP.

04/29/2015	9:11	04	CSE	Annual Review	Classified	Learning Disability	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	30 mins
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	1 hr
Speech/Language Therapy	05/01/2015	04/30/2016	Small Group (5:1)	2	Weekly	30 mins

BOE Info: Recommendation: Continue special education programs and services per current IEP.

04/22/2015	09-22	16:7	11	CSE	Reevaluation/Annual Review	Declassified Support Services	Learning Disability	Naples Jr/Sr High School
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BOE Info: Recommendation: Student is declassified and continues with a Declassified Support Plan.

04/24/2015	9321	9:8	04	CSE	Annual Review	Classified	Other Health Impairment	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	30 mins
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	1 hr

BOE Info: Recommendation: Continue special education supports and services per current IEP.

04/08/2015	08-45	12:7	07	CSE	Annual Review	Classified	Learning Disability	Naples Jr/Sr High School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	41 mins
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	41 mins
Resource Room Program	05/01/2015	04/30/2016	5:1	1	Daily	41 mins

BOE Info: Recommendation: Continue programs and services as indicated on the current IEP.

04/29/2015		16:8	11	CSE	Annual Review	Classified	Emotional Disturbance	Naples Jr/Sr High School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Resource Room Program	05/01/2015	04/30/2016	5:1	1	Daily	41 mins
Psychological Counseling Services	05/01/2015	04/30/2016	Individual	1	6 day cycle	41 mins

BOE Info: Recommendation: Continue programs and services as indicated on the IEP.

04/13/2015	04-32	13:5	Ungraded	CSE	Reevaluation/Annual Review	Classified	Multiple Disabilities	School of the Holy Childhood
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Special Class	05/01/2015	04/30/2016	12:1+1	5	Weekly	6 hrs
Music Therapy	05/01/2015	04/30/2016	Small Group	2	Weekly	30 mins
Occupational Therapy	05/01/2015	04/30/2016	Small Group (2:1)	2	Weekly	30 mins
Physical Therapy	05/01/2015	04/30/2016	Individual	2	Weekly	30 mins
Speech/Language Therapy	05/01/2015	04/30/2016	Small Group	1	Weekly	30 mins
Speech/Language Therapy	05/01/2015	04/30/2016	Individual	3	Weekly	30 mins
Special Class	07/06/2015	08/14/2015	12:1:1	1	Daily	5 hrs 30 mins
Music Therapy	07/06/2015	08/14/2015	Small Group	1	Weekly	30 mins
Occupational Therapy	07/06/2015	08/14/2015	Small Group (2:1)	1	Weekly	30 mins
Physical Therapy	07/06/2015	08/14/2015	Individual	1	Weekly	30 mins
Physical Therapy	07/06/2015	08/14/2015	Small Group (2:1)	1	Weekly	30 mins

BOE Info: Recommendations: Continue programs and services as specified on the IEP at School of the Holy Childhood.

04/15/2015	11:11	06	Section 504	Initial Eligibility Determination Meeting	Section 504	Limited Major Life Activity	Naples Elementary School
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BOE Info: Recommendation: Student qualifies for an Initial 504 Accommodation Plan. Provide academic supports per current 504 Accommodation Plan.

04/29/2015	07-09	11:8	06	CSE	Annual Review	Classified	Learning Disability	Naples Elementary School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	41 mins
Integrated Co-teaching Services	05/01/2015	04/30/2016		1	Daily	41 mins
Resource Room Program	09/08/2015	04/30/2016	5:1	1	Daily	41 mins

BOE Info: Continue special education services and supports per current IEP.

04/14/2015	11-23	17:8	12	CSE	Annual Review	Classified	Other Health Impairment	Naples Jr/Sr High School
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<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
Consultant Teacher Services	05/01/2015	06/26/2015	Indirect	1	Weekly	1 hr 30 mins
Resource Room Program	05/01/2015	06/26/2015	5:1	3	6 day cycle	41 mins

BOE Info: Recommendation: Continue special education programs and services as indicated on the current IEP.