

WILLIAMSVILLE CENTRAL SCHOOLS BOARD OF EDUCATION

DISTRICT OFFICES BOARDROOM
105 CASEY ROAD, EAST AMHERST, NY

AGENDA - TUESDAY, MARCH 13, 2018, 7:00 PM

Visit our web site-www.williamsvillek12.org

REGULAR BOARD MEETING 7:00 PM BUDGET WORK SESSION & PUBLIC FORUM 8:00 PM

Video recordings of the meetings are also available on line at the District web site www.williamsvillek12.org.

		TIME ITEM BEGINS
I.	PUBLIC SESSION CALL TO ORDER	6:00 PM
II.	EXECUTIVE SESSION (Employment Matters relating to Particular Person(s), Collective Negotiations & Current Litigation)	6:01 PM
III.	PUBLIC SESSION CALL TO ORDER <i>PLEDGE OF ALLEGIANCE TO THE FLAG</i> ANNOUNCEMENTS EMERGENCY FIRE ANNOUNCEMENT AGENDA REVIEW	7:00 PM
IV.	RECOGNITION A. BOARD ACKNOWLEDGEMENTS B. PUBLIC EXPRESSION (Three minute limit per person.)	
V.	CONSENT AGENDA (CF.V.17-18-10)	7:17 PM
	A. PERSONNEL 1. CERTIFIED STAFF 2. CLASSIFIED-SUPPORT STAFF	ACTION ACTION
	B. BUSINESS ITEMS 1. BUDGET TRANSFERS 2. BID AWARDS 3. MONTHLY CASH REPORT - JANUARY 4. CLAIMS AUDITOR REPORTS - JANUARY 5. GENERAL FUND ANALYSIS - JANUARY 6. CHILD NUTRITION REPORT - JANUARY 7. EXTRA CLASSROOM ACTIVITY REPORT - JANUARY 8. EXTRA CLASSROOM ACTIVITY FUND DISTRICT INTERNAL AUDIT	ACTION ACTION INFORMATION INFORMATION INFORMATION INFORMATION INFORMATION INFORMATION
	C. SPECIAL NEEDS & STUDENT ACTIVITIES 1. COMMITTEE ON SPECIAL EDUCATION 2. COMMITTEE ON PRE-SCHOOL EDUCATION	ACTION ACTION
VI.	MINUTES (CF.VI.17-18-10)	7:21 PM
	A. APPROVE MINUTES OF THE REGULAR BOARD MEETING 2-13-18	ACTION
VII.	PRESIDENT'S REPORT (CF.VII.17-18-10)	7:22 PM
	A. EVENTS	INFORMATION
	B. ECASB	INFORMATION
	C. NYSSBA	INFORMATION
	D. BOARD VISITATIONS 1. EAST HIGH SCHOOL RESCHEDULED – FRIDAY, MARCH 23, 2018 7:50 AM	INFORMATION
	E. ERIE # 1 BOCES 1. ANNUAL MEETING NOTICE	INFORMATION ACTION

	2. ELECTION – CALL FOR NOMINATIONS OF BOARD MEMBERS	
	F. COMMUNITY FORUM SATURDAY, APRIL 28, 2018, SOUTH HIGH SCHOOL CAFETERIA	INFORMATION
	G. ADOPT A DATE, TIME, PLACE AND APPROVE RESOLUTIONS FOR THE ANNUAL DISTRICT VOTE; AND AUTHORIZE PUBLIC NOTICES	ACTION
VIII.	SUPERINTENDENT'S REPORT (CF.VIII.17-18-10)	7:40 PM
	A. COMMUNITY UPDATE	INFORMATION
	B. APPROVE 2018-2019 STUDENT CALENDAR	ACTION
	C. POLICY REVISIONS	SECOND READINGS & ADOPTION
	1. 5660 - SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)	
	2. 5710 - TRANSPORTATION	
	3. 5741 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES	
	4. 7222 - DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES	
	5. 7320 - ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES	
	6. 7550 - DIGNITY FOR ALL STUDENTS	
	7. 8470 - HOME INSTRUCTION (HOME SCHOOLING)	
	D. ELIMINATE CLASS RANK FOR 2017-2018 TENTH GRADE CLASS	ACTION
	E. ELIMINATE CLASS RANK FOR 2017-2018 ELEVENTH GRADE CLASS	ACTION
	F. UPDATE AND REVIEW OF SCHOOL DISTRICT SECURITY	DISCUSSION
IX.	FINANCE (CF.IX.17-18-10)	8:00 PM
	A. APPROVE PROPERTY TAX SETTLEMENTS	ACTION
X.	LIAISON REPORTS	8:01 PM
XI.	LEGISLATIVE MATTERS	8:02 PM
XII.	CURRICULUM (CF.XII.17-18-10)	8:02 PM
XIII.	PERSONNEL (CF.XIII.17-18-10)	8:02 PM
XIV.	DISTRICT FACILITIES & SUPPORT SERVICES (CF.XIV.17-18-10)	8:02 PM
	A. PROPOSED REPAIR RESERVE PROJECTS	INFORMATION
	REPAIR RESERVE PUBLIC HEARING	
	B. APPROVE REPAIR RESERVE FUNDING	ACTION
XV.	SPECIAL NEEDS AND STUDENT ACTIVITIES (CF.XV.17-18-10)	8:10 PM
XVI.	COMMITTEE OF THE WHOLE	8:10 PM
VII.	PUBLIC EXPRESSION (Three minute limit per person.)	
XVIII.	CORRESPONDENCE	INFORMATION
XIX.	ADJOURNMENT	8:25 PM
	BUDGET WORK SESSION & PUBLIC FORUM	
I.	CALL BUDGET WORK SESSION TO ORDER	9:00 PM
II.	2018-2019 BUDGET PRESENTATION REVIEW OF 2018-2019 PROGRAM CONTINUATION - REQUIRED EXPENSE INCREASES REVIEW OF ESTIMATED REVENUES PRELIMINARY PROPERTY TAX CAP CALCULATION	9:01 PM
III.	2018-2019 BUDGET DISCUSSION	9:15 PM
IV.	PUBLIC FORUM – BUDGET ONLY	9:25 PM
V.	ADJOURN BUDGET WORK SESSION	9:30 PM

UPCOMING TUESDAY BOARD MEETINGS:

March 27, 2018, 7:00 PM, Budget Work Session
 April 10, 2018, 7:00 PM, Regular Board Meeting, Budget Adoption
 April 17, 2018, 6:00 PM, Special Board Meeting, BOCES Administrative Budget & Board Member Election
 May 3, 2018, Thursday, Special Board Meeting & Budget Hearing, 6:00 PM
 PTSA Council Candidates Night, 7:00 PM

BOARD VISITATIONS:

April 13, 2018, Friday, 7:30 AM, Heim Elementary (Lemay, Bieger, McClary)
 April 20, 2018, Friday, 7:30 AM, Maple East Elementary (Lemay, Bieger, McClary, Meyer)
 May 9, 2018, Wednesday, 8:00 AM, Country Parkway Elementary (Lemay, McClary)
 May 18, 2018, Friday, 7:30 AM, Dodge Elementary (Lemay, Leatherbarrow, Bieger, McClary)
 June 1, 2018, Friday, 8:15 AM, District Office (Lemay, Leatherbarrow, Bieger, McClary, Van Sice, Vazquez)

SCHOOL BOARD CANDIDATE PACKETS

Contact the District Clerk
 Mrs. Lynn Carey, 626-8092
 68 Valid Signatures Required, Petition Deadline:
 Monday, April 16, 2018, 5:00 PM,
 District Office

Time Warner Cable: Channel 20 will televise Board of Education meetings on the
 Saturday, at 7:30 PM and Sunday, at 1:00 PM following the Tuesday night meeting.

DATE: MARCH 13, 2018

AGENDA ITEM: CF.VII.17-18-10

VII. PRESIDENT'S REPORT (Correlated File CF.VII.17-18-10)

A. EVENTS

1. NYDECA STATE CAREER CONFERENCE
March 8, 2018, ROCHESTER, NY
Report from attendee: Meyer

B. ECASB

1. "BOCES- YOUR SCHOOL DISTRICT'S BEST PARTNER"
MARCH 8, 2018, ORMSBY CENTER
Report from attendee: Mecca

C. NYSSBA

D. BOARD VISITATIONS

1. MARCH 5, 2018, CASEY MIDDLE, 8:00 AM
(Lemay, Bieger, McClary, Van Sice)
2. CONFIRM ATTENDEES FOR RESCHEDULED EAST HIGH SCHOOL
FRIDAY, MARCH 23, 2018, 7:50 AM
(Lemay, Bieger)
(Vazquez, McClary and Venator were maybes at the last meeting.)

E. ERIE # 1 BOCES- See separate attachment.

F. COMMUNITY FORUM SATURDAY, APRIL 28, 2018, SOUTH HIGH
SCHOOL CAFETERIA, 9:00 AM- Noon

Confirm board attendees.

G. ADOPT A DATE, TIME, PLACE AND APPROVE RESOLUTIONS FOR THE
ANNUAL DISTRICT VOTE; AND AUTHORIZE PUBLIC NOTICES
See attachment.

MOVED () SECONDED () TO ADOPT A DATE, TIME, PLACE AND APPROVE
RESOLUTIONS FOR THE ANNUAL DISTRICT VOTE; AND AUTHORIZE PUBLIC
NOTICES AS PRESENTED.

PREPARED BY: Mitzie S. Serafin, District Clerk

ms

BOARD MEETING DATE: 3-13-18

AGENDA ITEM: **PRESIDENT'S REPORT (CF.VII.E.17-18-10)**

E. ERIE # 1 BOCES

1. ANNUAL MEETING

The Erie 1 BOCES Annual Meeting will be held on:

Date: Wednesday, April 11, 2018, at 7:00 PM

Location: Erie 1 BOCES,
E1B Education Campus,
355 Harlem Rd., W. Seneca, NY14224

Erie 1 BOCES will present its tentative administrative capital and program budgets for 2018-2019 to the members of the boards of education of component school districts for their review at their Annual Meeting.

2. ELECTION – CALL FOR NOMINATIONS OF BOARD MEMBERS

Adopt separate Resolutions nominating as many Candidates as the Board desires, but only one from the same school district and none from a district that is already represented on the board.

MOVED () SECONDED () to resolve to nominate (Incumbent or new)(Name), (Street Address), (Town, NY ZIP), which is in the _____ School District as a candidate for election to be held on April 17, 2018, to serve as trustee for the Board of Cooperative Educational Services, First Supervisory District of Erie County, in a term beginning July 1, 2018 through June 30, 2021.

BACKGROUND INFORMATION:

Nominations must be submitted to the Erie 1 BOCES District Clerk by **March 16, 2018**.

PERTINENT INFORMATION:

Two (2) board members shall be elected to serve on the Board of Cooperative Educational Services, First Supervisory District of Erie County, at the meeting as designated by the BOCES Board President to be held on April 17, 2018, in each of the component districts:

A member will be elected for a three (3) year term to expire June 30, 2021.

Incumbent is Mrs. Judith Katz (Williamsville) who will not be seeking re-election.

A member will be elected for a three (3) year term to expire June 30, 2021.

Incumbent is Mr. Edward Cavan (Sweet Home)

The Williamsville School Board can nominate as many candidates as they so desire, but only **one from the same school district will be elected at the Special Board Meeting on April 17, 2018. All nominees will be listed on the ballot, but only one can be elected from any school district. A candidate does not have to be nominated from their home school district. Only one incumbent is seeking re-election.**

The Board will vote to approve the administrative budget and the election of board members at a Special Board Meeting on April 17, 2018, at 6:00 PM, in the District Office Boardroom.

Requests for nomination have been received from the following (In order of receipt):

Mr. Edward Cavan, Sweet Home (I)

Dr. Michael Littman, Williamsville

Ms. Renee Wilson, Cheektowaga

Mrs. Helaine Sanders, Williamsville

Mr. Brian Hogan, Williamsville

PREPARED BY: Mitzie S. Serafin, District Clerk *ms*

RECEIVED

FEB 07 2018

SUPERINTENDENT
WILLIAMSVILLE CENTRAL SCHOOLS

MEMO TO: Erie 1 Component School Board Members
Erie 1 Component Superintendents
Erie 1 Component District Clerks
Erie 1 BOCES Board Members

FROM: Denise Polanski, District Clerk *dp*

DATE: January 31, 2018

RE: CALL FOR NOMINATIONS – BOCES ELECTION

Two (2) board members shall be elected to serve on the Board of Cooperative Educational Services, First Supervisory District of Erie County, at the meeting as designated by the BOCES Board President to be held on **April 17, 2018** to be held in each of the component districts:

- A. A member will be elected for a three (3) year term to expire June 30, 2021.
Incumbent is Mrs. Judith Katz.
- B. A member will be elected for a three (3) year term to expire June 30, 2021.
Incumbent is Mr. Edward Cavan

Section 1950, subdivision 2 of the New York State Education Law provides that nominations of candidates shall be made by board resolution by component districts to the Clerk of the Board of Cooperative Educational Services at least thirty (30) days before the date designated for voting. Therefore, nominations must be received by myself, Denise Polanski, Clerk of the Board, District Office, 355 Harlem Road, West Seneca, NY 14224, on or before **March 16, 2018**, between the hours of 8:00 a.m. and 4:00 p.m. Please include the name and address of the individual being nominated in the notice to the clerk.

If you have any questions regarding this matter, please do not hesitate to call me at 716-821-7002. A list of current board members is attached.

Attachment

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
FIRST SUPERVISORY DISTRICT OF ERIE COUNTY**

BOARD OF EDUCATION MEMBERS – Terms of Office

<u>NAME</u>	<u>ADDRESS</u>	<u>TERM EXPIRES</u>
John W. Sherman	30 Milton Street Tonawanda, NY 14150 (Tonawanda City School District)	2020
Edward R. Cavan	252 Willow Green Drive Amherst, NY 14228 (Sweet Home Central School District)	2018
Judith H. Katz	186 Forestview Williamsville, NY 14221 (Williamsville Central School District)	2018
Raymond L. Carr	2 Dover Court Lancaster, NY 14086 (Lancaster Central School District)	2019
Andrew S. Loeb	4079 Knoll Drive Apt. 8 Hamburg, NY 14075 (Hamburg Central School District)	2019
Janet MacGregor Plarr	3494 Heatherwood Drive Hamburg, NY 14075 (Frontier Central School District)	2020
Mary J. Busse	5 Partridge Lane West Seneca, NY 14224 (West Seneca Central School District)	2019

February 2018

Shawn Lemay, President
Williamsville School Board
111 S. Cayuga Road
Williamsville, New York 14221

Dear Mr. Lemay,

For nearly 20 years, I have proudly served as your representative on the Erie 1 BOCES Board of Education. I come to you now to request your nomination to serve for another term. Many things have changed since I began my first term on the Erie 1 BOCES Board. Certainly, our students are preparing for careers that might not even have existed 20 years ago. The technology needs of our students and districts are ever evolving. Financial challenges cause districts to constantly reevaluate ways to best meet the needs of their students within these financial restraints. Testing for accountability purposes and other recordkeeping needs have grown exponentially.

While on the Erie 1 BOCES Board, I am proud of the curriculum offerings that have expanded and adapted to meet the challenges of preparing students for 21st century employment or college. Courses such as Fashion Design and Merchandising, Animal Science, Aviation Technology and Manufacturing Technologies have been added or modified to be sure they meet current employment standards. I am personally proud of the efforts of our CTE Program. It was pleasing to witness the professionalism of the CTE leadership in working with my friends from UB/MD. We continue to adapt our Special Education and Alternative Education Programs based on the needs of the students from our component districts. With your support, our Twilight program grows. The commitment to lifelong learning and service to the community is seen in the expanded Workforce Development Program.

WNYRIC, the Regional Information Center, housed at Erie 1 BOCES provides valuable technology support services to over 100 districts and BOCES throughout WNY and leads the way for such services in NYS. One area that was a priority for me was to see through the development of ways to support security and disaster recovery.

Currently, I serve as Vice-President of the Erie 1 BOCES Board and can proudly reflect on the opportunities I have had to make a difference for our students and our component districts. Besides attending nearly every meeting, my flexible work schedule and commitment to BOCES has allowed me to be present at legislative meetings, award ceremonies and events to which I have been invited. This hands-on approach has helped me learn the day-to-day operations of Erie 1 BOCES as well as the needs of our students and districts. I would be honored and grateful to receive your nomination and vote to continue service to Erie 1 BOCES, our students and our districts.

Sincerely,



Edward R. Cavan

c: Dr. Scott Martzloff

MICHAEL J. LITTMAN, Ph.D.

142 Autumnview
Williamsville, NY 14221

February 4, 2018

To: Williamsville Board of Education Members

Shawn P. Lemay, President and Teresa Leatherbarrow, V.P.

Re: Erie I BOCES Board of Education Nomination

Dear Board of Education Members:

The Erie I BOCES Board of Education needs knowledgeable and experienced members who can be ready at the first meeting to balance the needs of our students with our component district's academic, technological, program, and financial needs. I have the high level of energy, the head, and the heart to work as a team to help all students succeed in their school life and in their future profession.

Through my education, personal and professional background, as well as my varied experiences, I feel very well prepared and very well qualified to serve as a BOCES Board member. I would be honored to receive Williamsville's nomination to continue Judy Katz's representation of one of the largest contributor district to BOCES budget and best district.

I would be eager to provide my talents and time to keep our educational system strong by continuing to support the varied non-instructional services in financial, HR services, labor relations, and management services Erie 1 BOCES provides. My education background focuses on the BOCES instructional services of alternative education, career and technical education, special education, and workforce development. I am also experienced in the professional development areas of curriculum, instruction, and assessment, school support services, and WNYRIC/technological services.

My Background:

I was elected for three terms (9 years) (2006 to 2015) on the Williamsville Board of Education serving two terms as president and two terms as vice president. During those years, our district board initiated and supported a variety of innovative, student-focused programs as well as major capital improvement initiatives. During that time, I made three presentations at NYSSBA meetings that focused on leadership and on student programs. I also received a NYSSBA Excellence Award in 2015 and a NYSSBA Achievement Award previously. I served as a PTSA President, Vice President, and Treasurer.

My current position is as the Chair of the Business Department at SUNY: Buffalo State where I have taught both education and business course since 1986. As Department Chair, I supervise almost 1000 students and 35 faculty and have oversight over the budget, curriculum, student services, faculty, and resource allocation. In 2015, I received the SUNY Chancellor's Award for Excellence in Teaching.

I have focused my research, since 2015, on ethical leadership and have been an invited speaker nationally and internationally on this topic, most recently in Latvia and Kazakhstan. I have also presented and published numerous time on a variety of topics in instruction and curriculum.

Currently, I have a 5 year appointment on the Amherst Town Board of Ethics, serve as the Vice President of the Board of Directors of the Morton Lane Federal Credit Union, serve on the Williamsville Superintendent's Advisory Council (since 2014), the Buffalo Superintendent's Advisory Council on Occupational Education (since 2004), and am a member of the Executive Board of Buffalo State Chapter of UUP (NYSUT). I served for the maximum term limit (6 years) on the Board of Director of Meals of Western New York, served on the Board of Director and as Treasurer of the Flying Tigers 69th D.R.S, of the 14th Air Force Association, and have been a youth sports coach and a Special Olympics volunteer/coach.

I earned my Ph.D. at the Ohio State University where the education component of my studies focused on occupational education (now CTE) and educational administration. My business focus was on human resource management. I earned a M.Ed. focusing on Marketing Education from Auburn University and my B.A. is from the University of Massachusetts in Amherst.

I taught and coached at Jordan Vocational High School in Columbus, GA for seven years teaching marketing in a cooperative education, work-based program.

I am extremely familiar with the BOCES programs through budget analysis of shared services, visiting most BOCES facilities, knowledge of special education, and occupational programs. My son, a 2011 Williamsville North graduate, completing his senior year in the BOCES program New Visions, Connections Health Program at Millard Fillmore Suburban Hospital.

I am asking for your support and Williamsville's vote to support my candidacy to fill the vacancy on the BOCES Board. Nomination must be submitted to Denise Polanski, Clerk of the Board by 4:00 PM on Friday, March 16, 2018.

Thank you for your consideration.

Michael J. Littman, Ph.D.

February 8, 2018

Renee Wilson
10 Dennis Lane
Cheektowaga, New York 14227

Dear BOE President,

My name is Renee Wilson, I would first like to tell you that BOCES has had a very special place in my heart for a very long time. I attended Erie 1 BOCES Potter Road Center while I was in High school at West Seneca West, and I am a very proud to be a BOCES alumnus. The BOCES program gave me the opportunity to fulfill my dream of becoming a nurse and took me further into the career upon graduation.

My family and I have lived in Cheektowaga for the past 29 years, and my two children graduated from Cheektowaga Central. My daughter has also been lucky enough to receive an incredible education in the BOCES program excelling in fashion design and merchandising at the college level.

Through the years, I have served the Cheektowaga Central School District in many ways. I was the CSE/CPSE parent representative from 1999-2005, I was active in PTA/PTSA from 2000-2010 and held the position of Secretary, Vice President and President on the school and local level. One of the most rewarding initiatives I have been involved in within our district was being the coordinator of the Kids Voting Program for six years. To be able to watch kids become excited and interested in the democratic process of our nation was amazing. In addition, I have been the coordinator for the After Prom program, and I am an avid patron of the arts. I have literally been behind the scenes for the last eight years helping our musical productions to be the best they can be. I can be found sewing costumes, managing fundraisers and advertising sales in the community, in addition to feeding very hungry young actors/actresses dinner every night.

Presently, I serve on the Cheektowaga Central Board of Education and have been fortunate to have done so for 13 years - as President for the last four. A couple accomplishments during my tenure as a CCSD Board Member are the district voters approved a multi-million dollar bond project that is currently underway; and Board members, along with Administration, staff and parents took part in a successful major advocacy push for local politicians to learn about our District's needs and requests in order to improve student learning. I have been an ECASB Delegate Assembly team member for 10 years and also served on the Legislative Team, and Budget and Finance Team. For the past five years, I have been the district voting delegate at the NYSSBA Annual meetings. I have been a presider at the NYSSBA conventions and a greeter at the ECASB booth. When asked to serve on multiple focus groups for ESSA, I accepted without hesitation.

I have been dedicated to developing a quality educational program at CCSD. I believe the only way to do this is continuing involvement and learning. Therefore, I have sat on and continue to sit on various committees. These include: Code of Conduct Committee, District Safety

Committee, Policy Committee, Health and Wellness Committee, and Liaison Committee. I am actively involved in the Joint Boards program with Maryvale, Sloan and Cleveland Hill School Districts. We share information and discuss common concerns and consider ways to collaborate.

In my various roles, I have received numerous recognitions over the years. I am one of the inaugural recipients of the Cheektowaga Central Community Involvement awards, received NYSSBA Achievement awards for excellence and Mastery, and received the Erie County School Boards Laura M. Burns Advocacy for Children Award, and I am a member of the Medallion Club - Designation for Service, Learning and Leadership on School Boards.

This past year, I was elected to serve on the ECASB Executive Board, and as I have expected, it has been a rewarding and fulfilling role. I continue to advocate for ECASB by attending and participating in workshops and legislative efforts. I will be attending the Capitol Conference this week to meet with our State Representatives to discuss the needs of our districts and what we would like to see returned to our educational system.

In addition to my commitment to education, I have also volunteered for meals on wheels, the SPCA, and taught vacation bible school for many years. I am a four year member of Niagara University Board for the Theatre Department.

Giving back is what makes my heart full, and I cherish the time that I have been involved in every aspect of the educational system. I hope that you give me the chance to share what I can with the Erie 1 BOCES Board so that they will continue to be that special place Districts go to for staff, integration of technology, instruction and management, fantastic instructional programs for adults and students, policy and finance and legislative services.

I am respectfully requesting your support in the form of a nomination and a vote on April 17th.

Thank you for your time, consideration and your continued service to public education.

Very truly yours,

A handwritten signature in cursive script that reads "Renee Wilson". The signature is written in dark ink and is positioned above the printed name.

Renee Wilson

c: District Clerk

Helaine Sanders, LMSW, JD
171 Autumn Creek Court
E. Amherst, NY 14051
helaines@roadrunner.com
(716) 445-8532 (cell)
(716) 636-5120 (home)

February 17, 2018

Mr. Shawn Lemay, Board President
Williamsville Central School District
105 Casey Road
E. Amherst, NY 14051-5000

Dear Mr. Lemay,

I am stating my intent to seek a position on the BOCES School Board. As you may recall, I've approached both you and Dr. Martzloff about this several months ago. I feel uniquely qualified for this position based on my education, work experience, and volunteer work. Specifically, I am the SEPTSA Representative on the District's Shared Decision-Making Team and North's Representative to SEPTSA. I also serve on the Town of Amherst Disability Committee. I ask that the Board nominate me as a candidate for the BOCES Board at the March 14, 2018 meeting. Once this occurs, I can seek the endorsement of the other 18 BOCES School Districts. Those Districts will vote for the BOCES Board in April.

I know that being part of a School Board involves knowledge of labor relations. A Board takes action on matters relating to personnel and approves collective bargaining agreements. I graduated from the Cornell School of Industrial and Labor Relations. I took most of my courses in the Labor History and Collective Bargaining Department. My knowledge in this area is excellent. Through Cornell, I completed an internship with the NYC School Board, Office of Labor Relations. I also worked at the American Arbitration Association as a summer job.

I also have work experience extremely relevant to this area. After graduating from law school, I worked at the NYC Office of Collective Bargaining (NYC-OCB). OCB is a mini-Public Employment Relations Board (PERB). While there, I worked on all public sector labor relations issues. I decided whether Step 3 grievances should go to arbitration. I wrote agency opinions regarding whether the City committed an improper practice under the NYC Collective Bargaining Law. Its major provisions are identical to the State's Taylor Law. I mediated and settled conflicts between labor and management. In the rare instances that our decisions were challenged, I defended them in court.

My husband and I moved to Amherst, his hometown, in 1995. We founded Sanders & Sanders, an Employment Law firm. At the same time, I pursued a Master's Degree in Social Work. I used my MSW to help employees with work related stress. After obtaining my degree, I worked as a Mediator for the Equal Employment Opportunity Commission. I enjoyed using the skills I

mastered at the NYC Office of Collective Bargaining. I also occasionally served as an Administrative Law Judge in Buffalo Small Claims Court.

After spending several years raising our children, I decided to pursue an interest in politics. I am an Erie County Democratic Committee Member. This is an elected position. I represent my Voting District (71) on a Town and County level. I vote on which Town and County candidates should be endorsed by the Erie County Democratic Committee. I also serve on the Town of Amherst Disability Committee.

I have experience in education. I serve on the District's Shared Decision-Making Team as the SEPTSA Representative. I am completing my final year on the District's Curriculum Council. I am also North's Representative to SEPTSA. I enjoy advocating for the disabled, as indicated by my work on the Town's Disability Committee. I attend North PTSA meetings, PTSA Council meetings, and School Board meetings. I am a tireless advocate for our students.

I believe I have the education, work, and volunteer experience necessary to serve on the BOCES Board. I care about our community and our students. Thank you for your time and consideration.

Sincerely,
Helaine Sanders, LMSW, JD

Helaine Elise Sanders
171 Autumn Creek Court
East Amherst, NY 14051
(716) 445-8532 (cell)
(716) 636-5120 (home)

EDUCATION

JD: Yeshiva University / Benjamin N. Cardozo School of Law

BS: Cornell University

New York State School of Industrial and Labor Relations (ILR)

Honors: Father Kelly Memorial Scholarship

Dean's List

MSW: SUNY at Buffalo

LEGAL EXPERIENCE

NYC Office of Collective Bargaining (OCB)

Administrative Law Judge 1990-94

The NYC-OCB is a mini-PERB. It handles all labor relation issues between NYC and its municipal employees.

- I worked on labor issues, including the arbitration of grievances, improper practice charges, and contract negotiations.
- I adjudicated, mediated, and settled conflicts between labor and management.
- I prepared draft decisions for the Board of Collective Bargaining (BCB) and the Board of Union Certification. The BCB consists of three Neutral members (Arbitrators), two Municipal Labor Council Representatives, and two NYC Labor Attorneys.
- If our decisions were appealed, I defended them in court.
- I taught interns.

Equal Employment Opportunity Commission

Mediator 1999-2000

I mediated claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

**Small Claims Hearing Officer, Buffalo City Court
Administrative Law Judge (per diem) 1999**

**Sanders & Sanders
Labor and Employment Attorney 1995-2001**

**Broach & Stulberg
Law Clerk 1989-90**
This is a private law firm in NYC specializing in labor law.

**AFSCME DC 37
Law Clerk 1988**

**Self-employed
Job Coach 1999-2001(LMSW)**

POLITICAL EXPERIENCE

**Erie County Democratic Committee Member, Voting District 71
Representative**

I advocate on behalf of those in my voting district when they have issues relating to Erie County and / or the Town of Amherst. I also recruit women and minority candidates to run for office or to be involved in politics generally.

Town of Amherst Disability Committee Member

EDUCATIONAL EXPERIENCE

Williamsville Central School District

- District Shared Decision-Making Team, SEPTSA Representative
- District Curriculum Council, HS Parent Representative
- North SDM, HS Parent Representative
- North Representative to SEPTSA
- Attendance at Board of Education, PTSA Council, North PTSA, and SEPTSA meetings
- Advocate for the physically and mentally disabled.
- I've also served on Curriculum Committees at Kadimah Academy, Cornell University-ILR, and at Mepham HS.

SERAFIN MITZIE S.

From: MECCA MARK V.
Sent: Wednesday, February 21, 2018 11:18 AM
To: VENATOR KURT R.; VANSICE SUZANNE M.; Toni Vazquez; Shawn LeMay; SERAFIN MITZIE S.; MEYER PHILIP S.; MCCLARY SUSAN D.; MARTZLOFF SCOTT G.; LEATHERBARROW TERESA A.; BIEGER MARY K.; COCCIONITTI LAURIE A.
Subject: Fwd: BOCES BOE

Mark

Begin forwarded message:

From: Brian Hogan <brianhogan2004@yahoo.com>
Date: February 21, 2018 at 10:08:24 AM EST
To: Mark Mecca <mmecca@yahoo.com>
Subject: BOCES BOE

Hello Mr Mecca. I just wanted to send you this email to let you know my strong interest in serving on the BOCES BOE. I am a resident and parent of students within the Williamsville School District and have been working in the field of Special Education for over ten years now.

I strongly believe in providing our young ones with all of they need to be successful in today's world. As a former BOCES employee, I am extremely knowledgeable in the day to day workings of BOCES classrooms and also understand how important it is to provide all the necessary supports teacher's need to ensure this process. With this being said, I hope you will consider me as a candidate for this position and look forward to hearing back from you soon.

Thank You,

Brian Hogan
(716) 597-5121
104 Noel Drive
Williamsville NY 14221

Sent from my iPhone

Brian Hogan

Objective: To secure a position on the BOCES Board of Education in hopes to maintain and improve exceptional education and CTE services. This will be done through a combination of supporting teachers and evaluating current use of resources.

Education: **Masters of Science in Adolescence Education**, D'Youville College, Buffalo, NY

Bachelor of Arts in History, University of New York at Buffalo
New York State Provisional Certification of Qualification in **Social Studies grades 7-12**

New York State Provisional Certification of Qualification in **Special Education, Students with Disabilities grades 7-12**

**Summary of
Qualifications:**

TCI/Physical Intervention & First Aid/CPR certified

Japanese English Instructor, Osaka, Japan, 2002-2004

Active member of the Japanese Association Group of Buffalo and Japanese Oversees Learning Exchange Program

**Teaching
Experience**
**November
2014-
Present**

**Buffalo Public Schools
Special Education**

Self Contained 8:1:1 Teacher

- Development and implementation of individual education plans, functional assessments, and behavior intervention plans
- Delegate chair on the Student Behavior Management Team
- Building Committee Chairman
- Provide data driven instruction through the use of e-doctrina

**July 2009-
June 2014**

Erie 1 BOCES, W. Seneca, NY

Self Contained 8:1:1 Teacher

- Developed and implemented behavior intervention plans (BIP's) and functional behavior assessments (FBA's) to reduce inappropriate classroom behaviors
- Coordinated a model transition program while collaborating with VESID councilors from various districts across Erie County to enhance student success beyond graduation
- Worked to build academic vocabulary while providing differentiated instruction
- Facilitated a number of guided reading groups that allowed students to build confidence while reading in front of peers and mentors
- Chairperson for the Student Government Council of WNYCPC Day Treatment Program
- Formulated and executed differentiated lesson plans in the areas of Global Studies I & II, United States History & Government, Participation in Government, Economics, and Integrated Algebra
- Developed curriculum and provided instruction to at risk students with varying disabilities

Feb 2011-
Jan 2012

Lancaster Central School District
Lancaster Evening Alternative Program
(L.E.A.P)

- Social Studies content area teacher for the Lancaster Evening Alternative Program
 - Implemented differentiated instruction to meet the needs of all students in the program
 - Developed curriculum and instruction for the L.E.A.P. program Social Studies department
- Worked as a team alongside special education teacher, school psychologist, program coordinator, and other content area teachers

May 2009-
June 2009

Cheektowaga Central School District, Cheektowaga, NY
Interim teacher in a 12:1:1 Self Contained Classroom

- Taught Geometry, Integrated Algebra, & Business Mathematics to students in self-contained /consultant teacher settings
- Worked as a team with other teachers in order to provide each student with an individualized education plan
- Enhanced learning through the use of technology by incorporating some of the latest technological research methods to complete assignments and group projects
- Designed units and lessons which incorporated differentiated instruction to enhance student reading and content area skills in order to reach the needs of each adolescent learner
- Maintained frequent communication with parents and faculty to ensure that IEP goals were achieved

August
2008-
February
2009

Lancaster Central School District, Lancaster, NY
Interim Substitute Teacher/ Special Education

- Taught grade nine resource room reinforcing and providing support in all core content areas to students with learning disabilities
- Sought out and collaborated with classroom teachers, counselors, psychologists, administrators, and parents to develop and implement Individual Education Plans
- Took part in CSE meetings and was responsible for development and implementation of IEP's for students of varying functionalities

Sept. 2002-
Jan. 2004

NOVA Group Language Institute, Osaka, Japan
English Instructor/ Curriculum Coordinator

- Taught English grammar, vocabulary, pronunciation, and comprehension to Japanese students via a video conferencing system
- Developed curriculum and methods of instruction for the English department
- Worked as a team sharing strategies daily with teachers from England, Scotland, France, Spain, China, Germany, Hong Kong, Australia, New Zealand, Ireland and Japan in order to give the highest quality of education to each student on a daily basis

BOARD MEETING DATE: March 13, 2018
AGENDA ITEM #: VII.G.17-18-10
TOPIC: **ADOPT A DATE, TIME, PLACE FOR THE ANNUAL DISTRICT VOTE; APPROVE DISTRICT VOTE RESOLUTIONS; AND AUTHORIZE PUBLIC NOTICES**

BOARD ACTION REQUESTED: A MOTION TO ADOPT A DATE, TIME AND PLACE FOR THE ANNUAL DISTRICT VOTE; APPROVE THE PROPOSITIONS TO BE VOTED ON AND AUTHORIZE THE DISTRICT CLERK TO HAVE PUBLIC NOTICES PUBLISHED FOUR TIMES IN *THE BUFFALO NEWS* AND *THE AMHERST BEE*.

MOVED () SECONDED () TO RESOLVE TO HOLD THE ANNUAL DISTRICT VOTE ON TUESDAY, MAY 15, 2018, FROM 7:00 AM- 9:00 PM, IN THE NORTH HIGH SCHOOL GYM, 1595 HOPKINS ROAD, WILLIAMSVILLE, NY, 14221; AND ADOPT THE FOLLOWING RESOLUTIONS TO BE SUBMITTED TO THE QUALIFIED VOTERS AT THE ANNUAL DISTRICT MEETING AND ELECTION:

PROPOSITION NO. 1 - BUDGET

RESOLVED:

That the budget for the year 2018-2019 presented by the Board of Education be approved.

SUCH PROPOSITION SHALL APPEAR ON THE BALLOTS to be inserted and counted in the voting machines used for voting at said Annual District Meeting and Election in the following form:

PROPOSITION NO. 1 - BUDGET

SHALL IT BE RESOLVED:

That the budget for the year 2018-2019 presented by the Board of Education be approved?

YES

NO

PROPOSITION # 2 - VOTE FOR ANY THREE BOARD MEMBERS

Election of three (3) board members, the highest three vote recipients, each for a term of three (3) years beginning July 1, 2018, and concluding June 30, 2021.

NOTICE IS ALSO GIVEN that the **applications for absentee ballots** for election of members of the board of education and voting upon the budget and other propositions may be obtained at the District Office, 105 Casey Road, E. Amherst, New York, beginning April 25, 2018, during regular business hours, Monday- Friday. Completed applications must be returned to the office of the District Clerk not later than 5:00 PM on May 9, 2018 for an absentee ballot to be mailed to the voter, or one day before the annual election if the ballot is to be personally delivered. A list of all persons to whom absentee ballots have been issued will be available in the office of the District Clerk, and said list will also be posted at the polling place on the date of the annual election.

A person shall be entitled to vote at said Annual District meeting only if such person is a qualified voter and is:

- A citizen of the United States
- Eighteen years of age
- A resident within the District for a period of thirty days next preceding said Annual District Vote

AND;

AUTHORIZE THE DISTRICT CLERK TO PUBLISH NOTICE FOUR TIMES IN *THE BUFFALO NEWS* AND *AMHERST BEE* AS FOLLOWS:

**NOTICE OF BUDGET HEARING MEETING
ANNUAL BUDGET VOTE
AND
ELECTION OF THREE BOARD MEMBERS
FOR THE
WILLIAMSVILLE CENTRAL SCHOOL DISTRICT**

NOTICE IS HEREBY GIVEN that the **BUDGET HEARING MEETING** for the residents of the Williamsville Central School District will be held at the **District Office Boardroom, 105 Casey Road, E. Amherst, NY, 14051**, on Thursday, **May 3, 2018**, from 6:00 PM to 7:00 PM, Eastern Daylight Savings Time, at which time the proposed budget for the school year 2018-2019 will be presented, as well as such matters as may properly come before the meeting.

FURTHER NOTICE IS HEREBY GIVEN that the voting by the qualified residents of the Williamsville School District upon the School Budget, other propositions and the election of **THREE (3)** board members, the highest three vote recipients, each for a term of three (3) years beginning July 1, 2018 and concluding June 30, 2021, will be held on **Tuesday, May 15, 2018, in the North High School gymnasium**, 1595 Hopkins Road, Williamsville, New York, in said School District, at which time the polls will be open between the hours of 7:00 o'clock AM and 9:00 o'clock PM, Eastern Daylight Savings Time, for the purpose of voting by ballot on voting machines.

NOTICE IS ALSO GIVEN that a copy of the statement of the amount of money which will be required for the ensuing year for school purposes, exclusive of public monies, may be obtained by any interested person in any of the school houses in which school is maintained in the district, during the fourteen (14) days immediately preceding the District Vote, except Saturdays, Sundays, and Holidays, between the hours of 9:00 o'clock AM and 3:00 o'clock PM and in the three public libraries in the district, during their hours of operation.

NOTICE IS ALSO GIVEN that the petitions nominating candidates for the office of member of the Board of Education must be filed with Lynn Carey, District Clerk, at 105 Casey Road, E. Amherst, New York, 14051 between the hours of 9:00 o'clock AM and 5:00 o'clock PM not later than 5:00 PM April 16, 2018. Each petition must be directed to the Clerk of the School District; must be signed by at least sixty eight **(68)** qualified voters of the District; must state the residence of each signer, and must state the name and residence of the candidate.

NOTICE IS FURTHER GIVEN that the following Propositions shall be submitted to the qualified voters at the Annual District Meeting and Election in the following form:

PROPOSITION NO. 1 - BUDGET

SHALL IT BE RESOLVED:

That the budget for the year 2018-2019 presented by the Board of Education be approved?

YES

NO

PROPOSITION NO. 2 - VOTE FOR ANY THREE BOARD MEMBERS

Election of three (3) board members, the highest three vote recipients, each for a term of three (3) years beginning July 1, 2018, and concluding June 30, 2021.

NOTICE IS ALSO GIVEN that the **applications** for **absentee ballots** for election of members of the board of education and voting upon the budget may be obtained at the District Office, 105 Casey Road, E. Amherst, New York, beginning April 25, 2018, during regular business hours, Monday- Friday. Completed applications must be returned to the office of the District Clerk not later than 5:00 PM on May 9, 2018 for an absentee ballot to be mailed to the voter, or one day before the annual election if the ballot is to be personally delivered. A list of all persons to whom absentee ballots have been issued will be available in the office of the District Clerk, and said list will also be posted at the polling place on the date of the annual election.

A person shall be entitled to vote at said Annual District meeting only if such person is a qualified voter and is:

- A citizen of the United States
- Eighteen years of age
- A resident within the District for a period of thirty days next preceding said Annual District Vote

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- A citizen of the United States
- Eighteen years of age
- A resident within the District for a period of thirty days next preceding said Annual District Vote

DATES OF PUBLICATION:

The Buffalo News

Publish four times: 3/30/18, 4/13/18, 4/27/18, 5/8/18

The Amherst BEE

Publish four times: 3/28/18, 4/11/18, 4/25/18, 5/9/18

DATED: Williamsville New York, March 13, 2018
Board of Education of
Williamsville Central School District
Erie County, New York
Lynn Carey
District Clerk
P.O. Box 5000
105 Casey Road
E. Amherst NY 14051-5000

MOTION CARRIED UNANIMOUSLY 9-0-0

TIMELINE: Immediate approval needed to meet legal publication deadlines.

COSTS TO DISTRICT: *The Buffalo News*

Publish four times: 3/31/17, 4/14/17, 4/28/17, 5/9/17

The Amherst BEE

Publish four times: 3/29/17, 4/12/17, 4/26/17, 5/9/17

PREPARED BY:

Mitzie S. Serafin, District Clerk *ms*

REVIEWED BY:

Thomas R. Matuski
Assistant Superintendent of Finance & Management Services

Dr. Scott G. Martzloff, Ed.D.
Superintendent of Schools

RECOMMENDED BY:

Dr. Scott G. Martzloff, Ed.D.
Superintendent of Schools

BOARD MEETING DATE:

MARCH 13, 2018

AGENDA ITEM #:

VIII.C.17-18-10

TOPIC: POLICIES REVISIONS

1. 5660 - SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
2. 5710 - TRANSPORTATION
3. 5741 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES
4. 7222 - DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES
5. 7320 - ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES
6. 7550 - DIGNITY FOR ALL STUDENTS
7. 8470 - HOME INSTRUCTION (HOME SCHOOLING)

BOARD ACTION REQUESTED: SECOND READING AND ADOPTION

MOVED () SECONDED () TO TAKE THE FEBRUARY 13, 2018, MOTION FROM THE TABLE FOR A SECOND READING AND ADOPTION.

MOVED () SECONDED () THE SECOND READING AND ADOPTION OF THE FOLLOWING POLICIES:

1. 5660 - SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
2. 5710 - TRANSPORTATION
3. 5741 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES
4. 7222 - DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES
5. 7320 - ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES
6. 7550 - DIGNITY FOR ALL STUDENTS
7. 8470 - HOME INSTRUCTION (HOME SCHOOLING)

PERTINENT INFORMATION:


All policies must have a First Reading and then a Second Reading and Adoption at a future board meeting. There was a First Reading at the February 13, 2018 Regular Board Meeting.

The revisions have been reviewed by administrators and legal counsel and revisions are required to comply with changes in laws.

PREPARED BY:

Mrs. Mitzie S. Serafin 

RECOMMENDED BY:

Dr. Scott G. Martzloff 
Superintendent of Schools

BOARD MEETING DATE:

MARCH 13, 2018

AGENDA ITEM #:

VIII.C.17-18-10

TOPIC: POLICIES REVISIONS

1. 5660 - SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
2. 5710 - TRANSPORTATION
3. 5741 - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES
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PREPARED BY:

Mrs. Mitzie S. Serafin

RECOMMENDED BY:

Dr. Scott G. Martzloff
Superintendent of Schools

REVISED 2014
NEW 2009
Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**School Food Service Program (Lunch and Breakfast)**

The District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program, to receive commodities and subsidies from the U.S. Department of Agriculture. In return, the District provides free and reduced-price meals to elementary and secondary students in its schools and serves meals that meet federal requirements.

The Superintendent or designee will carry out the rules of the School Lunch and Breakfast Programs. The District's Reviewing Official and Verification Official or the Department of Social Services Office of Temporary and Disability Assistance (OTDA) will determine student eligibility. Appeals regarding eligibility should be submitted to the District's Hearing Official.

The District may allow Free or reduced-price meals for qualifying District students after receiving a written application from the student's parent or guardian or a "direct certification" letter from OTDA. Applications will be provided by the District to all families.

School officials must also determine eligibility for free or reduced-price meals and milk by using the Direct Certification Matching Process. Any student residing in a household receiving federal assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), or Medicaid is automatically eligible for free meals and milk; eligible families will not have to complete further applications. The District will notify parents or guardians of eligibility, giving them the opportunity to decline free meals and milk.

Child Nutrition Program Authorization

Since the District participates in one or more Child Nutrition Program, the Superintendent has developed rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;
- d) The system used for collection of repayments; and
- e) Ongoing communication of the policy to parents and students. The District's meal-charge policy and procedures will be available to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year. The District will also provide details regarding payment methods on its website.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

Charging Meals

- a) Students may charge reimbursable lunch and or breakfast meals.
- b) The only item permitted to be charged are a complete meal. A la carte items such as snacks or ice cream may not be charged;
- c) The District's point-of-sale system will track all charges and payments;
- d) If after exceeding the allowable meal charge limit (\$50 per student), students who continue to come to school without a lunch or meal monies, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.
- e) Parents who have children with charged meal balances that incur negative balances will be contacted by the District to resolve their owed amounts. Parents may be invoiced by the District for their unpaid meal amounts.
- f) The general fund will advance payment to the food service fund for all charges not paid before the end of the school year. Parent/Guardians will still be expected to make payment for all outstanding charges. Any of these charges subsequently collected will be remitted back to the general fund.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water;; chewing gum;; and candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated-popcorn, and water ices, except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

The District will not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

(Continue

REVISED 2014

NEW 2009

Non-Instructional/Business
Operations**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)****Food Substitutions for Children with Disabilities**

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including school nutrition programs. The District will make reasonable accommodations to those children whose disabilities restrict their diets, such as providing substitutions or modifications in the regular meal patterns. These meal substitutions will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

***Food Substitutions for Nondisabled Children**

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Prohibition Against Adults Charging Meals

Adults must pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on either traditional HACCP principles or the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.)

(Continued)

REVISED 2014
NEW 2009
Non-Instructional/Business
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

Regardless of the implementation option selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265
Child Nutrition Act 1966, 42 USC § 1771 et seq.
Richard B. Russell National School Lunch Act 1946, 42 USC § 1751 et seq.
§ 504 of the Rehabilitation Act of 1973, 29 USC § 794 et seq.
Individuals with Disabilities Education Act (IDEA), 20 USC §§ 1400-1485
7 CFR Parts 15B, 210 and 220
Education Law §§ 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)
8 NYCRR §§ 200.2(b)(1) and 200.2(b)(2)
Social Services Law § 95

Adopted: 7/7/09
Revised Policy Adopted: 9/9/14
Revised Policy Adopted:

POLICY

Current Policy

REVISED 2014
2009

5660
1 of 3

Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)

School Food Service Program (Lunch and Breakfast)

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals and milk. There is no need for families to complete further applications. School Districts shall notify parents or guardians of such eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

*Child Nutrition Program/Charging Meals

Although not required by law, because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;

**District Option*

(Continued)

POLICY

Current Policy

REVISED 2014
2009

5660
2 of 3

Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

- d) The system used for collection of repayments; and
- e) Ongoing communication of the policy to parents and students.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

*Food Substitutions for Nondisabled Children

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

**District Option*

(Continued)

POLICY

Current Policy

REVISED 2014
2009

5660
3 of 3

Non-Instructional/Business
Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Prohibition Against Adults Charging Meals

Adults should pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on *either* traditional HACCP principles *or* the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.) Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR Sections 200.2(b)(1) and 200.2(b)(2)

Social Services Law Section 95

Adopted: 7/7/09

Revised Policy Adopted: 9/9/14

POLICY

REVISED 2018

5710
1 of 3

NEW 2009

Non-Instructional/Business
Operations

SUBJECT: TRANSPORTATION

The Board of Education affirms its goal of providing a safe and economical transportation system for District students. The Board will operate a system for student transportation in accordance with the applicable laws of the State of New York, the Regulations of the Commissioner of Education, its own policies, and administrative procedures.

The District is responsible for each student from the time he/she boards the bus at the pick-up point until he/she leaves the school bus at the drop-off point.

The New York State No Fault insurance law (Regulation 68, New York Comprehensive Reparations Act), requires that if an injury is sustained by a child who is a passenger in a school bus that an insurance Claim must be filed under the parent or guardian's automobile insurance policy.

The Board will be responsible for providing transportation only between a student's legal residence and the school to which he/she has been assigned, unless otherwise authorized. The Board may make available additional transportation services as may be necessary to fulfill clearly identified needs related to the educational goals of the District.

The District will not provide transportation to non-resident students or guests. Transportation will be provided for students attending schools outside the District and for students with disabilities up to the limits established by law or Regulations of the Commissioner of Education.

Students will ride only those buses to which they have been assigned unless the Superintendent of Schools, or his/her designee, finds that circumstances exist to warrant a temporary assignment on a different bus.

Students with a temporary disability will be provided such transportation as deemed necessary upon recommendation by the Director of Pupil Personnel Services.

Distance Measurements

In determining eligibility for transportation, distance measurements will be via the shortest available route from the legal residence of the student to the school legally attended. Measurement will be conducted by the District with a calibrated mileage meter.

Measurement will be made from the point in a public street or road at the nearest edge of the driveway to the student's home to the nearest entrance to the school building. This measurement will not include private roads.

(Continued)

POLICY

REVISED 2018

5710
2 of 3

NEW 2009

Non-Instructional/Business
Operations

SUBJECT: TRANSPORTATION (Cont'd)

School Bus Scheduling and Routing

The District Transportation Supervisor shall establish bus routes. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, cross highways, and await the arrival of buses in the utmost safety allowed by road conditions.

Pick-Up Points

School bus stops will be established at street corners and fire hydrants with the following exceptions:

- a) Stops may be established at more frequent intervals on major thoroughfares for children in kindergarten through grade four.
- b) ~~Stops will not be established on private streets or roadways or within apartment, townhouse, or condominium complexes.~~

Add
b) Stops will not be established on private property which includes driveways, streets, and roadways or within apartment, townhouse, or condominium complexes for school buses that have a capacity less than twenty students. The District may consider having school busses with a capacity less than twenty students traveling on private property if:

1. Written consent is received from the property owner to use their road(s) and it is verified that their road(s) will be maintained in safe/passable condition at all times. If the District deems that the road(s) is not maintained in safe/passable condition the school bus will not enter the property and the student will be required to access the regular bus stop.

- c) Where fire hydrants and street corners are close to one another, a stop will be created at one or the other.
- d) Students in grades K through 4 may be expected to walk up to one-tenth of a mile to an established bus stop.
- e) Students in grades 5 through 12 may be expected to walk up to two-tenths of a mile to an established bus stop.
- f) Students may be expected to walk more than the stated one-tenth or two-tenths of a mile if they live on a non-through street which does not have bus service on it.

(Continued)

POLICY

REVISED 2018

5710
3 of 3

NEW 2009

Non-Instructional/Business
Operations

SUBJECT: TRANSPORTATION PROGRAM (Cont'd)

- g) Students living on non-through streets who live less than the specified distances and who are the only students on that street being transported on a particular bus run, will be expected to walk to the intersection with the through street.
- h) Students who live on non- through streets where there is no suitable turn around at the end of the street, and who otherwise would be eligible for transportation services, will be expected to walk to the intersection with the through street.

Education Law Sections 305(14), 1501-b, 1807, 3602(7), 3623, and 3635 et seq.

Adopted: 7/7/09

Revised Policy Adopted:

2009

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES**

In accordance with federal regulations, employees in safety-sensitive positions who are required to have and use a commercial driver's license (CDL), are subject to random testing for alcohol, marijuana, cocaine, amphetamines, opioids, and phencyclidine (PCP). The District will adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for those employees in safety-sensitive positions.

The District will (ensure that its contract bus company) either establish and manage its *(their)* own program, by contract, for the provision of alcohol and drug testing of employees in safety-sensitive positions. Safety-sensitive employees (SSEs), including school bus drivers and other employees, who drive a vehicle which is designed to transport 16 or more passengers (including the driver), will be subject to this requirement.

Federal regulations require that school bus drivers and other SSEs be tested for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety-sensitive functions for the first time. This pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) SSEs are also subject to a random drug and/or alcohol test on an unannounced basis just before, during, or just after performance of safety-sensitive functions.
- c) In addition, testing will be ordered if a trained supervisor has a "reasonable suspicion" that an employee has engaged in prohibited use of drugs and/or alcohol.
- d) There will also be post-accident testing conducted after accidents on employees whose performance could have contributed to the accidents.
- e) Finally, return-to-duty and follow-up testing will be conducted when an individual who has violated the prohibited alcohol or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty.

All employee drug and alcohol testing will be kept confidential and will only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer, and any other individual designated by law.

(Continued)

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles (CMV) and other SSEs:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive activities for 24 hours, but no punitive action will be taken by the employer.
- b) Being on duty or operating a CMV while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety-sensitive functions.
- d) New York State law prohibits using alcohol six hours or less before duty.
- e) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV.
- h) Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the SSE tests positive for controlled substances.

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties in accordance with District policy (contract bus companies' policies) and collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in prohibited behavior will not be allowed to perform safety-sensitive functions until they are:

(Continued)

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

- a) Evaluated by a substance abuse professional (SAP).
- b) Complete any requirements for rehabilitation as set by the District and the SAP.
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- d) The SSE will also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of the follow-up testing will be as directed by the SAP, and consist of at least six tests in the first 12 months.

The Superintendent will ensure that each SSE and its contract bus company receives a copy of District policy, educational materials that explain the requirements of the alcohol and drug testing regulations, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to each SSE, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any SSEs. Representatives of applicable collective bargaining units will be notified of the availability of this information.

The Superintendent or designee will arrange for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use or abuse.

Any violation of this policy and/or District procedures, and applicable federal and state laws by a covered employee will be grounds for disciplinary action including, but not limited to, fines, suspension, and/or discharge in a manner consistent with District policy, collective bargaining agreements, and applicable law.

Omnibus Transportation Employee Testing Act of 1991 (Public Law 102-143) 49 USC §§ 31136 and 31306
49 CFR Parts 40, 172, 382, 383, 391, 392 and 395
Vehicle and Traffic Law § 509-L

Adoption Date: 7/7/09
Revised Policy Adopted:

POLICY

REVISED 2018

7222

REVISED 2017

REVISED 2016

REVISED 2014

2013

1 of 3

STUDENTS

SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

The District will provide students with disabilities appropriate opportunities to earn a diploma or other exiting commencement credential in accordance with Commissioner's regulations. During the student's annual review, the District will review graduation opportunities and discuss the means to achieve them. As part of this process, the District:

- a) Will coordinate activities with staff to enable that students to meet credit and sequence requirements and to consider vocational opportunities as appropriate.
- b) May modify instructional techniques and materials. Any modifications will be included on a student's Individual Education Plan (IEP).

Graduation and transition plans will take into account the various pathways available to these students. For students with IEPs, the District will plan transition services for post-secondary life in the school year in which the student turns age 15. The transition activities will be focused on improving both the student's academic and functional achievement. The plan will explore post-secondary opportunities and employment options and, if applicable, connection with adult service agencies that may provide the student with services after exiting school.

The District may award these diplomas or credentials, or both:

- a) Local diploma: available to students with an IEP or a Section 504 accommodation plan that specifies a local diploma. Students must comply with credit requirements. The available assessments to earn a local diploma include:
 1. Low-pass safety net option: students must achieve a score of 55 or higher on five required Regents exams.
 2. Low-pass safety net and appeal: available to students who score 52-54 on up to two a Regents exams, successfully appeal ~~that~~ those scores, and meet ~~all appeal~~ other applicable conditions.
 3. Regents Competency Test (RCT) safety net option: a student who enters grade 9 before September 2011 must pass a corresponding RCT if he or she does not attain a score of 55 or higher on the Regents examination.
 4. Compensatory safety net option: except for scores on ELA and math exams, students may use one Regents exam score of 65 or above to compensate for a Regents exam score of 45-54. Students must score at least 55 (or successfully appeal a score of 52-54) on both the ELA and a math exam.

(Continued)

POLICY

REVISED 2018

7222

REVISED 2017

REVISED 2016

REVISED 2014

2013

2 of 3

STUDENTS

SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)

5. Superintendent's determination: students who are unable to demonstrate their proficiency on standard state assessments because of one or more disabilities may be able to graduate upon the Superintendent's review and written certification of their eligibility. The Superintendent will make a determination after receiving a written request from an eligible student's parent or guardian. (Students with a Section 504 Accommodation plan may not use this option).
- b) Career Development and Occupational Studies commencement credential (CDOS): any student who is not assessed using the New York State Alternate Assessment (NYSAA) may earn the CDOS commencement credential as a supplement to a Regents or local diploma or as his or her only exiting credential if the student attended school for at least 12 years, excluding kindergarten. The student must meet criteria specified by the State Education Department (SED) confirming that he or she has attained the standards-based knowledge, skills, and abilities necessary for entry-level employment.
- c) Skills and Achievement (SA) commencement credential: students with severe disabilities who are assessed using the NYSAA may earn the SA commencement credential. They must attend school for at least 12 years, excluding kindergarten. The District must document the student's skills, strengths, and levels of independence in academic, career development, and foundation skills needed for post-secondary life.

Graduation:

The District allows any student with a disability to participate in the graduation ceremony of his or her high school graduating class and all related graduation activities if the student:

- a) Met the eligibility criteria for an SA or CDOS commencement credential:
- b) Has not otherwise qualified to receive a Regents or local diploma; and
- c) Has an IEP that prescribes special education, transition planning, transition services, or related services beyond the student's four academic years after entering high school.

The Superintendent will consider any recommendation of the student's Committee on Special Education as well as the student's own expressed preference regarding participation; a student with a disability may decline to participate in any or all graduation-related activities. The District will provide annual written notice of this policy to applicable students and their parents or guardians.

POLICY

REVISED 2018

7222

REVISED 2017

REVISED 2016

REVISED 2014

2013

3 of 3

STUDENTS

NOTE: Refer also to Policy #7220 -- Graduation Options/Early Graduation/Accelerated Programs

Adoption Date: 9/10/13

Revised Policy Adoption Date: 2/11/14

Revised Policy Adoption Date: 12/13/16

Revised Policy Adoption Date: 10/17/17

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES

The Board of Education recognizes that the misuse of alcohol, drugs, tobacco, electronic cigarettes (e-cigarettes), and other illegal substances is a serious problem with legal, physical, academic, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, or possession of alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs is prohibited at any school-sponsored function, on school grounds, and on school buses or any other mode of transportation provided by the District to or from District activities at all times. The unauthorized use or misuse of prescription and over-the-counter drug, *vitamins, supplements, herbs or other similar substances* is also prohibited.

Students are not permitted to be under the influence of alcohol or other prohibited substances on school grounds or at school-sponsored events. A school-sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

Smoking

Smoking is not permitted and no person is permitted to smoke within 100 feet of the entrance, exits, or outdoor areas of any public or private elementary or secondary schools. However, this prohibition does not apply to smoking in a residence or within the real property boundary lines of residential real property. Similarly, the use of e-cigarettes is prohibited on school grounds, as defined in Public Health Law.

Non-Medical Use of Prescription Drugs

Non-medical use of prescription drugs is prohibited. If a student is found to be in possession of these substances, he or she will be disciplined in accordance with the District Code of Conduct.

Disciplinary Measures

Disciplinary measures for students consuming, sharing, selling, using, or possessing alcoholic beverages, tobacco products, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs are outlined in the District Code of Conduct.

Education Law §§ 409 and 2801(1)
Public Health Law 1399-o

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials, and Equipment
#3410 -- Code of Conduct
#5640 -- Smoking/Tobacco Use
#8210 -- Safety Conditions and Prevention Instruction
District *Code of Conduct*

Adoption Date: 7/7/09
Revised Policy Adopted: 12/12/17
Revised Policy Adopted:

POLICY

REVISED 2018

7550
1 of 4

REVISED 2015
NEW 2012

Students

SUBJECT: DIGNITY FOR ALL STUDENTS

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions that take place at locations off school property. In addition, other acts of harassment, bullying, or discrimination that can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator

In each of its schools, the District will designate at least one employee holding licenses or certifications as required by the Commissioner to serve as the Dignity Act Coordinator (DAC). Each DAC will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. Training will also be provided for DACs that addresses: the social patterns of harassment, bullying, and discrimination, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board of Education.

The District will disseminate the name, designated school, and contact information of each DAC to all school personnel, students, and parents or persons in parental relation by:

- a) Listing it in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including it in the *Code of Conduct's* plain-language summary provided to all parents or persons in parental relation to students before the beginning of each school year; and
- c) Providing it to parents or persons in parental relation in at least one District or school mailing or other method of distribution, including, but not limited to, electronic communication or sending information home with each student. If the information changes, parents and persons in parental relation will be notified in at least one subsequent District or school mailing, or other method of distribution, as soon as practicable thereafter; and
- d) Posting it in highly visible areas of school buildings; and
- e) Making it available at the District and school-level administrative offices.

(Continued)

POLICY

REVISED 2018

7550
2 of 4

REVISED 2015
NEW 2012

Students

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

If a DAC vacates his or her position, the District will immediately designate an interim DAC, pending approval from the Board within 30 days. In the event a DAC is unable to perform his or her duties for an extended period of time, the District will immediately designate an interim DAC, pending the return of the previous individual to the position.

Training and Awareness

Each year, all employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and discrimination, and to discourage and respond to incidents of harassment, bullying, and discrimination. This training may be provided in conjunction with existing professional development, will be conducted consistent with guidelines approved by the Board, and will:

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and discrimination;
- b) Address social patterns of harassment, bullying, and discrimination and the effects on students;
- c) Inform employees on the identification and mitigation of harassment, bullying, and discrimination;
- d) Enable employees to prevent and respond to incidents of harassment, bullying, and discrimination;
- e) Make school employees aware of the effects of harassment, bullying, cyberbullying, and discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias, and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Facilitate the effective implementation of school policy on conduct and discipline.

Rules against harassment, bullying, and discrimination will be included in the *Code of Conduct*, publicized District-wide, and disseminated to all staff and parents or persons in parental relation. Any amendments to the *Code of Conduct* will be disseminated as soon as practicable following their adoption. The District will provide new employees with a complete copy of the current *Code of Conduct* upon beginning their employment, and distribute an age-appropriate summary to all students at a school assembly at the beginning of each school year.

(Continued)

POLICY

REVISED 2018

7550
3 of 4

REVISED 2015
NEW 2012

Students

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

Reports and Investigations of Harassment, Bullying, or Discrimination

The District encourages and expects students who have been subjected to harassment, bullying, or discrimination; parents or persons in parental relation whose children have been subjected to this behavior; other students who observe or are told of this behavior; and all District staff who become aware of this behavior to timely report it to the principal, Superintendent, DAC, or designee.

The principal, Superintendent, DAC, or designee will lead or supervise a timely and thorough investigation of all reports of harassment, bullying, and discrimination. The DAC or other individual conducting the investigation may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remediating complaints.

In the event an investigation verifies that harassment, bullying, or discrimination occurred, the District will take prompt action reasonably calculated, to eliminate any hostile environment, to create a more positive school culture and climate, to prevent recurrence of the behavior, and to promote the safety of the student or students against whom the harassment, bullying, or discrimination was directed.

The Superintendent, Principal, DAC, or designee will notify the appropriate local law enforcement agency when there is a reasonable belief that an incident of harassment, bullying, or discrimination constitutes criminal conduct.

The District will collect information related to incidents involving harassment, bullying, and discrimination; provide required internal reports; and complete and submit any required report to the State Education Department in the manner and within the timeframe specified by the Commissioner.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student on school grounds or at a school function, and who acts reasonably and in good faith in reporting it to school officials, the Commissioner of Education, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making that report, or from initiating, testifying, participating, or assisting in those proceedings. The District also prohibits any retaliatory behavior directed against any complainant, victim, witness, or any other individual who participated in the reporting or investigation of an incident of alleged harassment, bullying, or discrimination.

(Continued)

POLICY

REVISED 2018

7550
4 of 4

REVISED 2015
NEW 2012

Students

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

Publication of District Policy

At least once during each school year, all school employees, students, and parents or persons in parental relation will be provided access to a written or electronic copy of this policy, or a plain-language summary of it. The policy or summary will include information relating to how students, parents or persons in parental relation, and school employees may report harassment, bullying, or discrimination. Additionally, the District will strive to maintain a current version of this policy on its website at all times.

Application

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law, or regulation, including, but not limited to, any remedies or rights available under the Individuals with Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

Education Law §§ 10-18, 801-a, 2801, and 3214
8 NYCRR § 100.2

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board
#3410 -- Code of Conduct
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6411 -- Use of Email in the District
#7551 -- Sexual Harassment of Students
#7552 -- Student Gender Identity
#7553 -- Hazing of Students
#8242 -- Civility, Citizenship and Character Education/Interpersonal
Violence Prevention Education

Adoption Date: 12/11/12
Revised Policy Adopted: 9/8/15
Revised Policy Adopted:

POLICY

REVISED 2015

7550

1 of 5

2012

Students

Current Policy

SUBJECT: DIGNITY FOR ALL STUDENTS

The Williamsville Central School District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator

In each of its schools, the District will designate at least one (1) employee holding such licenses and/or certifications as required by the Commissioner to serve as the Dignity Act Coordinator(s). Each Dignity Act Coordinator (DAC) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex. Training will also be provided for DACs which addresses: the social patterns of harassment, bullying, and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board of Education.

The District will share the name, designated school, and contact information of each Dignity Act Coordinator with all school personnel, students, and parents/persons in parental relation. Such information will be provided by:

- a) Listing such information in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including such information in the plain language summary of the *Code of Conduct* provided to all persons in parental relation to students before the beginning of each school year; and
- c) Providing such information to parents and persons in parental relation in at least one (1) District or school mailing or other method of distribution, including, but not limited to, electronic communication and/or sending such information home with each student. If such information changes, parents and persons in parental relation will be notified of the changes in at least one (1) subsequent District or school mailing, or other such method of distribution as soon as practicable thereafter; and

(Continued)

POLICY

REVISED 2015

7550
2 of 5

2012

Students

Current

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

- d) Posting such information in highly visible areas of school buildings; and
- e) Making such information available at the District and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee will immediately be designated for an interim appointment as DAC, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a DAC is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as DAC, pending return of the previous individual to the position.

Training and Awareness

Each year, employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, or discrimination. Such training may be provided in conjunction with existing professional development, and will be conducted consistent with guidelines approved by the Board of Education, and will:

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and/or discrimination;
- b) Address social patterns of harassment, bullying, and/or discrimination and the effects on students;
- c) Inform employees on the identification and mitigation of such acts;
- d) Enable employees to prevent and respond to incidents of harassment, bullying, and/or discrimination;
- e) Make school employees aware of the effects of harassment, bullying, cyberbullying, and/or discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Facilitate the effective implementation of school policy on conduct and discipline.

(Continued)

POLICY

REVISED 2015

7550
3 of 5

2012

Students

Current

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

Rules against bullying, discrimination, and/or harassment will be included in the *Code of Conduct*, publicized District-wide, and disseminated to all staff and parents. Any amendments to the Code will be disseminated as soon as practicable following their adoption. New teachers will be provided a complete copy of the current Code upon their employment, and an age-appropriate summary will be distributed to all students at a school assembly at the beginning of each school year.

Reports and Investigations of Harassment, Bullying, and/or Discrimination

Students who have been subjected to harassment, bullying, and/or discrimination, persons in parental relation whose children have been subjected to such behavior, or other students who observe or are told of such behavior, are encouraged and expected to make verbal and/or written reports to the principal, Superintendent, Dignity Act Coordinator, and/or other school personnel. All District staff who are aware of harassment, bullying, and/or discrimination, are required to orally report the incident(s) within one (1) school day to the Principal, Superintendent, or his/her designee and report it in writing within two (2) school days after making an oral report.

The Principal, his/her designee, Superintendent or his/her designee will lead and/or supervise the thorough investigation of all reports of harassment, bullying, and discrimination, and ensure that such investigations are completed promptly after receipt of any such reports. All investigations will be conducted in accordance with law, the District's *Code of Conduct*, and applicable District policy and procedure. In the event allegations involve harassment, bullying, and/or discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, or disability, the District may utilize the procedures set forth in Policy #3420 -- Non-Discrimination and Anti-Harassment in the School District, and its implementing regulations. Where appropriate, the Dignity Act Coordinator or such other individual conducting the investigation, may seek the assistance of the District's Civil Rights Compliance Officer(s) in investigating, responding to, and remedying complaints of harassment, bullying, and/or discrimination.

In the event any such investigation reveals harassment, bullying, and/or discrimination, the District will take prompt action reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying, and/or discrimination was directed. Such actions will be taken consistent with applicable laws and regulations, District policies and administrative regulations, collective bargaining agreements, as well as the District's *Code of Conduct* and any and all applicable guidelines approved by the Board.

The Principal, his/her designee, Superintendent, or his/her designee shall notify the appropriate local law enforcement agency when it is believed that any incident of harassment, bullying, and/or discrimination constitutes criminal conduct.

(Continued)

POLICY

REVISED 2015

7550
4 of 5

2012

Students

Current

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

The Principal of each primary and secondary school shall provide a regular report (at least once during each school year) on data and trends related to harassment, bullying and/or discrimination to the Superintendent. Such report shall be submitted in a manner prescribed by the District.

The District will annually report material incidents of harassment, bullying, and/or discrimination which occurred during the school year to the State Education Department. Such report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

Prohibition of Retaliatory Behavior

Pursuant to Section 16 of the Education Law, any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials, the Commissioner of Education, or law enforcement authorities, or otherwise initiates, testifies, participates or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making such report or from initiating, testifying, participating or assisting in such proceedings. Furthermore, the Board prohibits any retaliatory action against any person who, acting reasonably and in good faith, makes a report of harassment, bullying, or discrimination, or who otherwise initiates, testifies, participates or assists in the investigation of a complaint of harassment, bullying, or discrimination.

Publication of District Policy

At least once during each school year, all school employees, students, and parents will be provided with a written or electronic copy of this policy, or a plain-language summary thereof, including notification of the process by which students, parents, and school employees may report harassment, bullying, and discrimination. Additionally, the District will strive to maintain a current version of this policy on its website at all times.

Application

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law or regulation including but not limited to any remedies or rights available under the Individuals With Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

Education Law Sections 10-18, 801-a, 2801 and 3214
8 NYCRR Section 100.2

(Continued)

POLICY

REVISED 2015

7550
5 of 5

2012

Students

Current

SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board of Education
#3410 -- Code of Conduct on School Property
#3420 -- Non-Discrimination and Anti-Harassment in the School District
#7551 -- Sexual Harassment of Students
#7553 -- Hazing of Students
#8242 -- Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Adoption Date: 12/11/12
Revised Policy Adopted: 9/8/15

POLICY

REVISED 2018

8470
1 of 2

2009
Instruction

SUBJECT: HOME INSTRUCTION (HOME SCHOOLING)

From time to time, parents will choose to instruct their children at home. The District will attempt to cooperate with parents who wish to provide home schooling for their children realizing that the child who is educated at home should receive an education in a manner consistent with an approved educational plan and at least substantially equivalent to that given to students of like age and attainments in the local public schools. The required subjects should be taught in a competent, systematic, and sequential manner, specifically in relation to the required courses as enumerated in Commissioner's Regulation Section 100.10.

Provision of Services to Home-Instructed Students

Students schooled at home are not awarded a high school diploma. A high school diploma may only be awarded to a student enrolled in a registered secondary school who has completed all program requirements set by the Board of Regents, the school or the District.

- Extracurricular Participation

Students schooled at home are not eligible to participate in interscholastic sports. Commissioner's Regulations mandate that only students enrolled in the public school are allowed to participate in interscholastic sports. ~~Further, the District does not permit home-instructed students to participate in any extracurricular activities.~~

Added: Student schooled at home are not eligible to participate in interscholastic sports. Commissioner's Regulations mandate that only students enrolled in the public school are allowed to participate in interscholastic sports. With Principal approval, the District does, however, permit home-instructed students to participate in school-sponsored club activities at the District school to which they are assigned provided all regulatory requirements have been met.

- Textbooks and Materials

The District is not required to loan available textbooks and other materials (e.g., library materials, microscopes, computer software, movie projectors) to home-instructed students. However, the District shall provide home-instructed students with such textbooks and materials.

- Health Services

The District is not required to furnish health services.

- Remedial Programs

The District is not responsible for providing remedial programs.

(Continued)

POLICY

REVISED 2018

8470
2 of 2

2009
Instruction

SUBJECT: HOME INSTRUCTION (HOME SCHOOLING) Cont'd)

- Career and Technical/Gifted Education

The District is not permitted to provide Occupational and Vocational Education programs (career and technical education) nor programs for the Gifted to home-instructed students.

- Special Education Services

Home-instructed students may not participate in the instructional program of the District except for special education programs and services the District is required to offer.

Solely for the purpose of Education Law Section 3602-c, home-instructed students with disabilities are deemed to be students enrolled in and attending a non-public school, which enables them to receive special education services.

The Committee on Special Education (CSE) will develop an Individualized Education Services Program (IESP) for the student. The IESP shall be developed in the same manner and with the same content as an IEP. The Board of Education will determine a location where special education services are to be provided to a home-instructed student. This location is not required to be in the student's home.

Students instructed at home shall not be allowed to use school facilities, except as provided for community organizations in Policy #3280 -- Use of School Facilities, Materials and Equipment.

Primary responsibility for determining compliance with Commissioner's Regulations addressing home instruction rests with the Superintendent of Schools of the school district in which a home-instructed student resides.

Parents/Guardians who wish to educate their children at home must submit to the District an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The District may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the District with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis.

Parents/Guardians may appeal to the Board a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

Education Law Sections 3204, 3205, 3210(2), 3212(2), 3240-42, 3602-c and 4402
8 New York Code of Rules and Regulations (NYCRR) Sections 100.10, 135.4(c)(7)(ii)(b)(2) and 200.2(a)

Adoption Date: 7/7/09
Revised Policy Adopted:

BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM:

CF.VIII.D.17-18-10

TOPIC:

Eliminate Class Rank for 2017-2018 Tenth Grade Class

BOARD ACTION REQUESTED:

Eliminate Class Rank for 10th Grade

BACKGROUND INFORMATION:

On September 12, 2017, after years of study and deliberation, the Board of Education eliminated Class Rank for current 9th graders as well as younger students.

PERTINENT INFORMATION:

A number of students and parents have inquired as to whether or not Class Rank should be eliminated for current students in grades 10.

ALTERNATIVES:

Retain Class Rank and/or Recommend an Alternative

TIMELINE:

Implementation to begin March 14, 2018

PREPARED BY:

Scott G. Martzloff, Ed.D
Superintendent of Schools



RECOMMENDED BY:

Scott G. Martzloff, Ed.D
Superintendent of Schools



BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM:

CF.VIII.E.17-18-10

TOPIC:

Eliminate Class Rank for 2017-2018 Eleventh Grade Class

BOARD ACTION REQUESTED:

Eliminate Class Rank for 11th Grade

BACKGROUND INFORMATION:

On September 12, 2017, after years of study and deliberation, the Board of Education eliminated Class Rank for current 9th graders as well as younger students.

PERTINENT INFORMATION:

A number of students and parents have inquired as to whether or not Class Rank should be eliminated for current students in grades 11.

ALTERNATIVES:

Retain Class Rank and/or Recommend an Alternative

TIMELINE:

Implementation to begin March 14, 2018

PREPARED BY:

Scott G. Martzloff, Ed.D
Superintendent of Schools



RECOMMENDED BY:

Scott G. Martzloff, Ed.D
Superintendent of Schools



BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM:

CF.VIII.F.17-18-10

TOPIC:

Update and Review of School District Security

BOARD ACTION REQUESTED:

Discussion Only

BACKGROUND INFORMATION:

A Powerpoint will be reviewed at the table with Dr. Martzloff and Amherst Police Department Chief John Askey co-presenting.

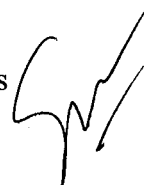
PREPARED BY:

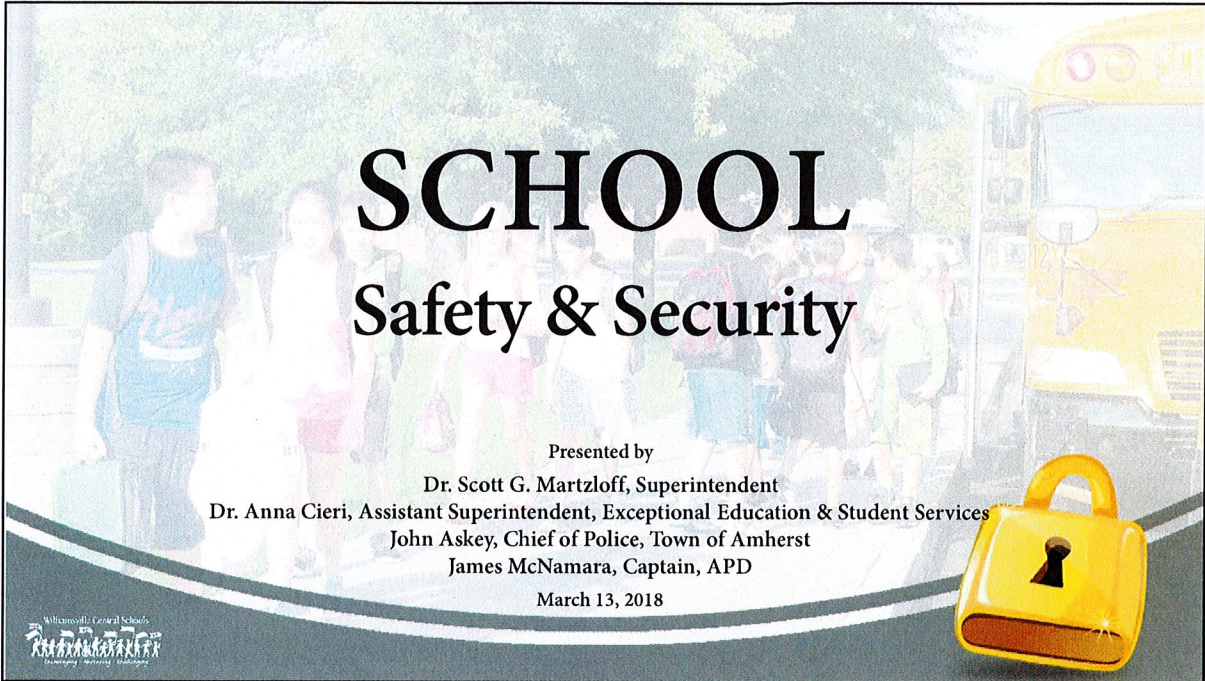
Scott G. Martzloff, Ed.D
Superintendent of Schools



RECOMMENDED BY:




Scott G. Martzloff, Ed.D
Superintendent of Schools







SCHOOL Safety & Security

Presented by
Dr. Scott G. Martzloff, Superintendent
Dr. Anna Cieri, Assistant Superintendent, Exceptional Education & Student Services
John Askey, Chief of Police, Town of Amherst
James McNamara, Captain, APD
March 13, 2018



We must do everything we can to
maximize the physical and
emotional safety of our students.



WHAT'S BEEN DONE TO ENHANCE SCHOOL SAFETY

- Installed security cameras (total of 276) in August 2013.
→ APD has real-time access to cameras
- Installed buzzer system with camera and intercom at every main entrance; added visitor protocol in 2013.
- Established building safety teams with regularly scheduled meetings and drills.
- Established locked classroom and office door protocol; improved security locking mechanisms on classroom doors.
- Numbered classroom windows and doors to assist first responders.



WHAT'S BEEN DONE TO ENHANCE SCHOOL SAFETY

- ID swipe card access system for all employees (2013).
- Increased number of proximity card access points at building entrances (92 in total).
- Annual safety training for all employees.
- Established District Safety Planning Committee with quarterly meetings led by Erie 1 BOCES Risk Management
- Ongoing monitoring of the local, state, and national dialogue regarding school safety.



WHAT'S BEEN DONE TO ENHANCE SCHOOL SAFETY

Strong Partnership with Amherst Police Department

- Upcoming meetings with the APD
- School Liaison Officer (SLO) – Random building checks
- Collaboration in conducting drills, including large scale simulated drills and drug searches
 - Conducted active shooter drill at North High, May 2015
- After-hours security coverage at each high school for afterschool activities and athletics
- Ongoing two-way communication.
- Crisis Intervention Team (CIT)



VIOLENCE PREVENTION - DRILLS

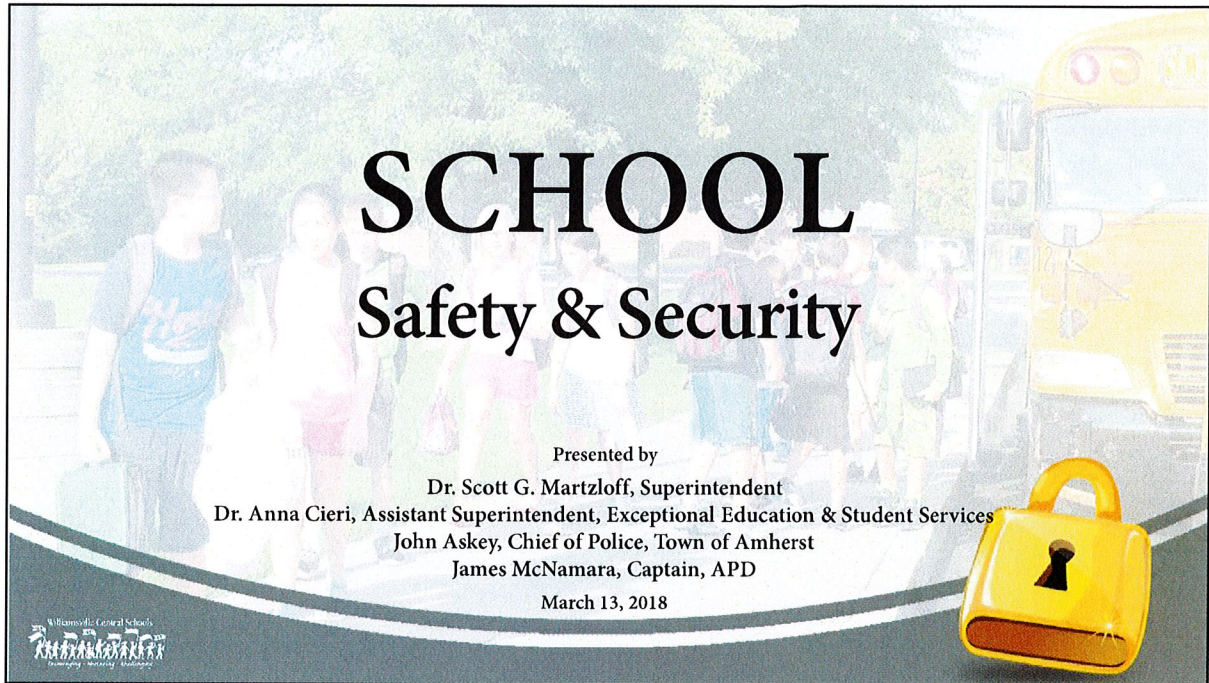
12 Fire and Emergency Drills required annually

- Four lockdown drills
- 6 fire drills; 2 lockdown drills between Sept. 1 and Dec. 31
- 2 fire drills; 2 lockdown drills after Jan. 1
- Four fire drills must be through fire escapes or alternate route

Also,




- Drills must take place at different times during the school day.
- Students are instructed on what to do if a fire occurs during lunch or an assembly.
- 4 drills are conducted in collaboration with the APD; feedback provided by the APD.







SCHOOL Safety & Security

Presented by
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March 13, 2018



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SAVE LEGISLATION

NYS Safe Schools Against Violence in Education Act 2000

(Enacted after the Columbine tragedy)

Among the requirements:

- District-wide and building-level emergency response and safety plans.
- Establishment of emergency response safety teams.
- Coordination and collaboration with local law enforcement.
- Annual school safety training for staff and students.
- 2016 Amendment: Added annual violence prevention and mental health training for all staff.



COMMON EMERGENCY RESPONSE TERMS

EVACUATION

- Pre-designated off-campus evacuations sites for each school.

LOCKDOWN

- Students and staff are kept in locked rooms within the school due to an imminent threat.

LOCKOUT

- Response to an actual or potential threat from outside the school building; all outside school activities are cancelled.

SHELTER IN PLACE

- When it's safer inside the building than outside (e.g. incident near school property; weather).

HOLD IN PLACE

- When an urgent incident or medical emergency is occurring in a school location.



HIDE, RUN, FIGHT

IMPORTANT CONVERSATION WITH STUDENTS AND STAFF:

- **HIDE:** Close and lock all doors; move away from windows and doors; stay out of sight.
- **RUN:** If you are in immediate danger or if a breach of your secured location is imminent, get out anyway possible.
- **FIGHT:** If an intruder enters the classroom, use **WHATEVER** means necessary to protect life and/or neutralize the assailant.



CURRENT STATUS: EMOTIONAL SAFETY

- [Established threat assessment protocol.](#)
- Counseling (individual and group).
- Contacts, connections and referrals to community resources.
- Ongoing professional development for mental health staff.
 - Social-Emotional Learning and Mindfulness
 - Recognizing and responding to student mental health concerns
- Annual in-service for all employees to include responding to acts of violence, awareness of mental health needs, and suicide prevention measures.



CURRENT STATUS: EMOTIONAL SAFETY

- Wellness programming and asset development at all levels.
 - [2016-17 Wellness Report](#)
- Implementation of Web Crew (MS) and Link Crew (HS) transition programs.
- Implementation of mindfulness w/ focus on social-emotional learning.
- Suicide assessment protocol with training for mental health staff.
 - Implementation of *Sources of Strength* at all three high schools.
- Integrated Character Education Program



NEXT STEPS FOR CONSIDERATION

- SRO program for all schools
- Additional cameras
- Enhanced physical safety (doors, walls, windows, etc.)
- Enhanced emotional supports
 - Connect students to a meaningful adult-led activity
- A security audit
- Additional Professional Development



"These tragedies must end, and to end them, we must change. We will be told that the causes of such violence are complex, and it is true. No single law, no set of laws can eliminate evil from the world or prevent every senseless act of violence in our society. But that can't be an excuse for inaction. Surely we can do better than this."

*December 16, 2012
President Barack Obama
Newtown, Connecticut*



BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM #:

CF.IX.A.17-18-10

TOPIC:

Approve Property Tax Settlement

BOARD ACTION REQUESTED:

Approve Settlement and Transfer Amount from Tax Certiorari Fund.

BACKGROUND INFORMATION:

Resolve to accept the resolution of this tax assessment challenge as ordered for 8920 Transit Rd, East Amherst NY 14051.

PERTINENT INFORMATION:

The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$4,350,000 to \$4,050,000. This assessment change results in a total reduction of \$300,000 and a refund of \$5,037.80.

ALTERNATIVES:

None

TIMELINE:

March 13, 2018

COST TO DISTRICT:

Non-budget impact due to use of reserve funds.

PREPARED BY:Zulfiqar A. Jaffri, CPA
Business Office Manager *Z.J.***REVIEWED BY:**Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services**RECOMMENDED BY:**Scott G. Martzloff
Superintendent of Schools *SM*

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Amherst Forest Creek Condominium, East Amherst NY 14051.
Note: All properties were settled by one Attorney.

PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$5,288,600 to \$4,905,712. This assessment change results in a total reduction of \$382,888 and a refund of \$6,429.69.

ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA *Z.J.*
Business Office Manager

REVIEWED BY: Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools *SGM*

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.


BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Creek Bend Estates Condominium, Williamsville NY 14221.
Note: All properties were settled by one Attorney.


PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$9,350,100 to \$7,776,300. This assessment change results in a total reduction of \$1,573,800 and a refund of \$26,428.19.


ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager 

REVIEWED BY: Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.

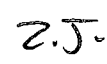
BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Haley Place Condominium, Williamsville NY 14221.
Note: All properties were settled by one Attorney.


PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$1,485,000 to \$1,380,000. This assessment change results in a total reduction of \$105,000 and a refund of \$1,763.22.


ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager 

REVIEWED BY: Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.


BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Park Place Condominium, Williamsville NY 14221.
Note: All properties were settled by one Attorney.


PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$9,040,000 to \$8,739,616. This assessment change results in a total reduction of \$300,384 and a refund of \$5,044.24.


ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager 

REVIEWED BY: Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Patios Condominium, Williamsville NY 14221.
Note: All properties were settled by one Attorney.

PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$2,193,600 to \$1,924,467. This assessment change results in a total reduction of \$269,133 and a refund of \$4,519.45.

ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager *Z.S.*

REVIEWED BY: Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools *SGM*

BOARD MEETING DATE: March 13, 2018

AGENDA ITEM #: CF.IX.A.17-18-10

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for multiple properties at Union Place Condominium, Williamsville NY 14221.
Note: All properties were settled by one Attorney.

PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the total assessments be reduced from \$1,304,400 to \$1,116,787. This assessment change results in a total reduction of \$187,613,000 and a refund of \$3,150.50.

ALTERNATIVES: None

TIMELINE: March 13, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA *Z.J.*
Business Office Manager

REVIEWED BY: Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools *SM*

BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM #:

CF.XIV.A.17-18-10

TOPIC:

Proposed Repair Reserve Projects

BOARD ACTION REQUESTED:

Conduct a Public Repair Reserve hearing to allow work that is outlined in this agenda to be completed by using funding from the repair reserve.

BACKGROUND INFORMATION:

The Board of Education re-established a Repair Reserve on May 22, 2001. Since this date, the District has been able to make necessary repairs to District buildings as needed. After conducting a public hearing, the Board may authorize the funding of repairs to buildings and site improvements that do not recur on an annual basis. Recommended repairs extend the useful life of major school building systems without reconstructing the entire system. Site improvement repairs extend the useful life of the parking lots, walkways, and athletic fields.

PERTINENT DATA:

The District completes building repairs and maintenance each year on such items as pavement, sidewalks, and building masonry. In addition to these preventative maintenance repair programs, the District also addresses specific building repair issues. The 2017 value of capital assets including land, net of depreciation as reported on the financial statements was \$135,583,883. The current balance in the repair reserve as of June 30, 2017 is \$5,321,231. The recommended scope of work for the summer of 2018 is presented below.

District-wide Repair Items: Repair pavement cracks.

Casey Middle: Clean the precast on the school building. Repair lower chiller that provides air conditioning the District Office. This unit is located on the roof. Repair drainage broken drainage pipe that is under the Casey/North parking lot.

Dodge Elementary: Install new flooring in the school's main office. This work includes asbestos abatement of the old floor tile. Repair terrazzo flooring at main school entrance doors. Repair/replace door main doors for safety purposes. Repair/replace exterior doors 14 and 15 for safety purposes. Repair operation of accordion classroom door that separates rooms 140 and 142.

Maple West Elementary: Repair the door and frames for doors 13 and 15 for safety purposes.

Forest Elementary: Complete masonry restoration, brick re-pointing, and repair the office heating/air conditioning units.

Heim Elementary: Re-seal windows in the second grade wing of the school, window caulking, repair office heating/air conditioning units.

Maple East Elementary: Repair the wall tile in the cafeteria. Repair office heating/air conditioning units. Complete sidewalk modifications allowing for ADA access from buses that are unloading students so that they may use school door number 11.

Heim Middle: Purchase and replace school clocks with GPS clock units. Paint gym ceiling, refinish the front panels of the stage in the auditorium.

Transit Middle: Repair hot water storage tank system.

Mill Middle: Repair office heating/air conditioning units. Provide supplemental lighting for the sidewalk in front of the school.

East High: Paint pool ceiling, modify the operation of the hot water storage system.

North High: Clean the precast on the building. Refinish the front panels of the stage in the auditorium. Purchase and replace school clocks with GPS clock units. Widen the drive lane between North high and Casey middle school.

South High: Repair/replace the Guidance department flooring. Repair office heating/air conditioning units. Repair specific terrazzo stair treads at identified locations in the school building. Painting of cupola. Modify external fencing around the location of the refuse containers.

Architect and Construction Manager Contracts: The District utilizes an architect to review repair reserve items and create work specifications for bid purposes. The architect reviews the work when it is complete and verifies that it meets the required specifications. The construction manager manages the contractor schedules and verifies that their work is performed according to project standards. They are also responsible for processing all payment requests for the contractors.

ALTERNATIVES:

Defer the above repairs to a later date.

PROJECTED TIMELINE:

<u>March 13, 2018</u>	Conduct Public Hearing
<u>March 13, 2018</u>	Authorize expenditure
<u>March 14- March 16, 2018</u>	Architect to prepare bid documents for contractual work
<u>March 19- April 19, 2018</u>	Receive bids
<u>May 3, 2018</u>	Board of Education review and award of bids.

COST TO DISTRICT:

Up to \$1,100,000 based on bid awards

PREPARED BY:

Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY:

Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE:

March 13, 2018

AGENDA ITEM #:

CF.XIV.B.17-18-10

TOPIC:

Approve Repair Reserve Funding

BOARD ACTION REQUESTED:

Resolve to approve the use of Repair Reserve funds up to \$1,100,000 for payment of all items reviewed at the March 13, 2018 Repair Reserve Hearing

BACKGROUND INFORMATION:

The Board of Education re-established a Repair Reserve on May 22, 2001. Since this date, the District has been able to make necessary repairs to District buildings and grounds on an annual basis. After conducting a public hearing, the Board may authorize funding repairs to buildings and site improvements that do not recur on an annual basis. Recommended repairs extend the useful life of major school building systems without reconstructing the entire system. Site improvement repairs extend the useful life of the parking lots, walkways, and athletic fields.

PERTINENT DATA:

The District facilitated a public hearing on March 13, 2018 that specifically identified district-wide repair work that it will complete in the summer of 2018. The District will also purchase specific supplies for the repair of various items in our school buildings and for maintenance and repair of our natural grass athletic fields and school building properties. The completion of the public hearing on the intended use of repair reserve dollars allows the Board of Education to authorize the use of the repair reserve funds for the purposes identified at the public hearing.

ALTERNATIVES:

Do not authorize the use of repair reserve funds.

TIMELINE:

<u>March 13, 2018</u>	Conducted Public Hearing
<u>March 13, 2018</u>	Authorize expenditure
<u>March 14- March 16, 2018</u>	Architect to finalize bid documents for contractual work
<u>March 19- April 19, 2018</u>	Receive bids
<u>May 3, 2018</u>	Board of Education review and award of bids.

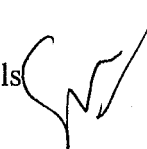
COST TO DISTRICT:

Up to \$1,100,000 based on bid awards

PREPARED BY:

Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

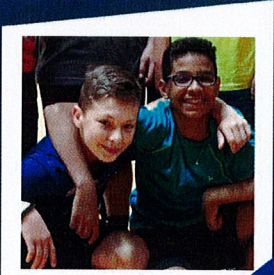
RECOMMENDED BY:

Scott G. Martzloff
Superintendent of Schools 


2018-19 Budget Development
March 13, 2018

Williamsville

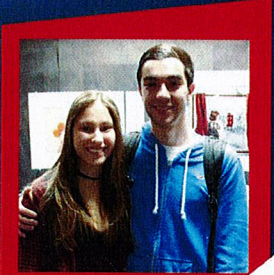
CENTRAL SCHOOL DISTRICT



Encouraging



Nurturing



Challenging

HISTORICAL REVIEW: MAJOR BUDGET REDUCTIONS

- Preserve Programming
- Fiscal Responsibility & Accountability
- Prioritize Reductions
- Efficiency Savings

South Girls B-Ball – Sec. VI Class A Champs!



BUDGET REDUCTIONS/SAVINGS

2011-12: (\$4,877,879)

- Increased class sizes
- Eliminated fifth grade LOTE
- Reduced Home & Careers and Technology Instruction at MS level
- Cut equipment and supplies
- Reduced Team Leader positions
- Reduced Teacher Aides
- Reduced IT Staff



BUDGET REDUCTIONS/SAVINGS

2012-13: (\$3,391,296)

- Increased class sizes
- Eliminated elementary IDEAS program
- Eliminated GED program
- Reduced team leader positions
- Reduced PE staffing at the secondary level
- Voluntary Administrative wage freeze
- Restructured summer school (combined ES and MS summer site)
- Restructured Facilities Department
- Reduced equipment, supplies, conference attendance & contractual services



BUDGET REDUCTIONS/SAVINGS

2013-14: (\$1,687,506)

- Reduced BOCES services
- Retirement savings
- Benefits savings (health insurance; social security)
- Management & Efficiency Savings



BUDGET REDUCTIONS/SAVINGS

2014-15: (\$2,641,510)

- Staffing reductions through attrition due to enrollment shifts
- Savings in Retirement System payments
- Health Insurance Savings



BUDGET REDUCTIONS/SAVINGS



2015-16: (\$1,058,928)

- Eliminated MS keyboarding
- Reduced BOCES services by creating two new classes within the District
- Savings in Retirement System payments
- Energy Savings



BUDGET REDUCTIONS/SAVINGS



2016-17: Rollback of GEA (Gap Elimination Adjustment)

- Increase in educational revenue from the State

2017-18: (\$1,397,010)

- Salary expense reductions (retirements and attrition)



BUDGET REDUCTIONS/SAVINGS

Summary: 7-Year Reductions

- Program eliminations – MS Keyboarding, IDEAS, GED
- Program cutbacks – LOTE, FACS, BOCES
- Increased class sizes
- Staff reductions
- Reduced Team Leaders
- Reduced Teacher Aides
- Equipment and supply cuts



TOTAL: (\$15,054,129)



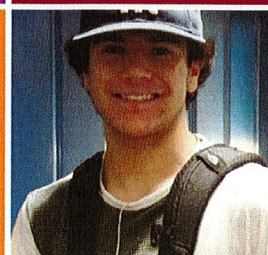
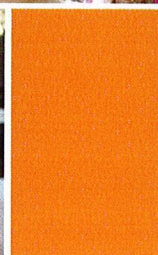
Keeping Williamsville



2018-19
Budget
Development



WILLIAMSVILLE



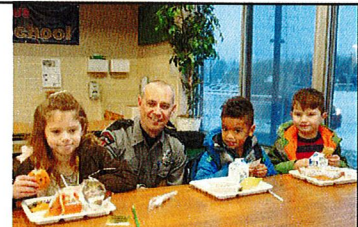
2018-2019 PRELIMINARY BUDGET PROGRAM CONTINUATION

Contractual & Mandated Obligations

Employee Salaries	\$3,600,000
BOCES Services	\$ 117,000
Social Security	\$ 200,000
Health Insurance	\$ 750,000
Exceptional Education & Student Services	\$ 505,000
Student Transportation	\$ 250,000
Total	\$5,422,000



2018-2019 PRELIMINARY BUDGET EXPENSE BUDGET FACTORS



2017-18 Base Budget	\$186,135,210
2018-19 Program Continuation	5,422,000
2018-19 Preliminary Budget*	\$191,557,210

**Prior to the addition of program support considerations*



2018-2019 PRELIMINARY BUDGET PROGRAM SUPPORT CONSIDERATIONS

Instruction	
▪ Add one Instructional Coaching position	\$ 85,000
▪ Enhance Academic Intervention Services	\$ 80,000
Administration	
▪ Implement changes to enhance administrative makeup at ES/HS levels	\$210,000
District-Wide	
▪ Increase Professional Development	\$100,000
Total expense increase for program supports	\$475,000



2018-2019 PRELIMINARY BUDGET PRELIMINARY EXPENSE SUMMARY



2018-19 Preliminary Budget*	\$191,557,210
Program Support Items	475,000
<hr/>	
2018-19 Preliminary Budget	\$192,032,210

*Prior to the addition of program support considerations



2018-2019 PRELIMINARY BUDGET REVENUE BUDGET FACTORS



February 2018



Est. Aid to WCSD per Gov. Cuomo's Budget:

\$1,600,000

Also, the Governor has proposed a 2 percent cap on expense-driven aid for busing, building projects and BOCES programs (e.g. special education, administrative services, Career-Tech Education). If approved, the measure would go into effect for the 2019-20 school year. The estimated impact to WCSD will vary each year. For example, if implemented in 2018-19, it would decrease our aid by as much as \$337,000.

2018-2019 PRELIMINARY BUDGET REVENUE BUDGET FACTORS

2017-18 Base Budget	\$186,135,210
2018-19 State Aid Increase (est.)	1,600,000
2018-19 Tax Levy Increase*	2,697,000
2018-19 Sales Tax Increase	50,000
2018-19 Preliminary Revenue Budget	\$190,482,210

*% Tax Levy Increase 2.24%
(Below NYS tax cap)



2018-2019 PRELIMINARY BUDGET

PRELIMINARY BUDGET SUMMARY

2018-19 Revenue Budget	\$190,482,210
2018-19 Expense Budget*	\$192,032,210
Budget Deficit	(\$1,550,000)

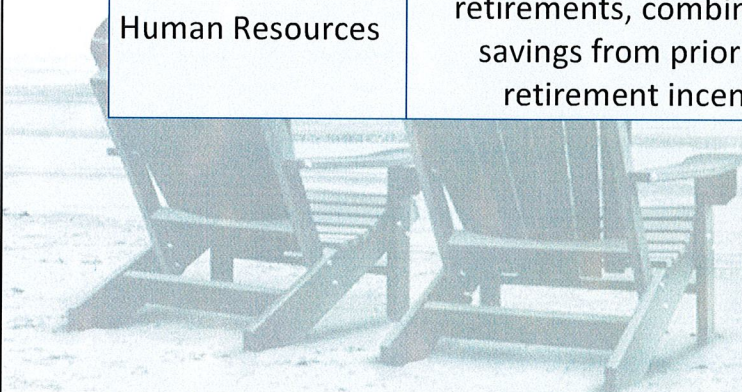
**Includes addition of program support considerations.*



2018-2019 PRELIMINARY BUDGET

ANTICIPATED EXPENSE REDUCTIONS

Human Resources	Salary savings due to teacher retirements, combined with savings from prior year's retirement incentive.	\$1,550,000
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2018-19 PRELIMINARY BUDGET:**\$190,482,210*****Estimated Budget Increase:***
\$4,347,000 or 2.34%***Estimated Tax Levy Increase:***
2.24%
*(Below NYS Tax Cap)****Estimated Tax Rate Increase:***
2.24%

2018-19 Budget Development

**Preliminary
Budget
Summary****2018-2019 PRELIMINARY BUDGET**

Town of Amherst Assessed Value	STAR Subsidy	Tax Increase
\$150,000	Basic	\$43.43
	Enhanced	\$29.96



2018-2019 PRELIMINARY BUDGET TAX RATE/LEVY CHANGES

YEAR	TAX RATE	TAX LEVY	BUDGET
2013-14	2.74%	*3.89%	3.32%
2014-15	0.61%	*2.61%	2.33%
2015-16	0.88%	*2.24%	2.44%
2016-17	0.74%	*1.13%	2.70%
2017-18	-12.64%**	*2.67%	1.70%
2018-19 (Est.)	2.24%	*2.24%	2.34%

***Tax levy at or BELOW tax cap**
Every year since tax cap was implemented

**Town of Amherst tax rate reduction due to 2017 town-wide reassessment program.



2018-2019 PRELIMINARY BUDGET

WHAT DOES THE BUDGET ACCOMPLISH?

- MAINTAINS current level of academic and extracurricular programming.
- Tax levy increase is below the state-imposed cap.
- Adds instructional support for students.
 - Academic Intervention Services
- Supports increased professional development for teachers and adds an Instructional Coach.
- Strengthens administrative support at elementary and high schools.



