

AGENDA
Laurens Central School
Board of Education
MPR - 7:30 PM
June 16, 2021

I. OPENING OF MEETING

1. Call to order
2. Roll call and quorum check
3. Public Hearing: Review of the District Level SAVE Plan

II. ADOPTION OF AGENDA

III. MINUTES

1. Minutes - Regular Meeting – 5/19/21*

IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

V. REPORTS AND DISCUSSIONS

1. Superintendent's Report – W. Dorritie
2. Building Principal' Report – J. Mushtare
3. Supervisor of Transportation Report – M. Pernat
4. Buildings and Grounds Report – S. West

VI. CORRESPONDENCE

VII. FISCAL REPORTS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

A. Treasurer's Report:

1. Treasurer's Report A Fund (General)*
2. Treasurer's Report C Fund (Cafeteria)*
3. Treasurer's Report F Fund (Special)*
4. Treasurer's Report T Fund (Trust & Agency)*
5. Treasurer's Report L Fund (Library)*
6. Treasurer's Report H Fund (Checking) (Capital Project)*
Treasurer's Report H Fund (Savings) (Capital Project)*
7. NYLAF Investment Account *
8. Transfers Over \$1000 *

B. Other Reports (No Approval Required)

1. Warrants
Warrant #45 A Fund \$157,107.67(General)*
Warrant #20 C Fund \$5,377.97(Cafeteria)*
Warrant #20 F Fund \$1,500.00 (Special)*
Warrant #20 T Fund \$449.51 (Trust & Agency)*

| | |
|-------------|-----------------------------------|
| Warrant # | H Fund \$0 (Capital Fund) |
| Warrant # | TE Fund \$0 (Trust-Scholarship) |
| Warrant # | L Fund \$0 (Library) |
| Warrant #47 | P Fund \$161,906.58(Payroll)* |
| Warrant #48 | A Fund \$139,715.42 (General)* |
| Warrant #21 | C Fund \$5,900.49(Cafeteria)* |
| Warrant #21 | F Fund \$185.50 (Special)* |
| Warrant #21 | T Fund \$187.31 (Trust & Agency)* |
| Warrant #12 | H Fund \$26,365.47 (Capital Fund) |
| Warrant # | TE Fund \$0 (Trust-Scholarship) |
| Warrant #1 | L Fund \$144.89 (Library)* |
| Warrant #49 | P Fund \$155,266.21(Payroll)* |

2. Transfers Under \$1000*
3. Cafeteria Report Current Month*
4. Cafeteria Report Year to Date*
5. Internal Claims Auditor's Reports*
6. Budget Status Report - Fund A*
7. Revenue Status Report - Fund A*
8. Cash Flow Analysis*
9. Extracurricular Reconciliation Report*

VIII. OLD BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

IX. PERSONNEL - NEW BUSINESS

A. PERSONNEL

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. The appointment of Louise Liner as a long term Certified Substitute Teacher, retroactive to May 17, 2021.
2. The appointment of Danielle Dennett to work an additional 20 days at 1/210th of her annual salary during the summer (July1 to August 31) as per the LTA Contract.
3. The appointment of Matt Horne to work an additional 1 day per week at 1/210th of his annual salary during the summer (July1 to August 31) as per the LTA Contract.
4. The amendments to the contracts of the following individuals:*

William Dorrity – Superintendent
 John Mushtare – Building Principal
 Matthew Pernat – Head Bus Driver
 Pamela Weir – Confidential Secretary
 Pamela Weir – District Clerk

5. The 3 year contract for the following individuals:*

Charles Conklin – Assistant Building Maintenance Mechanic
 Kristyn DeGroat – District Treasurer
 Patrick Dugan – Assistant Building Maintenance Mechanic
 Kerry Gartung – Secretary to Director of ISS/Data Specialist
 Lindsey Gifford – Director of Instructional Support Services

Charles Walker – District Technology Coordinator/Technician
 Steve West – Director of Facilities/Athletic Director
 Edward Wright – Deputy District Treasurer

6. The 1 year contract for Lisa Flachs, Social Worker for the 2021-2022 school year.*

7. The following appointments for the 2021-2022 school year:

| | | |
|---|-------------------------------|--------------------------|
| Andrea Hall | Eligibility Chairperson | \$1510 |
| Andrea Hall | Back-up Attendance | \$1030 |
| Randi Bell | Arts in Education Coordinator | \$618 |
| Andrea Hall | Bus Dispatcher/Attendance | \$2650 |
| Robert Zack | Tax Collector | \$1773 |
| Pam Weir | Records Management | \$982 |
| Kerri Gartung | New Student Registration | \$1030 |
| Jackie Tate | Co-Team Leader | \$7241 |
| Beth VanDeusen | Co-Team Leader | \$7241 |
| Andrea Hall | Substitute Coordinators | \$3090 (divided equally) |
| Edward Wright | | |
| Any LCS Employee appointed by the Superintendent as a Before School Monitor | | \$10.00 per day |

8. The appointment of Ashley Furner as a teacher aide for the Extended School Year Special Education summer program. Her hourly rate will be calculated from her 2021-2022 salary.

9. The correction of the stipend amount for the Substitute Coordinators for the 2020-2021 school year from \$4000 (divided equally) to \$4500 (divided equally), as per the approved 2020-2021 school budget.

10. The resignation of Alicen Sosnowski as an Elementary Teacher, effective July 30, 2021.*

B. NEW BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. Resolution to approve the funding of any/all of the following reserves from the 20-21 Fund Balance. Amounts to be determined upon completion of the external audit:

- Encumbrances
- Unemployment
- Workers Compensation
- Emergency Repairs
- Employee Benefit Liability Reserve
- Capital (Buses and Building)
- Tax Certiorari
- ERS and TRS (as subset of ERS as required by NYS legislation)

2. The Solid Waste Removal Bid #2021-130 awarding Casella Waste Management for the 2020-2021 School Year.*

3. The District Level SAVE Plan following completion of the 30 day public comment period with final approval to be granted at the July 21, 2021 Board of Education Meeting.*

4. The Laurens Central School Building Level SAVE Plan for the 2021-2022 School Year.*
5. To ratify the tentative agreement with the CSEA, Local 1000 AFSCME, AFL CIO, effective July 1, 2021 and continuing until June 30, 2023.
6. The contract with Diane McMillan, a licensed CLVT Low Vision Therapist, for vision services for the 2021-2022 school year.*

X. COMMITTEE ON SPECIAL EDUCATION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following CSE, CPSE and 504 cases:*

CSE: 10749, 10334, 10907, 10865, 10286, 10194, 10225, 11029, 10398, 10713,
10913, 10953, 10354, 10286, 10856, 10954, 10805

CSPE: None

504: None

XI. INFORMATION

1. Enrollment Report May 31, 2021*

XII. MEETINGS

1. Board of Education Special Meeting - Thursday, July 1, 2021, 7:30 pm
2. Board of Education Reorganizational Meeting - Tuesday, July 6, 2021, 7:00 pm
3. Board of Education Meeting - Wednesday, July 21, 2021, 7:30 pm

XIII. OPEN COMMENT PERIOD

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

XIV. EXECUTIVE SESSION

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel
2. Student

XV. FINAL ADJOURNMENT

Draft MINUTES
Laurens Central School
Board of Education
MPR - 7:30 PM
May 19, 2021

- | | |
|-----------------------------------|--|
| Opening of Meeting | I. OPENING OF MEETING <ol style="list-style-type: none">1. Call to order <p style="text-align: center;">The meeting was called to order at 7:30 pm by President C. Struckle.</p>2. Roll call and quorum check <p>Board Members Present: C. Struckle, T. Francisco, M. Wikoff, P. Bush, G. Murello</p><p>Board Members Absent: None</p><p>Others Present: W. Dorritie, Superintendent; J. Mushtare, Building Principal; P. Weir, District Clerk; K. DeGroat, District Treasurer; M. Pernat, Head of Transportation; S. West, B & G; C. Walker, District Coordinator for Technology; Members of the Staff and Community (see attached sign in sheet).</p> |
| Adoption of Agenda/Addenda | II. ADOPTION OF AGENDA with Addenda <p style="text-align: center;">Motion made by P. Bush, seconded by T. Francisco to adopt the agenda/addenda. Motion carried 5-0-0.</p> |
| Minutes | III. MINUTES <ol style="list-style-type: none">1. Minutes – Regular Meeting – 4/21/21 <p style="text-align: center;">Motion made by G. Murello, seconded by M. Wikoff to approve the minutes. Motion carried 5-0-0.</p> |
| Open Comments | IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD |
| Reports and Discussions | V. REPORTS AND DISCUSSIONS <ol style="list-style-type: none">1. Superintendent's Report – W. Dorritie<ul style="list-style-type: none">-Thank you to LCS Community for support on Budget Vote-Federal funding-ONC BOCES Superintendent visit at June BOE meeting-Trap Shooting Club – thank you to Patrick Dugan2. Report from Building Principal – J. Mushtare<ul style="list-style-type: none">-Congratulations to Stephen Albright on Scholar Recognition-3-8 NYS Testing-Regents exams-Kindergarten Registration-Getting back to some normalcy – field trips-Pride Day-Play Day-Graduation ceremonies-Sherburne Pageant of the Bands – virtual this year-Athletes competing3. Report from Supervisor Transportation – M. Pernat<ul style="list-style-type: none">- 3Year DMV Audit4. Report for Buildings & Ground – S. West - written |

Correspondence

IV. CORRESPONDENCE

Fiscal Reports

VII. FISCAL REPORTS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

A. Treasurer's Report:

1. Treasurer's Report A Fund (General)
2. Treasurer's Report C Fund (Cafeteria)
3. Treasurer's Report F Fund (Special)
4. Treasurer's Report T Fund (Trust & Agency)
5. Treasurer's Report L Fund (Library)
6. Treasurer's Report H Fund (Checking) (Capital Project)
Treasurer's Report H Fund (Savings) (Capital Project)
7. NYLAF Investment Account
8. Transfers Over \$1000

Motion made by M. Wikoff, seconded by G. Murello to approve the Treasurer's Reports. Motion carried 5-0-0.

B. Other Reports (No Approval Required)

1. Warrants
 - Warrant #41 A Fund \$147,785.98 (General)
 - Warrant #18 C Fund \$2,961.13 (Cafeteria)
 - Warrant #18 F Fund \$1,500.00 (Special)
 - Warrant #18 T Fund \$280.97 (Trust & Agency)
 - Warrant # H Fund \$0 (Capital Fund)
 - Warrant # TE Fund \$0 (Trust-Scholarship)
 - Warrant # L Fund \$0 (Library)
 - Warrant #42 P Fund \$141,557.77 (Payroll)
 - Warrant #46 A Fund \$0 (General)
 - Warrant # C Fund \$0 (Cafeteria)
 - Warrant # F Fund \$0 (Special)
 - Warrant # T Fund \$0 (Trust & Agency)
 - Warrant # H Fund \$0 (Capital Fund)
 - Warrant # TE Fund \$0 (Trust-Scholarship)
 - Warrant # L Fund \$0 (Library)
 - Warrant # P Fund \$0 (Payroll)
 - Warrant #43 A Fund \$151,769.81 (General)
 - Warrant #19 C Fund \$3,960.39 (Cafeteria)
 - Warrant #19 F Fund \$12.95 (Special)
 - Warrant #19 T Fund \$238.30 (Trust & Agency)
 - Warrant #11 H Fund \$988.41 (Capital Fund)
 - Warrant # TE Fund \$0 (Trust-Scholarship)
 - Warrant # L Fund \$0 (Library)
 - Warrant #44 P Fund \$148,190.58 (Payroll)
2. Transfers Under \$1000
3. Cafeteria Report Current Month
4. Cafeteria Report Year to Date
5. Internal Claims Auditor's Reports
6. Budget Status Report - Fund A
7. Revenue Status Report - Fund A
8. Cash Flow Analysis
9. Extracurricular Reconciliation Report

Old Business

VIII. OLD BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

Personnel

IX. PERSONNEL - NEW BUSINESS

A. PERSONNEL

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

Advisors

1. The attached list of Extracurricular Advisors for the 2021-2022 school year.

Motion made by G. Murello, seconded by P. Bush to approve the attached list of extracurricular advisors. Motion carried 5-0-0.

Coaches

2. The attached list of Coaches for the 2021-2022 school year.

Motion made by P. Bush, seconded by T. Francisco to approve the attached list of coaches. Motion carried 5-0-0.

L. Peck Summer Program Teacher

3. The appointment of Lori Peck to the position of Extended School Year Special Education summer program. The program will run from July 6, 2021 to August 13, 2021 from 8:00 am to 12:00 pm Monday through Friday. Her salary will be 1/210th of her annual 2021-2022 salary.

Motion made by G. Murello, seconded by M. Wikoff to approve the above appointment. Motion carried 5-0-0.

D. Shean Summer Aide

4. The appointment of Donna Shean as a teacher aide for the Extended School Year Special Education summer program. Her hourly rate will be calculated from her 2021-2022 salary.

Motion made by M. Wikoff, seconded by P. Bush to approve the above appointment. Motion carried 5-0-0.

P. Dugan Permanent Appointment

5. The permanent appointment of Patrick Dugan to the position of Assistant Building Maintenance Mechanic, retroactive to April 1, 2021.

Motion made by P. Bush, seconded by G. Murello to approve the above appointment. Motion carried 5-0-0.

A. Casey Advisor

6. The appointment of Anthony Casey as Advisor to the Strategy and Tabletop Club, retroactive to September 21, 2020.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above appointment. Motion carried 5-0-0.

R. Knapp Summer Bus Monitor

7. The appointment of Rita Knapp as a Summer Bus Monitor for the Extended School Year Special Education Program. Her salary will \$14.50 per hour.

Motion made by P. Bush, seconded by G. Murello to approve the above appointment. Motion carried 5-0-0.

L. Reeves Substitute Office Staff

8. The appointment of Linda Reeves as substitute office staff as needed in the main office. Her salary will be \$12.50 per hour.

Motion made by M. Wikoff, seconded by P. Bush to approve the above appointment. Motion carried 5-0-0.

C. Louden Summer Bus Monitor

9. The appointment of Carol Louden as a Summer Bus Monitor for the Extended School Year Special Education Program. Her salary will be \$12.50 per hour.

Motion made by P. Bush, seconded by G. Murello to approve the above appointment. Motion carried 5-0-0.

**C. Cox Girls' Varsity
Basketball Coach 21-22**

10. The change in appointment of Christine Cox from Girls' Modified Basketball Coach to the Girls' Varsity Basketball Coach for the 2021-2022 school year.

Motion made by M. Wikoff, seconded by P. Bush to approve the above appointment. Motion carried 5-0-0.

K. Rorick Substitute RN

11. The appointment of Katherine Rorick, RN as a Substitute School Nurse for the 2020-2021 school year, retroactive to May 14, 2021. Her salary will be \$100.00 per day as per Board Policy.

Motion made by G. Murello, seconded by M. Wikoff to approve the above appointment. Motion carried 5-0-0.

**M. Horne Boys' Varsity
Soccer Coach 21-22**

12. The appointment of Matthew Horne as the Boys' Varsity Soccer Coach for the 2021-2022 school year.

Motion made by P. Bush, seconded by T. Francisco to approve the above appointment. Motion carried 5-0-0.

M. Rokhvadze Resignation

13. The resignation of Mary Rokhvadze from the position of Library Media Specialist, effective June 30, 2021.

Motion made by T. Francisco, seconded by G. Murello to accept the above resignation. Motion carried 5-0-0.

New Business

B. NEW BUSINESS

Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

Budget Results 21-22

1. The results of the 2021-2022 Budget Vote, Board Vacancy, Bus Purchase, Bus Reserve, and Capital Improvement Project:

| | | |
|------------------|-----|----|
| | Yes | No |
| Budget | 142 | 26 |
| | Yes | |
| Board Seat | 149 | |
| | Yes | No |
| Bus Purchase (1) | 152 | 16 |
| | Yes | No |
| Bus Reserve | 136 | 27 |
| | Yes | No |
| Capital Project | 137 | 26 |

Motion made by T. Francisco, seconded by M. Wikoff to approve the above results. Motion carried 5-0-0.

Headstart Program

2. The Headstart Program for the 2021-2022 school year. The program will begin at 8:15 am and dismiss at 1:15 pm.

Motion made by P. Bush, seconded by T. Francisco to approve the above Headstart Program. Motion carried 5-0-0.

- Leonard Bus Contract** 3. It is the intent of the Laurens Central School Board of Education to extend the existing contract with Leonard Bus with the understanding that the increase in contract cost for the 2021-2022 school year will be directly reflective of the increase of the CPI.
- Motion made by T. Francisco, seconded by G. Murello to approve the above contract. Motion carried 5-0-0.**
- CSE** **X. COMMITTEE ON SPECIAL EDUCATION**
Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the attached CSE cases:
- CSE: 10967, 10100, 10230, 10717
- CPSE: None
- 504: 10414, 11068, 10875, 10866, 10245, 10303, 10185, 10251, 10947, 10665, 10413
- Motion made by P. Bush, seconded by M. Wikoff to approve the above cases. Motion carried 5-0-0.**
- Information** **XI. INFORMATION**
 1. Student Enrollment Report-- April 30, 2021
- Meetings** **XII. MEETINGS**
 1. Awards Assemblies – June 8 & 10, 2021, 1:30 pm
 2. Board of Education Meeting: June 16, 2021 7:30 PM
 3. Graduation – June 25, 2021 7:00 pm
- Open Comment** **XIII. OPEN COMMENT PERIOD**
 -Board President C. Struckle thanked St. Matthew Lutheran Church for donating \$200 to the Backpack Program. This program helps many families in the district.
- Executive Session** **XIV. EXECUTIVE SESSION**
Be It Resolved that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:
1. Negotiations
 2. Personnel
- The Board adjourned to executive session at 7:43 pm for Negotiations and Personnel matters. Motion made by T. Francisco, seconded by G. Murello. Motion carried 5-0-0.**
- The board adjourned from executive session at 8:08 pm. Motion made by M. Wikoff, seconded by P. Bush. Motion carried 5-0-0.**
- Final Adjournment** **XV. FINAL ADJOURNMENT**
The Board adjourned, without further discussion, at 8:08 pm. Motion made by G. Murello, seconded by T. Francisco. Motion carried 5-0-0.

SOLID WASTE REMOVAL BID #2021-130 - ANALYSIS SPREADSHEET - LOT 14
LAURENS CSD

Below is an analysis of the Solid Waste Removal bid #2021-130. Please review the analysis and make a recommendation for the award. Your School District may award on your own behalf by taking the award to your Board of Education, or you may ask for the BOCES to award on your District's behalf. However, if you would like the DCMO BOCES to award on your district's behalf, please let me know as soon as possible. Awards through our Board will be approved on July 7, 2021. Since the current solid waste contracts expire at the end of this month, I would suggest that you make a decision as soon as possible. If your Board will be awarding, please let me know which contract will be awarded.

| DISTRICT | BIDDER NAME | SUMMER PICKUP | TOTAL - WITH RECYCLABLE MATERIAL REMOVAL |
|-----------------|--------------------|---------------|--|
| LAURENS CSD | Casella Waste Mtg. | Included | \$4,199.00 |
| | Waste Recovery WRE | Included | \$5,200.00 |
| | | | |
| Last Year's Bid | | | ↑ \$4,159.00 |

LAURENS CENTRAL SCHOOL
District-Wide School Safety Plan
Section 1
2021-2022 School Year

| | | <u>Page</u> |
|--------------------------|---|-------------|
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| 8. | Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building level plans are filed. | 22 |

NOTE: The District-Wide School Safety Plan frequently references the School Crisis Plan, which outlines responses that are incident-specific for administration and staff and is included as Section III of the SAVE Document.

PROJECT SAVE
(Safe Schools Against Violence in Education)
Laurens Central School District
SAVE Plan

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency responses plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Laurens Central School District (“District”) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: DISTRICT LEVEL RESPONSE PLAN
GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

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

B. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

| Position | Name |
|-----------------------------------|--------------------------------|
| Board of Education Representative | Cynthia Struckle |
| Administration Representative | William Dorritie/John Mushtare |
| LTA Representative | Christine Cox |
| CSEA Representative | Beth VanDeusen |
| Community Representative | Thomas Francisco |
| Parent Representative | James Cox |
| Student Representative | Two Members of Student Council |
| School Safety Personnel | Matthew Pernat/Steve West |
| Other School Personnel | Andrea Hall/Crystal Wust |
| BOCES Safety Risk Officer | Josh Reiss |

C. Concept of Operations

The Laurens Central School District is a centralized K-12 district. There is one building in the district, therefore, the District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 1.)

As this is a K-12 centralized school district, with only one building, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. All specific information for the plan will be found in the building level plan (Section 2 of this document), and the Crisis Plan (Section 3 of this document.)

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Crisis/Safety Team.

Upon the activation of the School Crisis/Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

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

The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. (A listing of dates of board approval will be kept with the district plan.)

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption. The plan will also be available in the District Offices for public review at any time.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans and the school Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Crisis Plan (Section 3)
- Natural/Weather Related
 - Earthquake
 - Flood
 - Storms (Snow, Ice, Wind, Hurricane)
 - Thunder/Lightening Storm
 - Tornado
 - Drought
- School Bus Accident/Fire
- Explosion
- Building System Failures
 - Electrical System Failure
 - Propane Leak
 - Roofing Failure
 - Structural Failure
 - Water/Sewage System Failure
 - Water Contamination

Toxic Material Spill

Nuclear Incident

Fire Drill/Fire Alarm or False Fire

Fire

Loss of Building

Energy Loss or Reduction Government Imposed/Fuel Shortage

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans and School Crisis Plans as deemed appropriate by the School Crisis/Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans and the School Crisis Plan. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. As this is a K-12 centralized district with only one building, for all emergencies the Incident Commander will be the Superintendent, and/or her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plans and the School Crisis Plan. (Section II, Appendix 3, pg.14)

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the School Safety/Crisis Team, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

F. Training procedures and frameworks

Training procedures for staff in violence prevention and all emergency drills as outlined in Section I, Appendix 3, pg. 16

SECTION III: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 3, pg. 17; Section II, Appendix 6, pg. 40)

B. System for informing all education agencies to whom our district sends students for educational programs

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

As this is a K-12 district with all students housed in one facility, it will be the responsibility of the Superintendent, and/or designee, to notify all those involved. The bus garage will be notified by phone or radio. All teachers by intercom, phone or e-mail. Media by direct communication with Superintendent or designee only (phone, fax, or face to face contact.)

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the District's "Bullying Reporting Form," which is anonymous and can be located on the District's web site. Students are also encouraged to seek out either guidance counselor or the counselor in the School-Based Health Zone. The District offers a peer mentoring and leadership course for students that focuses on peer mediation and conflict resolution.

D. Outside agencies to be contacted during emergencies

All agencies available for support during emergencies are listed in the Building Level Plan (Section II, Appendix 6, pg. 40). All phone numbers are provided. Examples of agencies included would be: law enforcement agencies, fire departments, emergency squads. Additional agencies are listed in the crisis plan. It will be the responsibility of the Superintendent and/or designee to notify outside agencies.

E. Statistical Information: concerning the District

The Building Level Emergency Response Plan will include the following information:
(Section 2, appendix 7, pg. 41)

- *School Population (Students)
- *Number of staff
- *Transportation needs
- *Business and home telephone numbers of key school officials.

The Building Level Response Plan is maintained in the district office and is available to all staff, parents, and students at all times.

F. Procedure for Obtaining Advice and Assistance from Local Government Agencies.

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting table top exercises.

SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are listed in Section 1, Appendix 4, pg. 18 of this document.

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

1. Reporting of threats of violence to school authorities:
 - a. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

2. Investigation of threats of violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities
 - a. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigation acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

- *reviewed by the Board of Education at a public meeting,
- *reviewed by the staff at the first Superintendent's Conference Day,
- *reviewed with all students on the first day of classes,
- *mailed to all parents.

The "Crisis Plan", included in Section III of this document, specifically outlines procedures to be followed for:

- a. Responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.
- b. Protecting students, staff and visitors from acts of violence.

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan, and the School Crisis Plan. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

C. Appropriate responses to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plan and the School Crisis Plan clearly detail the appropriate response to such emergencies.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District will contact appropriate parents, guardians or persons in parental relation to the students via media release, telephone contact, electronic mass notification system or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Section 1, Appendix 5, pg. 16)

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures have been established.

B. Procedures for the dissemination of informative materials to the media, staff, parents and students have been established.

C. Prevention and intervention strategies have been established.

D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel have been developed.

E. Bomb Threat

The paramount concern shall be for the safety of the pupils and personnel in the district. All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Crisis Plan so that appropriate decisions may be made depending on the exact nature of the situation.

F. Hostage Taking

The School Crisis Plan procedures will be followed in the event of a hostage situation.

G. Intrusions

The School Crisis Plan procedures will be followed in the event of an intrusion.

H. Kidnapping

In the event of a kidnapping, the School Crisis Plan response action will be taken:

I. In the Event of School Cancellation.

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students; and starting the district Mass Notification for the purpose of notifying staff.

J. In the Event of Early Dismissal or Evacuation.

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

VI: RECOVERY – SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The School Building Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly Safety Committee Meetings and will make every effort to commit resources to participation in the ONC BOCES Safety Risk Management service. The School District Safety Team will be used as necessary in all Recovery Efforts.

VII: DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, the School-Based Health Zone, county mental health agencies, and area hospitals.

APPENDICES

Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

| Building Name | Address | Contact Name | Telephone Number |
|---|-------------------------------------|---|------------------|
| Laurens Central School K-12 Building | 55 Main Street Laurens, NY 13796 | William F. Dorritie Superintendent | (607) 432-2050 |
| Laurens Central School K-12 Building | 55 Main Street Laurens, NY 13796 | John Mushtare Building Principal | (607)432-2050 |
| Laurens Central School K-12 Building | 55 Main Street Laurens, NY 13796 | Lindsey Gifford Director of Instructional Support Services | (607)432-2050 |
| Laurens Central School K-12 Building | 55 Main Street Laurens, NY 13796 | Steve West Director of Facilities | (607)432-2050 |
| Bus Garage | Co Hwy 11 Laurens, NY 13796 | Matthew Pernat Head Bus Driver | (607) 432-9034 |

Appendix 2:

Building Risk Determination

| Building | Address | Internal Hazards | External Hazards |
|---|-------------------------------------|---|-------------------------------|
| Laurens Central School (K-12 Building) | 55 Main Street Laurens, NY 13796 | Stored Chemicals Cleaning Supplies Science Labs | Playground Athletic Fields |

Community Risk Determination

The community of Laurens is not home to typical hazardous sites, such as railroad tracks, industrial sites, water/sewage treatment plants, etc. However, individuals should be aware of the safety hazards that exist when children play on the two small walking bridges in the village and/or Town of Laurens, as well as the fact that there are streets in the Town without sidewalks.

Appendix 3:

Training Procedures and Frameworks

I Training

A. Violence Prevention

1. The Laurens Central School District staff will receive training in the area of violence prevention and intervention annually. Training will occur during Superintendents Conference Days and/or faculty meetings.
 - a. Training topics will be decided upon by the School Safety/Crisis Team.
 - b. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.
2. Emergency Drills: The Laurens Central School District staff will receive training in the area of all emergency drills annually.

II Emergency Drills

- A. The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Safety/Crisis Team. Drills to be held:
 1. Fire Drills:
 - a. A minimum of 8 drills per school year will be held.
 - b. Students will be instructed as to safety awareness and proper behavior for drills.
 2. Emergency Evacuation Drills:
 - a. A minimum of 1 emergency evacuation drill will be held annually.
 - b. A full evacuation involving use of shelters outside the building and transportation home for all students will occur.
 3. Emergency Lockdown/Lockout Drills:
 - a. A minimum of 4 Emergency Lockdown drills will occur annually.
- B. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

Appendix 3 (cont.):

- C. A copy of the plan will be shared with Local Emergency Responders (LER). LER will be asked to meet with the district on an as needed basis to review the plan, conduct table top exercises and make revisions as necessary.

Local Emergency Responders:

*Laurens, Mt. Vision, and West Laurens Fire Departments

*Laurens Emergency Squad

*New York State Police

*Otsego County Sheriff's Department

*ONC BOCES, Safety Risk Management Office

Appendix 4:

Board Policy Number

Subject

7420

Loss or Destruction of District Property or Resources

7430

Weapons In School and the Gun-Free Schools Act

6180

Sexual Harassment

Handbooks

Subject

Student Handbook

Code of Conduct

Appendix 5:

LAURENS CENTRAL SCHOOL

TO: Parents, Students and Staff of Laurens Central School
FROM: William F. Dorritie, Superintendent
DATE:
RE: EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13 which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in each Superintendent's office and are available to parents, students and staff at any time school is open, between 8:30 A.M. and 3:30 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and man-made disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. The date and time of the drill will be determined by school administration, but will not be made public.

Early dismissal drills may alter your child's normal arrival time home from school. Parents should therefore discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so only **after** the drill has been completed.

All children participating in any after school activity, will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the Emergency District Coordinator at (607) 432-2050.

Appendix 6:

Policies regarding building security, school safety officers, and dissemination of informative materials.

| Board Policy Number | Subject |
|----------------------------|--|
| 3510 | Emergency Closing |
| 3410 | Maintenance of Public Order on School Property |
| 3270 | Community Use of School Facilities |
| 3610 | Closing of School Grounds |
| 5670 | Safety and Security |

*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

Procedure:

Police Officer Interviewing Students on School
Property, During School Hours Procedure

Appendix 7:

Description of duties, hiring and screening process and required training of school safety personnel.

| Board Policy Number | Subject |
|----------------------------|---------------------|
| 6120 | Anti-Discrimination |

*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

Appendix 8:

Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Building Level Emergency Response Plans - Section 2, SAVE Document

Crisis Plan - Section 3, SAVE Document

New York State Police - Oneonta, New York

Otsego County Sheriff's Department - Cooperstown, New York

Agreement by and between
Laurens Central School District, and
Diane McMillan for Vision Services

This agreement made by and between LAURENS CENTRAL SCHOOL DISTRICT, a public school organized and existing under the laws of the state of New York, hereinafter known and designated as the "School District" and DIANE MCMILLAN, a duly licensed and insured CLVT Low Vision Therapist in the State of New York, hereinafter known and designated the "Service Provider", having a place of business at the following address: 1028 Schuyler St., Endicott, NY 13760, phone number: 607-768-0168

Service Provider will:

1. Agree to provide Vision Services to the School District beginning July 12, 2021, as requested by the CSE Chairperson, and designated on the particular student's IEP. All services, including any make-up session, will be scheduled and services given before June 22, 2022.
2. Will provide services to the students in the school setting, or remotely if school is closed due to COVID-19, during the day between 8:00 am and 3:00 pm, Monday through Friday, as arranged by the service provider.
3. Agree to the rate for services at \$102/hour as well as charging for mileage at the prevailing IRS rate at the time of service roundtrip from home to the service environment for the individual identified for services in this contract. The amount of \$102 per hour includes treatment sessions, staff/teacher consultation time, paperwork, formal and informal testing, CSE meetings requested to attend, annual reports, screenings, and teacher consultations. Services may only be provided according to the student's particular IEP. If the Service Provider is unable to provide the regularly scheduled service, the amount specified on the student's IEP must be made up at a time agreeable to the Service Provider and the District, with written notification to the CSE Chairperson, or his/her designee (email is acceptable). Make-up sessions must be arranged by the Service Provider. Payment will not be made for services for less than or more than the designated time specified on the student's IEP. If the student is unable to be present for services for any reason (for example sickness or absenteeism), the services may be made up at the discretion of the Service Provider in agreement with the CSE Chairperson, or his/her designee, but such services are not required to be made up.
4. Agree to be responsible as an independent contractor for the estimated payments of State and Federal income taxes and self-employment taxes. The Service Provider will not hold out or claim to be an employee, officer, or agent of the School District or any of its departments in any manner for the provision of these services.
5. Agree to be responsible for providing any manipulatives and supplies necessary in the performance of the contracted services.
6. Provide copies of license and liability insurance.
7. Maintain confidentiality and will not release student information to any party without the written permission of the School District and the written consent of the Parent/Guardian(s).

8. Maintain an attendance record and submit with invoice. The Service Provider may maintain one copy for his/her records in an appropriate confidential location.
9. Work closely together with the School District in preparing appropriate services for the identified students according to their IEP goals and objectives.
10. Write appropriate progress notes for each student, for each of the student's goals, according to the district procedure, and make copies, each signed and dated in blue ink, by 2 business days after the end of each quarter. One copy will be given or mailed to the CSE Chairperson, or his/her designee, to be received or post-marked no later than 2 business days after the end of the particular student's services. The Service Provider may maintain one copy for his/her records in an appropriate confidential location.
11. Provide appropriate documentation of the student's progress on the IEP goals either by standardizing testing or documentation of observation. Type of documentation of observation will be according to the School District procedure and will be dated with the date of observation by the Service Provider.
12. Participate in the attendance of team meetings, IEP meetings, impartial hearings, and/or other meetings for a student requested by the CSE Chairperson or by the School District, in person, via phone conference or by written progress report.
13. Will abide by all School District rules, policies, procedures, and practices.
14. This professional service agreement may not be assigned by the Contractor or the School District to any other party.
15. Either party may terminate this contract at any time upon request with at least 15 days written notice to the other party by priority mail, delivery confirmation requested.
16. Will bill the School District for the services provided monthly.
17. Represents and warrants that it, nor its employees or contractors, are not excluded from participation in, and is not otherwise ineligible to participate, in a "federal health care program", including but not limited to Medicaid and Medicare, as defined in 42 U.S.C. Section 1320a-7b(f) or in any other government program.
In the event that the Provider or one of its employees is excluded from participation or becomes otherwise ineligible to participate in any such program during the term of this agreement, and agrees that it will notify the District in writing of the exclusion within three (3) business days after learning of the exclusion. Failure to notify the District of the exclusion constitutes a material breach of this agreement and cause for the District to terminate the agreement immediately.

Laurens Central School District will:

1. Provide a copy of the student's IEP and any necessary consents and prescriptions.
2. Provide the dates of each quarter of the school year to the provider.
3. Make a payment within 30 days of receipt of all bills, as long as the attendance sheets have been received by the CSE Chairperson, or his/her designee, of Laurens Central School.

Section 2-c and 2-d of the New York State Education Law require that third party contractors comply with the parents' Bill of Rights and ensure privacy of any personally identifiable data shared under this contract. Contractor agrees to comply in every respect with all applicable provisions of section 2-c and 2-d of the NYS Education Law and any subsequently promulgated rules, regulations or laws regarding the same. Contractor has read the Parent's

Bill of Rights and has read the District's Student Records Policy and agrees to fully
comply
with both including any amendments. The District will notify Contractor of any
significant
charges to either policy.

Diane McMillan CVT
Diane McMillan

6-4-2021
Date

Laurens Central School District by:

Print Name, Title

Sign Name

Date

PLEASE PRINT YOUR NAME BELOW May 19, 2021

PLEASE NOTE: IF YOU SPEAK AT A BOARD MEETING DURING PUBLIC COMMENT, YOUR NAME WILL APPEAR IN THE BOARD MINUTES. PLEASE UNDERSTAND THAT OUR MINUTES ARE PLACED ON OUR WEBSITE AND YOUR NAME WILL APPEAR ON THE INTERNET.

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