

AGENDA
Laurens Central School
Board of Education
MPR - 7:30 PM
June 15, 2022

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 – 5/18/22*

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. Trap Shooting Club Report – P. Dugan
2. Superintendent's Report – W. Dorritie
3. Building Principal' Report – J. Mushtare
4. Supervisor of Transportation Report – M. Pernat
5. 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)
7. 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 \$142,057.91 (General)
 - Warrant #21 C Fund \$8,387.08 (Cafeteria)
 - Warrant #22 F Fund \$50,271.61 (Special)

Warrant #19 T Fund \$327.74 (Trust & Agency)
 Warrant #18 H Fund \$1,251.85 (Capital Fund)
 Warrant # TE Fund \$0 (Trust-Scholarship)
 Warrant # L Fund \$0 (Library)
 Warrant # P Fund \$0 (Payroll)
 Warrant #47 A Fund \$158,189.06(General)
 Warrant #22 C Fund \$8,466.75(Cafeteria)
 Warrant #23 F Fund \$10.93 (Special)
 Warrant #20 T Fund \$932.55 (Trust & Agency)
 Warrant #19 H Fund \$1,514.41 (Capital Fund)
 Warrant # TE Fund \$0 (Trust-Scholarship)
 Warrant # L Fund \$0 (Library)
 Warrant #46 P Fund \$150,933.07(Payroll)
 Warrant #49 A Fund \$304.96 (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 #48 P Fund \$167,168.48(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:

1. The May 18, 2022 Fiscal Reports.*

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 Matt Horne to work an additional 1 day per week at 1/210th of his annual salary during the summer (July 1 to August 31) as per the LTA Contract.
2. The amendments to the contracts of the following individuals:*

Charles Conklin – Assistant Building Maintenance Mechanic
 William Dorritie – Superintendent
 Patrick Dugan - Assistant Building Maintenance Mechanic
 Kerri Gartung – Secretary to the Director of Instructional Support
 Services and Data Specialist
 Lindsey Gifford – Director of Instructional Support Services
 John Mushtare – Building Principal
 Matthew Pernat – Head Bus Driver

Charles Walker – District Technology Coordinator/Technician
Pamela Weir – Confidential Secretary
Pamela Weir – District Clerk
Steve West – Director of Facilities
Edward Wright – Deputy District Treasurer

3. The 1 year contract for Lisa Flachs, Social Worker for the 2022-2023 school year.*

4. The following appointments for the 2022-2023 school year:

Andrea Hall	Eligibility Chairperson	\$1555
Randi Bell	Arts in Education Coordinator	\$637
Andrea Hall	Bus Dispatcher/Attendance	\$2730
Kim Loftus	Tax Collector	\$1826
Pam Weir	Records Management	\$1011
Jackie Tate	Co-Team Leader	\$7458
Beth VanDeusen	Co-Team Leader	\$7458
Andrea Hall	Substitute Coordinators	\$3183 (divided equally)
Edward Wright		
Any LCS Employee appointed by the Superintendent as a Before School Monitor		\$10.00 per day

5. The appointment of Donna Shean as a 1:1 teacher aide for the Extended School Year Special Education summer program. Her hourly rate will be calculated from her 2022-2023 salary.

6. The appointment of the following individuals to the Summer CROP Program. All salaries to be determined and paid by the CROP Grant:

Site Coordinator

Jessica DeBoer

Activity Leaders

Marie Mish
Monica Kovacs
Yvonne Angell
Christina Wooley
Jessica Stahl
Ashley Furner

Substitute Site Coordinator

Monica Kovacs

Peer Tutors

Alexandria Geissinger
Alysa Hunt
Mallory Kovacs
Ethan Smith

All Laurens Central School Staff/Faculty and Substitutes for the 2022-2023 school year as needed by the Summer CROP Program.

7. The resignation of William Lunn as a Teacher Aide effective June 10, 2022.*

8. The probationary appointment of Mary Bello, tenure area English Teacher. Date

of commencement of probationary service to be August 31, 2022. *The potential expiration date of the appointment June, 30, 2026, pending proof of certification. Her annual salary to be \$41,000.

*To the extent required by the applicable provisions of Education Law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teachers and building principals mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

9. The appointment of Heidi Sider as a Certified Substitute School Counselor for the 2022-2023 summer and school year.

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 21-22 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 #2022-012 awarding Casella Waste Management for the 2022-2023 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 20, 2022 Board of Education Meeting.*
4. The Laurens Central School Building Level SAVE Plan for the 2022-2023 School Year.*
5. To change the job title of Board Policy #9260 Typist (Confidential Secretary to the School Counselors) to Keyboard Specialist (Confidential Secretary to the School Counselors) to align with the Civil Service job title.*
6. To waive the second reading and approve the Board Policy #9380 for the Job Description of Microcomputer Specialist.*
7. To authorize the merger of Boys' Modified and Varsity Soccer with Milford Central School for the fall 2022 season.
8. The attached contract with Upstate Cerebral Palsy, Inc. for the school year 2022-2023.*

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: 10943, 10856, 10805, 10749, 10713, 10882, 10913, 10965, 10398, 10953,
10233, 10865, 10954, 10815, 10918, 10337, 10988, 10930

CSPE: None

504: 10665, 10185, 10679

XI. INFORMATION

1. Enrollment Report May 31, 2022*

XII. MEETINGS

1. Board of Education Reorganizational Meeting - Tuesday, July 5, 2022, 7:00 pm
3. Board of Education Meeting - Wednesday, July 20, 2022, 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 18, 2022

Opening of Meeting

I. OPENING OF MEETING

1. Call to order

The meeting was called to order at 7:32 pm by President C. Struckle.

2. Roll call and quorum check

Board Members Present: C. Struckle, T. Francisco, G. Murello, M. Wikoff

Board Members Absent: P. Bush

Others Present: W. Dorritie, Superintendent; J. Mushtare, Building Principal; A. Schlee, District Treasurer; P. Weir, District Clerk; M. Pernat, Head of Transportation; Members of the Staff and Community (see attached sign in sheet).

Adoption of Agenda with Addenda

II. ADOPTION OF AGENDA with Addenda

Motion made by G. Murello, seconded by T. Francisco to adopt the Agenda with addenda. Motion carried 4-0-0.

Minutes

III. MINUTES

1. Minutes – Regular Meeting – 4/27/22

Motion made by M. Wikoff, seconded by T. Francisco to approve the minutes. Motion carried 4-0-0.

Open Comment

IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

At this time grandparent, Beth West and parents Michael VanDeusen, Kate Rorick, Kendra Capraro, and Jessica Stahl asked to speak to the board of education.

The board adjourned to Executive Session at 7:35 pm. Motion made by T. Francisco, seconded by M. Wikoff. Motion carried 4-0-0.

B. Dorritie also invited Mr. John Mushtare, Building Principal to Executive Session.

The board adjourned from Executive Session at 7:55 pm. Motion made by G. Murello, seconded by M. Wikoff. Motion carried 4-0-0.

Reports and Discussions

V. REPORTS AND DISCUSSIONS

1. Senior Class Field Trips – J. Mann
 - 2 day trips planned for class of 2022
 - June 3 to Letchworth State Park for whitewater rafting- Mr. Mushtare will be going
 - June 20 to Six Flags in Lake George – Mr. Dorritie will be going
2. Report from Director of ISS – L. Gifford
 - Kindergarten Registration
 - Pre-Kindergarten

- Summer barbeque
- Literacy article
- Orton-Gillingham training
- Book study group
- Identify skill deficits
- Professional Development
- 3. Superintendent's Report – W. Dorritie
 - Thank you to LCS community for support on vote
 - Federal funding- CROP grant
 - Spring Elementary concert
 - Memorial Day Parade and Ceremony
 - Athletics
 - Prom – May 27th 7-11 pm
 - Trap Shooting Team
- 4. Report from Building Principal – J. Mushtare
 - visitors to 7th grade – bullied student & family
- 5. Report from Supervisor Transportation – M. Pernat
 - new bus not delivered until around October
- 6. Report for Buildings & Ground – S. West - absent

Correspondence

VI. 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

The board will approve this month's Fiscal Reports when received at the June 15, 2022 meeting.

- B. Other Reports (No Approval Required)
1. Warrants

Warrant #41	A Fund \$128,777.67 (General)
Warrant #19	C Fund \$8,744.87 (Cafeteria)
Warrant #20	F Fund \$9,730.18 (Special)
Warrant #17	T Fund \$391.33 (Trust & Agency)
Warrant #17	H Fund \$2,970.01 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #	P Fund \$0 (Payroll)
Warrant #44	A Fund \$147,844.21 (General)
Warrant #20	C Fund \$1,698.38 (Cafeteria)
Warrant #21	F Fund \$2,473.53 (Special)
Warrant #18	T Fund \$976.54 (Trust & Agency)
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #42	P Fund \$148,898.86 (Payroll)
Warrant #	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 #44 P Fund \$139,989.53 (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 2022-2023 school year.

Motion made by G. Murello, seconded by T. Francisco to approve the attached list of extracurricular advisors. Motion carried 4-0-0.

Coaches

2. The attached list of Coaches for the 2022-2023 school year.

Motion made by T. Francisco, seconded by M. Wikoff to approve the attached list of coaches. Motion carried 4-0-0.

R. Knapp Summer Bus Monitor

3. The appointment of Rita Knapp as a Summer Bus Monitor for the Extended School Year Special Education Program. Her salary will \$15.25 per hour.

Motion made by M. Wikoff, seconded by G. Murello to approve the above appointment. Motion carried 4-0-0.

C. Louden Summer Bus Montitor

4. The appointment of Carol Louden as a Summer Bus Monitor for the Extended School Year Special Education Program. Her salary will be \$13.20 per hour.

Motion made by G. Murello, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

L. Reeves Summer Office Substitute

5. The appointment of Linda Reeves as substitute office staff as needed in the main office. Her salary will be \$13.20 per hour.

Motion made by G. Murello, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

R. Peakes Elementary Teacher

6. The probationary appointment of Rebecca Peakes, tenure area Elementary Teacher. Date of commencement of probationary service to be September 1, 2022. *The potential expiration date of the appointment June, 30, 2026,

pending proof of certification. Her annual salary to be \$41,000.

*To the extent required by the applicable provisions of Education Law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teachers and building principals mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

L. Laing Elementary Teacher

7. The probationary appointment of Lindsey Laing, tenure area Elementary Teacher. Date of commencement of probationary service to be September 1, 2022. *The potential expiration date of the appointment June, 30, 2026, Certification status Childhood Education Grades 1-6 Initial. Her annual salary to be \$45,086.

*To the extent required by the applicable provisions of Education Law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teachers and building principals mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

Tenure M. Ling

8. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that Markus Ling, a probationary K-12 Music Teacher having been appointed to such position on September 1, 2018, be appointed to tenure to the position of K-12 Music Teacher, it having been shown that Markus Ling, holds a valid New York State Certificate in the aforesaid tenure area and it further having been shown that the probationary period of Markus Ling to work in the area expires on June 30, 2022, the Laurens Central School District does hereby grant tenure and appoint to tenure Markus Ling, effective September 1, 2022, to the position of K-12 Music Teacher.

Motion made by T. Francisco, seconded by G. Murello to approve the above appointment. Motion carried 4-0-0.

Tenure M. Gregory

9. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that Melissa Gregory, a probationary Elementary Teacher having been appointed to such position on September 1, 2019, be appointed to tenure to the position of Childhood Education (1-6) and Early Childhood Education Initial (B-2), it having

been shown that Melissa Gregory, holds a valid New York State Certificate in the aforesaid tenure areas and it further having been shown that the probationary period of Melissa Gregory to work in the areas expires on June 30,2023, the Laurens Central School District does hereby grant tenure and appoint to tenure Melissa Gregory, effective September 1, 2022, to the position of Childhood Education (1-6) and Early Childhood Education (B-2) Elementary Teacher.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

Tenure J. Lewis

10. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that Jennifer Lewis, a probationary Elementary Teacher having been appointed to such position on September 1, 2018, be appointed to tenure to the position of Pre-K, K and, Grades 1-6 Education, it having been shown that Jennifer Lewis, holds a valid New York State Certificate in the aforesaid tenure areas and it further having been shown that the probationary period of Jennifer Lewis to work in the areas expires on June 30, 2022, the Laurens Central School District does hereby grant tenure and appoint to tenure Jennifer Lewis, effective September 1, 2022, to the position of Pre-K, K and, Grades 1-6 Elementary Teacher.

Motion made by M. Wikoff, seconded by T. Francisco to approve the above appointment. Motion carried 4-0-0.

Tenure A. Gray

11. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that Abigail Gray, a probationary Elementary Teacher having been appointed to such position on September 1, 2018, be appointed to tenure to the position of Childhood Education (1-6) and Early Childhood Education (B-2), it having been shown that Abigail Gray, holds a valid New York State Certificate in the aforesaid tenure areas and it further having been shown that the probationary period of Abigail Gray to work in the areas expires on June 30, 2022, the Laurens Central School District does hereby grant tenure and appoint to tenure Abigail Gray, effective September 1, 2022, to the position of Childhood Education (1-6) and Early Childhood Education (B-2) Elementary Teacher.

Motion made by G. Murello, seconded by M. Wikoff to approve the above appointment. Motion carried 4-0-0.

K. DeGroat Consultant

12. The appointment of Kristyn DeGroat as a consultant for District Treasurer training. Her salary will be \$50.00 per hour.

Motion made by T. Francisco, seconded by G. Murello to approve the above appointment. Motion carried 4-0-0.

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 22-23

1. The results of the 2022-2023 Budget Vote, Board Vacancy, Bus Purchase

	Yes	No
Budget	116	9
	Yes	
Board Seat	115	

		Yes	No
Bus Purchase (1)	117	6	

Motion made by T. Francisco, seconded by M. Wikoff to approve the above results. Motion carried 4-0-0.

Senior Trips

2. The planning of two day trips for the senior class of 2022. All trip costs will be paid by the trip participants, and/or funds raised by the class. All rules as outlined in the Code of Conduct will be in place for participating students. The Laurens Central School Board of Education reserves the right to rescind their decision at any time.

Motion made by G. Murello, seconded by T. Francisco to approve the above senior trips. Motion carried 4-0-0.

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 2022-2023 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 4-0-0.

Access Therapy Agreement

4. The Agreement between the Laurens Central School District and Access Therapy Group for the 2022-2023 school year.

Motion made by T. Francisco, seconded by G. Murello to approve the above agreement. Motion carried 4-0-0.

Contract Vision Services

5. The contract with Diane McMillan, a licensed CLVT Low Vision Therapist, for vision services for the 2022-2023 school year.

Motion made by G. Murello, seconded by M. Wikoff to approve the above contract. Motion carried 4-0-0.

22-23 Calendar Changes

6. The changes to the attached 2022-2023 School Calendar.

Motion made by M. Wikoff, seconded by T. Francisco to approve the changes to the calendar. Motion carried 4-0-0.

External Audit Contract

7. It is the intent of the Laurens Central School Board of Education to extend the existing contract with Cwynar & Company, for external audit services, for an additional 2 years as allowed by the current contract.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above contract extension. Motion carried 4-0-0.

Bread Bid

8. The Bread Bid awarded to Bimbo Bakeries for the 2022-2023 school year.

Motion made by T. Francisco, seconded by M. Wikoff to award the above bid. Motion carried 4-0-0.

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: 10100, 10967

CPSE: None

504: 10293, 10251, 11103, 11034, 10303, 11068

Motion made by T. Francisco, seconded by G. Murello to approve the above CSE cases. Motion carried 4-0-0.

Information

XI. INFORMATION

1. Student Enrollment Report– April 30, 2022

Meetings

XII. MEETINGS

1. Awards Assemblies – June 7 & 9, 2021, 2:00 pm
2. Final Concert grades 7-12 – June 9, 2022 7:00 pm
3. Board of Education Meeting: June 15, 2022 7:30 PM
4. Graduation – June 24, 2022 7:00 pm

Open Comment

XIII. OPEN COMMENT PERIOD

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. Personnel
2. Student

The Board adjourned to executive session at 8:30 pm to discuss Personnel and Student issues. Motion made by T. Francisco, seconded by M. Wikoff. Motion carried 4-0-0.

Final Adjournment

XV. FINAL ADJOURNMENT

The Board adjourned from executive session at 9:39 pm. Motion made by M. Wikoff, seconded by G. Murello. Motion carried 4-0-0.

The Board adjourned, without further discussion at 9:40 pm. Motion made by M. Wikoff, seconded by G. Murello. Motion carried 4-0-0.

PLEASE PRINT YOUR NAME BELOW

May 18, 2022

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.

1. Jennifer Sander
2. Jennifer Lewis
3. Jennifer Mann
4. Brandi Pepper
5. Kendra Beers Capraro
6. Beth Webb
7. Katie Ronck
8. Michael VanDusen
9. Anthony Casey
10. Abby Gray
11. Lindsey Laine
12. Melissa Gregory
13. Rebecca Peakes
14. Fred Carbonaro
15. Marko Cig
16. Beverly Murch
17. Jen Smallie
18. Jessica Stani
19. Noelle Forbes
- 20.
- 21.
- 22.
- 23.
- 24.

SOLID WASTE REMOVAL BID #2022-012 - ANALYSIS SPREADSHEET - LOT 17
LAURENS CSD

Below is an analysis of the Solid Waste Removal bid #2022-012. 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 June 1, 2022. 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.

DISTRICT	BIDDER NAME	SUMMER PICKUP	TOTAL - WITH RECYCLABLE MATERIAL REMOVAL
LAURENS CSD	Casella Waste Mfg.	Included	\$4,680.00
	Waste Recovery Ent.	Included	\$6,032.00
Last Year's Bid			↑ \$4,199.00

LAURENS CENTRAL SCHOOL
District-Wide School Safety Plan
Section 1
2022-2023 School Year

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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,
- *placed on the District website,
- *published in the District newsletter

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 may 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

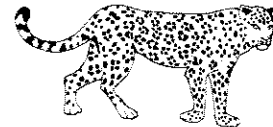
Crisis Plan - Section 3, SAVE Document

New York State Police - Oneonta, New York

Otsego County Sheriff's Department - Cooperstown, New York

Laurens Central School District

Board Policy



JOB DESCRIPTION - 9260

Subject: Keyboard Specialist (Confidential Secretary to the School Counselors)

Title: Typist (Confidential Secretary to the School Counselors)

Qualifications:

1. High School Diploma
2. Knowledge of typing, filing, office machines. The person should be familiar with word processing and computer operations.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Must pass Civil Service test for Typist.

Reports to: School Counselors/Superintendent/Building Principal

Job Goal: To contribute to the efficient operation of a school guidance office so that it can play its effective part in the education process.

Performance Responsibilities:

1. Assist Attendance Officer
 - a. Assist in data entry of attendance
 - b. Substitute for attendance officer when she is absent
 - c. Type morning attendance and distribute it when attendance officer is unable to do it.
2. Relieve Central Office Aide for lunch hour.
3. Prepare all forms for Guidance Office.
4. Pick up, open and sort all Guidance Office mail.
5. Reply to and distribute all teacher requests for Guidance Office materials.
6. Transcripts:
 - a. Prepare and mail all transcripts for:
 1. College applications
 2. Former students
 3. Transferring students
 - b. Obtain release form and keep on file for all transcripts.
7. Prepare Guidance requisitions.
8. Receive Guidance Office telephone calls.
9. Make appointments for the School Counselors.
10. Responsible for all typing and correspondence in the Guidance Office.
11. Prepare, type and collate Guidance Handbook.
12. Do all copying for Guidance Office.
13. Report Cards:
 - a. Prepare all report cards for Grades K-12.
 - b. Prepare all report card envelopes for Grades K-12
 - c. Check all report cards for error

JOB DESCRIPTION - 9260

Subject: Typist (Confidential Secretary to the School Counselors – cont.

- d. Receive grades/credit from BOCES, colleges, and YTY assignments and transfer to report card
14. Reports to Parents:
 - a. Distribute Progress Reports to teachers
 - b. Collect Progress Reports
 - c. Send reports to parents
 - d. Send deficiency report to parents
 - e. Keep on file all deficiency reports
15. Working Papers:
 - a. Distribute working paper forms
 - b. Fill out forms
 - c. Prepare final working permits
 - d. Prepare proof of age
 - e. Fill out and send in working paper and Proof of Age Report
16. Records:
 - a. Prepare permanent records for all students, grade 7-12
 - b. responsible for the maintenance of all student records
17. Send student publicity (honor roll, senior pictures, etc.) to papers.
18. Assist School Counselor in graduation responsibilities:
 - a. Prepare diploma order
 - b. receive and check diplomas when they come in
 - c. Prepare diplomas for graduation ceremony
 - d. List Regents endorsements and prepare Regents diplomas
19. Keep trade school book up to date.
20. Assist in Kindergarten registration
 - a. Prepare forms used
 - b. Aid parents in filling out above
 - c. Copy all student records such as immunization records and birth certificates
21. Student Obligations (Quarterly)
 - a. Notify teachers and staff of student obligation process
 - b. Distribute/collect student obligation forms
 - c. Send student obligation forms to parents
 - d. Maintain student obligation list
 - e. Hold report cards as per student obligation list
22. Keep college catalogs up to date and filed.
23. All secretarial duties required by Counselors.
24. Any other duties assigned by the Counselors.
25. Duties after school closes (Assist Counselors in the following):
 - a. Prepare individual teacher schedules
 - b. Prepare individual student schedules
 - c. Type and copy all of the above
 - d. Transfer final standings to Permanent Record
 - e. Send final transcripts to college for entering freshmen
26. Duties before school opens (Assist Counselors in the following):
 - a. Finalize all schedules
 - b. Finalize all class lists
 - c. Finalize teacher schedules

JOB DESCRIPTION - 9260

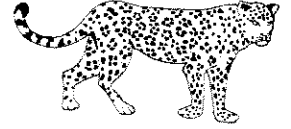
Subject: **Keyboard Specialist (Confidential
Secretary to the School Counselors – cont.**

- d. Mail copies of individual schedules to all students
 - e. Prepare all materials for opening of school
 - f. Distribute student folders to K-6 teachers
27. This is a twelve-month position. Hours: 7:30 AM-4:00 PM.
28. Other duties as assigned by the Superintendent.
29. Modification only through subsequent Board action.

Adopted: 11/20/85
Reviewed and Readopted: 11/14/90, 6/19/91, 10/19/93, 5/15/95
Modified: 8/1/03
Reviewed and Readopted: 8/20/2008
Revised and Readopted: 8/18/2021

Laurens Central School District

Board Policy



JOB DESCRIPTION - 9380

Subject: Microcomputer Specialist

Title: Microcomputer Specialist

- Qualifications:**
1. Graduation from a New York State registered two-year college or university with an Associate's Degree or higher in computer science or a closely related field; or
 2. High School Diploma or its equivalency and two (2) years of full-time paid experience or its part-time equivalent in personal computer system analysis and/or adapting software for users; or
 3. An equivalent combination of training and experience as defined by the limits of the above.
 4. Good knowledge of the principles, techniques, and concepts utilized in microcomputer system analysis, capacities, programming principles, techniques, and concepts; good knowledge of the operation and utilization of word processing equipment
 5. Must pass Civil Service test

Reports to: District Technology Coordinator/Technician/Director of Facilities/and/or Superintendent

Job Goal: This is a technical position focused on adapting microcomputers to department and user needs. Working with various departments or units within a department, as needed, the incumbent works from problem definition to implementation and support for the system designed. The work includes the application of both hardware and software to meet the specific needs of the department.

Performance Responsibilities:

1. Collects information from the department requesting computer support to determine current operation and identifying the basic requirements;
2. Defines and researches the problem in terms of conditions, logical relationships, system constraints, compatibility requirements, basic objectives, related manual processes, space, impact on resources, etc.;
3. Designs the system for department use by specifying hardware, software, files, screens, interactive programs, batch programs, macros, etc.;
4. Integrates new system into the current hardware/software systems and manual/paper systems in use;
5. Develops appropriate tests to assure the system's reliability;

JOB DESCRIPTION - 9380

Subject: **Microcomputer Specialist**

6. Assembles and installs microcomputer systems including connection of central processing unit with all peripheral equipment such as printers, displays, and external disk drives;
7. May assist with installing and maintaining Network cabling systems, and upgrade software packages;
8. Installs and upgrades software packages;
9. Loads operating system software and batch programs;
10. Tests and adjusts software during parallel operation with the current system;
11. Develops and documents operational procedures;
12. Trains staff in use of word processing, database, spreadsheet, utility and other software
13. Maintains inventory data, daily transaction log for monthly billings, updates social media outlets and website;
14. Prepares and maintains operation manuals for users and other written materials such as memoranda, progress reports and proposals;
15. Responds to user problems and questions on system and software operational problems;
16. May support with printing of staff IDs;
17. May maintain door access systems in coordination with Building/Facilities Department;
18. May occasionally perform various computer and printer operations;
19. In School Districts, may assist with technology plans, Technology Committee, and ED2D compliance;
20. Other related duties as required
21. Modification only through subsequent Board action.

Adopted:

Agreement by and between the Districts,

Laurens Central School District
Attention: Lindsey Gifford
55 Main Street
Laurens, NY 13796

And the Contractor,

Upstate Cerebral Palsy
125 Business Park Drive
Utica, NY 13502

Whereas, the Superintendent of the District, hereinafter called the Superintendent, is charged with the responsibility to provide certain education services for students with disabilities in the District in compliance with Public Law 94-142, of the New York State Education Law and Part 200 thereof the Regulations of the Commissioner of Education, and

Whereas, the Superintendent may provide these educational services through an authorized organization and

Whereas, the Contractor is such authorized organization and

Whereas, the Contractor under terms of its corporate authority has the power to provide certain educational services set forth in this agreement and

Whereas, the District believes that the amount of funds to be paid to the Contractor is reasonable and necessary and

Whereas, it is programmatically desirable for the District to contract with the Contractor for the performance of these services.

Now, THEREFORE, the parties in consideration of the above do covenant and agree as follows:

1. Participation by the District in the referral of a child with a disability and the admission process of the Contractor shall be defined in the admission policy procedures of the Contractor with regard to age and types of placement. Decision as to referral for enrollment of a child for educational services under this contract shall be that of the District. Decision as to acceptance of such a child for the enrollment in the school of the Contractor will be that of the Contractor, as defined in the admission policy.
2. As part of the referral process, the District will provide complete school records to the Contractor. These should include previous report cards, achievement test records, IEP's, evaluations and assessments.
3. The District and the Contractor will work together in preparing the child for enrollment in the school of the Contractor.

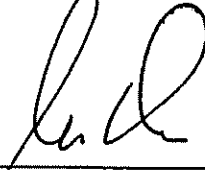
4. The District shall pay tuition costs while the child is enrolled in the school of the Contractor. The prospective tuition rates, inclusive of Related Services, will remain in effect until reconciliation rates are set by the New York State Education Department, as per their rate methodology, reconciliation adjustments will be billed and owed upon notification. Tuition will be paid for all days of enrollment and shall also be paid for all days of absence due to illness, absence for legal and illegal reasons, teacher conferences, work days or others as defined by the Regulations of the Commissioner of Education. In addition, the District will also pay for agreed upon services with the Contractor, which are deemed necessary for the educational well-being of the student and which would be above the normal tuition rate.

Tuition will be charged for the day of enrollment in the school of the Contractor and for the day of discharge. Tuition will be charged during the time of enrollment and until the child has left the school of the contractor for one of the following reasons: Death, withdrawal from the school of the Contractor by the District, the appropriate Social Services Agency, the appropriate Family Court, or any of these in concert:

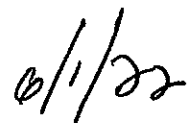
Withdrawal of the child by the parent or guardian where such is legally permissible, verified admission of the child to another school setting; protracted absence due to illness or such reason to make withdrawal agreeable to the parties of this agreement.

Tuition will be billed on a monthly basis for the 10 month program and payment is due and owed upon receipt of the tuition bill. Tuition will be billed at the end of the 30 day summer program and is due and owed upon receipt of the tuition bill.

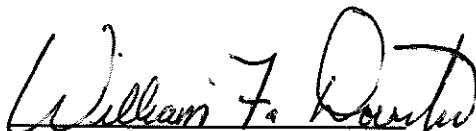
5. During the enrollment of the child, the Contractor will provide special education services to the child in accordance with applicable laws and regulations. This will include classroom instruction, on the child's development level and individual or group occupational, speech and/or physical therapy sessions as defined by the (IEP) Individualized Education Plan.
6. The Contractor will maintain consultation with the District about the progress of the child. Such consultation may take the form of written reports, personal conferences, or telephone conferences. Personnel from the District will be welcomed to visit the Contractor for such consultative purposes or for classroom visits, with such visits to be arranged by appointments.
7. This contract shall be in effect as of July 1, 2022 through June 30, 2023.



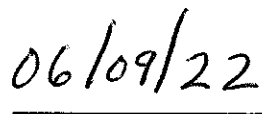
Geno DeCondo,
Executive Director
Upstate Cerebral Palsy



Date



School District



Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE DEPARTMENT OF HEALTH
AND
THE SERVICE PROVIDERS UNDER CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act,

Upstate Cerebral Palsy, Inc.

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Address: 125 Business Park Drive

City: Utica State: NY Zip: 13502

Telephone: (315) 724-6907 Date Signed: 06/01/2022

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Upstate Cerebral Palsy, Inc.

Name of the Outside Contracted Provider

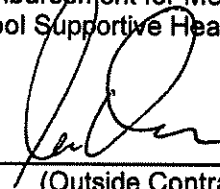
By this reassignment, the above-named outside contracted provider of services agrees:

1. to reassign all Medicaid reimbursements to your school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
2. to accept as payment in full the contracted reimbursement rates for covered services,
3. to comply with all the rules and policies as described in your contract with the school district, and
4. to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Supportive Health Services Program (SSHSP)

06/01/2022

(Date)



(Outside Contract Service Provider's Signature)

See Attached List

School District (under contract with): List additional ones on back of this form.)

Districts Under Contract with UCP

Adirondack CSD
Albany CSD
Baldwinsville CSD
Brookfield CSD
Camden CSD
Canajoharie CSD
Canastota CSD
Canton CSD
Cazenovia CSD
Central Square CSD
Central Valley SD
Clinton CSD
Dolgeville CSD
East Ramapo CSD
East Syracuse - Minoa
CSD
Fort Plain CSD
Frankfort Schuyler CSD
Fulton City School
Glens Falls
Goshen CSD
Greater Amsterdam
Greater Johnstown
Herkimer CSD
Holland Patent CSD
Jamesville-DeWitt
Kingston City School
Laurens CSD
Liberty CSD
Lisbon CSD
Liverpool CSD
Middle Country CSD
Moriah CSD
Morrisville-Eaton CSD

New Hartford CSD
New York Mills CSD
Niskayuna CSD
North Syracuse SD
Norwich CSD
Norwood-Norfolk CSD
NYC CSE District 28
NYC CSE District 29
NYC CSE District 26
NYC CSE District 11
NYC CSE District 2
NYC CSE District 6
NYC CSE District 9
Oneida City CSD
Poland CSD
Ravena-Coeymans-Selkirk
Remsen CSD
Richfield Springs CSD
Rochester City SD
Rome CSD
Sauquoit CSD
South Colonie CSD
Susquehanna Valley CSD
Syracuse City SD
Troy Enlarged City School
Unadilla CSD
Utica CSD
Vernon-Verona-Sherrill CSD
Wallkill Central School
Waterville CSD
West Canada CSD
West Genesee CSD
Westhill Central
Westmoreland CSD
Whitesboro CSD