

AGENDA
Laurens Central School
Board of Education
FACS Room 115 - 7:30 PM
November 15, 2023

I. OPENING OF MEETING

1. Call to order
2. Roll call and quorum check

II. ADOPTION OF AGENDA

III. MINUTES

1. Minutes- Regular Meeting – 10/18/2023*

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. Report from Director of ISS – L. Gifford
2. Superintendent's Report – B. Dorritie
3. Report from Building Principal – J. Mushtare
4. Report from Supervisor Transportation – J. Kessler
5. Report from Supervisor Buildings & Ground – 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. Treasurer's Report Repair Reserve*
8. Treasurer's Report Capital Reserve*
9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve*
10. NYLAF Investment Account*
11. Transfers Over \$1000*

B. Other Reports (No Approval Required)

1. Warrants
Warrant #18 A Fund \$187,315.58 (General)*
Warrant #4 C Fund \$11,036.37 (Cafeteria)*

Warrant #8	F Fund \$64,296.79 (Special)*
Warrant #	T Fund \$0 (Trust & Agency)
Warrant #7	H Fund \$21,109.22 (Capital Fund)*
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #	P Fund \$0 (Payroll)
Warrant #20	A Fund \$139,540.56 (General)*
Warrant #5	C Fund \$9,955.74 (Cafeteria)*
Warrant #9	F Fund \$58,906.42 (Special)*
Warrant #7	T Fund \$231.42 (Trust & Agency)*
Warrant #8	H Fund \$75,462.85 (Capital Fund)*
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #19	P Fund \$181,417.28 (Payroll)*
Warrant #	A Fund \$0 (General)
Warrant #	C Fund \$0 (Cafeteria)
Warrant #	F Fund \$0 (Special)
Warrant #8	T Fund \$351.05 (Trust & Agency)*
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #21	P Fund \$194,284.80 (Payroll)*

2. Transfers Under \$1000*
3. Internal Claims Auditor's Reports*
4. Revenue Status Report - Fund A*
5. 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 the following substitutes for the 2023-2024 school year:

Non-Certified Teacher - \$95.00 per day

Megan Stoltenborg

Amanda Zuntag

Teacher Aides - \$14.20 per hour

Megan Stoltenborg

Emma Peeters

Amanda Zuntag

Kassidy Qua – retroactive to November 6, 2023

2. The appointment of the following as CROP Peer Tutors for the 2023-2024 school year.
The salary will be \$14.20 per hour.

Nicole Stanley – retroactive to November 1, 2023

Allison Johnson

Lexi Sherwood

Mark DeMeo
Ryleigh Williams

3. The resignation of Jessica Stahl from the position of Teacher Aide, effective November 3, 2023.*
4. The appointment of the following as Official Scorekeeper, Main Clock Operator, or Shot Clock Operator for all home basketball events during the 2023-2024 school year. The salary will be \$40.00 per evening event.
 - Any current LCS employee or substitute
 - Any LCS student in grades 7-12
 - Brooke White
5. The appointment of the following as Chaperone, Official Scorekeeper, Main Clock Operator, Shot Clock Operator, or Ticket Taker for all home basketball events during the 2023-2024 school year. The salary will be \$40.00 per evening event.
 - Burt Becker
 - Deborah Trask
 - Any current LCS employee
6. The probationary appointment of Nancy Bakhuizen to the position of Teacher Aide, retroactive to November 6, 2023. Her salary will be \$18,369, pro-rated for the 2023-2024 school year.

B. NEW BUSINESS

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

1. To waive the first reading and approve/reapprove the following attached Board policies:
 - #6110 – Substitute Teachers Including Long Term Substitutes
2. The first reading of the following Board of Education Policies:
 - #7412 – Limited Authorized Use of Physical Restraint
 - #7412.1 – Physical Restraint Report
 - #7413 – Timeout
 - #7413.1 – Timeout Use Report
3. The attached Letter of Intent for the purchase of a school bus from Leonard Bus Sales. This purchase is pending voter approval on May 16, 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 cases.*

None

XI. INFORMATION

1. Student Enrollment October 31, 2023*

XII. MEETINGS

1. Secondary Winter Concert – December 13, 2023 MPR 7:00 pm
2. Faculty/Staff Holiday Celebration- December 19, 2023
3. Elementary Winter Concert – December 19, 2023 MPR 6:00 pm

4. Board of Education Meeting – December 20, 2023

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

XV. FINAL ADJOURNMENT

Draft MINUTES
Laurens Central School
Board of Education
MPR - 7:30 PM
October 18, 2023

Opening of Meeting

I. OPENING OF MEETING

1. Call to order

The meeting was called to order at 7:30 pm by President C. Struckle.

2. Roll call and quorum check

Board Members Present: C. Struckle, T. Francisco, G. Murello, M. Wikoff, P. Bush-Allen

Board Members Absent: None

Others Present: B. Dorritie, Superintendent; J. Mushtare, Building Principal; P. Weir, District Clerk; A. Schlee, District Treasurer; J. Kessler, Head of Transportation; B & G, Steve West; Members of the Staff and Community (see attached sign in sheet).

Adoption of Agenda

II. ADOPTION OF AGENDA

Motion made by P. Bush-Allen, seconded by G. Murello to adopt the agenda. Motion carried 5-0-0.

Minutes

III. MINUTES

1. Minutes – 9/20/23

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

Open Comment

IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

Reports and Discussions

V. REPORTS AND DISCUSSIONS

1. Superintendent's Report – B. Dorritie
 - Parent/Teacher Conferences November 16 & 17
 - Annual required "Go Home Early" drill November 9th
 - Trunk or Treat on October 28th
 - Fall Concert October 19th
 - Veterans Day Breakfast November 9th
 - Superintendent Committee/Board Assignments for 2023-2024
 - CASSC Fall School Boards Institute November 28th
 - Thank you to the Board for allowing attendance at NYSCOSS Fall Conference
 - Sessions attended at Conference include Farm to School Program & Zero Emission School Buses – discussion followed with Board members and attendees on both of these topics
 - Thank you to the Board of Education for their service
2. Report from Building Principal – J. Mushtare
 - Sandy Hook Promise – Student group required
 - PAX System for PreK-6th grades
 - SchoolTool Training
 - Wear purple for Domestic Violence tomorrow
 - Fall Concert

- Fire Prevention Assemblies
- October 27th College Day
- Nick "Sunshine" Tokman Assemblies
- College Appreciation Week
- College visits
- Thank you to the Board of Education
- 3. Report from Supervisor Transportation – J. Kessler
 - Things going fairly smoothly
 - Active Shooter class
 - Electric buses – before you buy, must have a mechanic trained to work on them
- 4. Report from Supervisor Buildings & Ground – S. West
 - Electric buses – would need a Capital Project
 - Capital Outlay for lights is underway
 - Gym sound system upgrade – end of October start

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. Treasurer's Report Repair Reserve
 8. Treasurer's Report Capital Reserve
 9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve
 10. NYLAF Investment Account
 11. Transfers Over \$1000

Motion made by T. Francisco, seconded by G. Murello to approve the Treasurer's Reports. Motion carried 5-0-0.

B. Other Reports (No Approval Required)

1. Warrants

Warrant #11	A Fund \$72,673.95 (General)
Warrant #2	C Fund \$6,491.79 (Cafeteria)
Warrant #5	F Fund \$53,755.29 (Special)
Warrant #4	T Fund \$1,357.22 (Trust & Agency)
Warrant #5	H Fund \$1,000.00 (Capital Fund)
Warrant #4	TE Fund \$2,900.00 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #12	P Fund \$98,327.45 (Payroll)
Warrant # 14	A Fund \$162,730.16 (General)
Warrant #3	C Fund \$7,970.53 (Cafeteria)
Warrant #6	F Fund \$28,798.50 (Special)
Warrant #5	T Fund \$316.50 (Trust & Agency)
Warrant #6	H Fund \$276.00 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #13	P Fund \$156,232.37 (Payroll)
Warrant #15	P Fund \$1,399.45 (Payroll)
Warrant #17	A Fund \$823.15 (General)
Warrant #	C Fund \$0 (Cafeteria)
Warrant #7	F Fund \$3,350.00 (Special)

Warrant #6	T Fund \$328.61 (Trust & Agency)
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #16	P Fund \$194,554.80 (Payroll)

2. Transfers Under \$1000
3. Internal Claims Auditor's Reports
4. Revenue Status Report - Fund A
5. 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:

3 Year Contracts

1. The 3 year contracts for the following individuals:

John Kessler - Head Bus Driver
Pamela Weir - District Clerk
Pamela Weir - Confidential Secretary to the Superintendent

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

K. Dunham Resignation

2. The resignation of Kaylie Dunham from the position of Teacher Aide effective October 18, 2023.

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

J. Platz Non-Certified Substitute

3. The appointment of Jordyn Platz as a Non-Certified Substitute Teacher and Teacher Aide for the 2023-2024 school year, pending fingerprint clearance. Her salary will be \$95.00 per day as a Substitute Teacher and \$14.20 per hour as an Aide.

Motion made by P. Bush-Allen, seconded by M. Wikoff to approve the above appointment. 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:

Girls' Basketball Mergers

1. To authorize the merger of Girls' Modified, JV, and Varsity Basketball with Milford Central School for the 2023-2024 season.

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

BOE Policies

2. To waive the first reading and approve/reapprove the following attached Board policies:

#7110 – Attendance
#7110.1 – Attendance Procedure

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

Boys' Wrestling Merger

3. To authorize the merger of Boys' JV Wrestling with Unatego Central School for the 2023-2024 school year.

Motion made by T. Francisco, seconded by M. Wikoff to approve the above merger. 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 following CSE cases.

None

Information

XI. INFORMATION

1. Student Enrollment September 30, 2023*

Meetings

XII. MEETINGS

1. October 19, 2023 6:30 pm - Fall Concert – grades 5-12
2. November 28, 2023 - CASSC School Board Institute: Strategic Long-Term Fiscal Planning for Schools
3. November 15, 2023 – BOE Meeting 7:30 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

The Board adjourned to executive session at 8:13 pm to discuss Personnel issues. Motion made by T. Francisco, seconded by M. Wikoff. Motion carried 5-0-0.

Final Adjournment

XV. FINAL ADJOURNMENT

The Board adjourned from executive session at 8:49 pm. Motion made by P. Bush-Allen, seconded by M. Wikoff. Motion carried 5-0-0.

The Board adjourned, without further discussion at 8:50 pm. Motion made by G. Murello, seconded by T. Francisco. Motion carried 5-0-0.

PLEASE PRINT YOUR NAME BELOW

October 18, 2023

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. *Jan Lewis* 13.

2. *Jan Sander* 14.

3. *Beth West* 15.

4. *Beverly Munch* 16.

5. *Malinda Brodie* 17.

6. *Kayla Welsh* 18.

7. *Lindsey Talbert* 19.

8. 20.

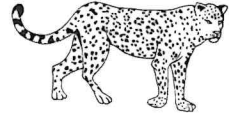
9. 21.

10. 22.

11. 23.

12. 24.

Laurens Central School District Board Policy



PERSONNEL - 6110

Subject: Substitute Teachers Including Long Term Substitutes

Substitutes will be compensated at the daily rate approved by the Board of Education at the Annual Reorganization Meeting held in July of each year.

If a person is employed in such a position for a period exceeding ten (10) consecutive days, the individual will be given a daily salary comparable to that of a term appointment and such salary will be retroactive to the first day of appointment. The daily rate of pay will be 1/200th of the base salary as per respective contract.

Health insurance benefits will not be available to personnel employed on a day-to-day substitute basis.

Long term substitutes whose service will be required in excess of four (4) months will be granted 5 days to be used as sick and/or personnel days on an as-needed basis, for each long term appointment.

All and any exceptions must be reviewed and approved by the Board of Education.

First Reading: April 18, 2007

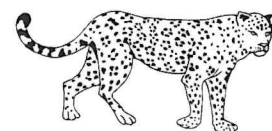
Adopted: June 20, 2007

Readopted: May 20, 2020

Reviewed and Readopted:

Laurens Central School District

Board Policy



STUDENT – 7412

Page 1 of 4

Subject: Limited Authorized Use of Physical Restraint

Purpose and Definitions:

The health and safety of our students is a primary concern. State regulations expressly prohibit the use of corporal punishment¹, aversive interventions² and seclusion³ as a consequence, punishment, a means of retaliation, coercion, or to exercise dominance over a student by physical means.

The District prohibits the use of corporal punishment, aversive interventions and seclusion, and only permits the limited use of physical restraint or timeout⁴ as authorized by State regulations and guidance. Prone⁵ restraint is expressly prohibited.

Positive, proactive, and evidence-and research-based strategies through a multi-tiered system of supports shall be used to reduce the occurrence of challenging behaviors, eliminate the need of use of timeout and physical restraint, and improved school climate and the safety of all students.

¹ Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. This term does not include the use of physical restraints as defined in paragraph (7) of this subdivision, to protect the student, another student, teacher, or any other person from physical injury when alternative procedures and methods not involving the use of physical restraint cannot reasonably be employed to achieve these purposes. 8 NYCRR 19.5(b)(2).

² Aversive intervention means an intervention that is intended to induce pain or discomfort for the purpose of eliminating or reducing student behavior, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; strangling, shoving, deep muscle squeezes or other similar stimuli; any form of noxious, painful or intrusive spray, inhalant or tastes; contingent food programs that include the denial or delay of the provision of meals or intentionally altering staple food or drink in order to make it distasteful; movement limitation used as a punishment, including but not limited to helmets and mechanical restraints (designed to restrict a student's freedom of movement, not including devices implemented by trained school personnel or used by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific purposes for which such devices were designed); or other stimuli or actions similar to interventions described in this paragraph. The term shall not include interventions such as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior, token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. 8 NYCRR 19.5(b)(1).

³ Seclusion means the involuntary confinement of a student alone in a room or space that they are physically prevented from leaving or that they may perceive they cannot leave at will. Seclusion does not include timeout as defined in this section. 8 NYCRR 19.5(b)(10).

⁴ Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of deescalating, regaining control, and preparing the student to meet expectations to return to their education program. The term timeout does not include a student-initiated or student requested break, use of a room or space containing tools or activities to assist a student to calm, or the use of intervention strategies consistent with a student with a disability's behavioral intervention plan; or teacher removal, in-school suspension; or any other appropriate disciplinary action. 8 NYCRR 19.5(11).

⁵ Prone restraint means physical or mechanical restraint while the student is in a face down position. 8 NYCRR 19.5(b)(8).

Subject: Limited Authorized Use of Physical Restraint**Limited Authorized Use of Physical Restraint**

The use of physical restraint is authorized in very limited cases and only where it is determined that an emergency exists to such an extent that physical restraint is necessary to:

- Protect the student from imminent risk of physical injury;
- Protect another student, teacher, or other person from imminent risk of physical injury;

A physical restraint may only be used in situations in which immediate intervention involving the use of reasonable force is necessary to prevent imminent danger of serious physical harm to the student or others. The type of physical restraint used shall be the least restrictive technique necessary and be discontinued as soon as the imminent danger of serious physical harm has resolved.

- Physical Restraint shall never be used in a manner that restricts the student's ability to breathe or communicate or harms the student
- The use of prone restraint is prohibited
- Physical restraint shall not be used as a planned intervention on a student's individualized education program, Section 504 accommodation plan, behavioral intervention plan or other plan developed by the school.
- Physical restraint shall not be used to prevent property damage except in situations where there is imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.
- Physical restraint shall not be used as discipline or punishment, retaliation or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.

Use of Physical Restraint:

Physical restraint may only be used only after other less intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others; there is no known medical contraindication to its use on the student; and school staff using such interventions have been trained in its safe and appropriate application.

Less intrusive approaches include, but are not limited to, the use of de-escalation diversions, verbal interventions, limited-time ignoring of a specific behavior, brief physical prompts to interrupt or prevent a specific behavior, interventions medically necessary for the treatment or protection of the student, or use of voice control, limited to loud, firm commands.

Physical restraint shall not be used to prevent property damage except in situations where there is imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.

Procedures

Physical restraints shall be administered by staff who have been trained in the safe and appropriate applications.

Documentation of each incident involving the use of physical restraint on a student must be generated and maintained by the school.

Subject: Limited Authorized Use of Physical Restraint

Following a physical restraint, the school nurse or other medical personnel shall evaluate the student to determine and document if any injuries were sustained during the incident.

As soon as practicable, and after every incident in which timeout or physical restraint is used on a student, a school administrator or their designee shall meet with the school staff that participated in the use of the physical restraint to discuss the circumstances leading to the use of physical restraint, the positive, proactive intervention strategies that were utilized prior to the use of physical restraint; and planning for the prevention and reduction of the future need for physical restraint with the student, including, if applicable, whether a referral should be made for special education programs and /or other support services, or for a student with a disability, whether a referral for review of the student's individualized education program and/or behavioral intervention plan is needed. In addition, the school administrator or their designee will direct a school staff member to debrief the incident with the student in a manner appropriate to that student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of physical restraint.

The school administrator or their designee shall regularly review documentation on the use of physical restraint to ensure compliance with the schools' policy and procedures. When there are multiple incidents within the same classroom or involving the same staff, the school administrator, or their designee, shall take appropriate steps to address the frequency and pattern of use.

Documentation:

The school shall maintain documentation of each incident involving the use of physical restraint on a student. The documentation shall include:

- The student's name
- Student's date of birth
- Setting and location of the incident;
- The name of the staff who participated in the implementation, monitoring and supervision of the use of physical restraint and any other persons involved;
- A description of the incident, including duration and type of restraint used
- Whether the student has an individualized education program (IEP), Section 504 accommodation plan, behavioral intervention plan (BIP) or other plan developed for the student by the school
- A list of all positive, proactive intervention strategies utilized prior to the use of physical restraint; and for students with disabilities, whether those strategies were consistent with the student's BIP, if applicable
- Details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel
- Date and method of notification to the parent or person in parental relation to the student; and whether a meeting was held;
- The date of debriefing with staff who participated in the use of timeout with a school administrator or their designee

Subject: Limited Authorized Use of Physical Restraint**Debriefing After Physical Restraint**

- As soon as practicable, and after every incident in which physical restraint is used on a student, a school administrator or designee shall meet with school staff who participated in the use of physical restraint to discuss:
 1. The circumstances leading to the use of physical restraint
 2. The positive, proactive intervention strategies that were used prior to the use of physical restraint
 3. Planning for the prevention and reduction of the future need for the use of physical restraint with the student, including, if applicable, whether a referral shall be made for special education programs and/or other support services; or for a student with a disability, whether a referral for review of the student's IEP and/or BIP is needed; and
 4. Direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of physical restraint.

Same-Day Parent Notification of and Documentation

- The principal or other school administrator shall notify the parents or person in parental relation to the student the same day that a physical restraint is used to offer the opportunity to meet regarding the incident.
- When a student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the school principal or building administrator shall document all attempts made
- For students with disabilities, the school principal or building administrator shall report such attempts to the student's committee on preschool special education or committee on special education.
- Within three (3) school days, the school administrator will provide the parent or person in parental relation to the student a copy of the documentation of the incident within three school days of the use of a physical restraint.

Review of Documentation

- The school administrator or designee shall regularly review documentation on the use of physical restraint to ensure compliance with the school's policy and procedures.
- When there are multiple incidents within the same classroom or involving the same staff, the school administrator, or their designee, shall take appropriate steps to address the frequency and pattern of use.

This Policy shall remain in full force and effect unless modified by the Board of Education.

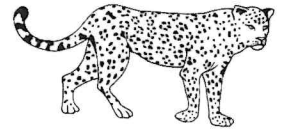
Authority: 8 NYCRR §§ 19.5; §100.2(l)(3); §200.1(III); §200.7(a)(2)(i)(f) and (a)(3) §200.7(b)(8); §200.15(b)(3); § 200.22 (b)(3); (c); (d);
Chapter 516 of the Laws of 2022.

Last Date Reviewed: August 8, 2023

Adopted:

Laurens Central School District

Board Policy



STUDENT – 7412.1

Subject: Physical Restraint Report

STUDENT PHYSICAL RESTRAINT REPORT

School/Building: _____ Completed by: _____ Date: _____

Name of Student: _____ Student's Date of Birth: _____

Start Time of Physical Restraint: _____ End Time of Physical Restraint: _____ Total Duration: _____

Does the student have a current IEP, Section 504 plan, Behavioral Intervention Plan or Other plan developed for the student by the school? Yes No

Check whichever applies: IEP _____ 504 Plan _____ Behavioral Intervention Plan: _____ Other Plan: _____

List all staff member(s) involved in the implementation of the physical restraint and any other person(s) involved:

Please identify the *setting and location of the incident* necessitating physical restraint:

Please describe the precipitating incident which led to the restraint, including type of restraint used: (use additional paper if necessary)

List all positive, proactive intervention strategies utilized prior to the physical restraint:

Was the student injured during the restraint? (circle one) Yes No

If yes, student evaluated by school nurse or other medical personnel (circle one) Yes No

Describe the location and extent of student's injuries. Attach additional information, as necessary :

*****for student injuries, be sure to complete additional student injury report form*****

Was any staff involved in restraint injured? (circle one) Yes No

Was staff treated for injuries: Yes No

Describe the location and extent of injuries. Attach additional information, as necessary:

Parent Notified of Incident On Date of incident? Yes No Offered Meeting?: Yes No
(document efforts)

By whom? _____ Date/Time: _____ How: _____

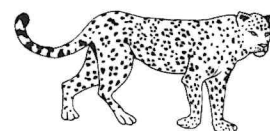
If parent could not be reached, and this is a student with disability- notify CPSE/CSE Yes No

Date of Debriefing with Staff: _____

Staff who will debrief and discuss with student: _____ Date completed: _____

Laurens Central School District

Board Policy



STUDENT – 7413

Page 1 of 4

Subject: Timeout

Purpose

Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and may be implemented for students with a behavior intervention plans (“BIP”) to be used when Students are:

- Overwhelmed
- Experiencing over-stimulation
- Out of control
- Engaging in behaviors that place the student or others at risk of immediate harm or injury

Timeout is designed to help the student

- Deescalate (increase control over their emotions and behavior)
- Regain Control and reduce the present threat and potential level of danger to the student or others
- Prepare the Student to meet expectations and return to their education program.

Staff shall return the student to their education program after timeout as soon as the student has safely deescalated, regained control and is prepared to meet expectations.

Timeout may not be used as discipline or punishment, retaliation or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.

Timeout **does NOT** include:

- A student-initiated or student-requested break
- Use of a room or space containing tools or activities to assist a student to calm; or the use of such intervention strategies consistent with a student’s behavioral intervention plan (BIP); or
- A teacher removal, in-school suspension; or any other appropriate disciplinary action.

Timeout may only be used when:

- There is a situation that poses an immediate concern for the physical safety of the student and others.
- Other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others;
- School staff using such interventions have been trained in the safe and appropriate application and use of timeout

Subject: Timeout**Room or Physical Space for Timeout and Procedures:**

A room or physical space used for timeout may be located within a classroom or outside of the classroom and must comply with the following requirements:

- Be unlocked (any door must be able to be opened from the inside)
- Use of locked rooms or physical spaces is prohibited
- Provide for the continuous visual and auditory monitoring of the student;
- Be of an adequate width, length, and height to allow the student to move about and recline comfortably
- Be clean and free of potentially dangerous objects and/or fixtures
- Meet all local fire and safety codes
- Wall and floor coverings shall, to the extent practicable, be designed to prevent injury to the student
- Provide for adequate light and ventilation
- Temperature of the room must be within a normal comfort range consistent with the rest of the building

Parental Notification of Policy and Opportunity to Inspect the room or space to be used for Timeout

Before an IEP with a BIP that provides for use of timeout is implemented, Parents must:

- Be offered an opportunity to view the room or space to be used for timeout
- Be provided with a copy of this Policy.

Developmentally Appropriate Time Limitations for the Use of Timeout

- Based on the student's age and individual needs a BIP must identify a developmentally appropriate time limitation for the use of timeout.

Training and Monitoring

- All staff authorized to place a student in timeout shall be trained in the District's Policies and Procedures related to its use; and evidence-based positive, proactive strategies; crisis intervention and prevention procedures and de-escalation techniques.
- Any staff who may be called upon to implement timeout must receive annual, evidence-based training in safe and effective developmentally appropriate timeout procedures
- Staff functioning as timeout monitors must be trained
- Staff must continuously monitor the student in a timeout room or space

Documentation

- The school shall maintain documentation of each incident involving the use of timeout, including timeout used in conjunction with a student's behavioral intervention plan. The documentation shall include:

1. The student's name

Subject: Timeout

2. Student's date of birth
3. Setting and location of the incident;
4. The name of the staff who participated in the implementation, monitoring and supervision of the use of timeout and/or physical restraint and any other persons involved;
5. A description of the incident, including duration (total amount of time the student was in timeout)
6. Whether the student has an individualized education program (IEP), Section 504 accommodation plan, behavioral intervention plan (BIP) or other plan developed for the student by the school
7. A list of all positive, proactive intervention strategies utilized prior to the use of timeout; and for students with disabilities, whether those strategies were consistent with the student's BIP, if applicable
8. Details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel
9. Date and method of notification to the parent or person in parental relation to the student; and whether a meeting was held;
10. The date of debriefing with staff who participated in the use of timeout with a school administrator or their designee

Debriefing After Timeout

- As soon as practicable, and after every incident in which timeout is used on a student, a school administrator or designee shall meet with school staff who participated in the use of timeout to discuss:
 1. The circumstances leading to the use of time out and/or physical restraint
 2. The positive, proactive intervention strategies that were used prior to the use of timeout and
 3. Planning for the prevention and reduction of the future need for timeout with the student, including, if applicable, whether a referral shall be made for special education programs and/or other support services; or for a student with a disability, whether a referral for review of the student's IEP and/or BIP is needed; and
 4. Direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of timeout.

Same-Day Parent Notification of Timeout use:

- Parents shall be notified the same day that timeout is used, including timeout in conjunction with a student's behavioral intervention plan.
- When a student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the school principal or building administrator shall record such attempts.
- For students with disabilities, the school principal or building administrator shall report such attempts to the student's committee on preschool special education or committee on special education.

Subject: Timeout**Review of Documentation**

- The school administrator or designee shall regularly review documentation on the use of timeout to ensure compliance with the school's policy and procedures.
- When there are multiple incidents within the same classroom or involving the same staff, the school administrator or designee shall take appropriate steps to address the frequency and pattern of use.

This Policy shall remain in full force and effect unless modified by the Board of Education.

Authority:

8 N.Y.C.R.R. §19.5

8 N.Y.C.R.R. §100.2(2)(bb)

8 N.Y.C.R.R. § 200.1 (lll), §200.1(mmm); §200.7(a)(2)(i)(f); §200.7(a)(3); 200.7(b)(8); §200.15(b)(3); §§200.22(b)(c),(d)

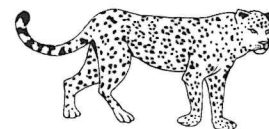
Chapter 516 of the Laws of 2022

Last Date Reviewed : August 8, 2023

Adopted:

Laurens Central School District

Board Policy



STUDENT – 7413.1

Subject: Timeout Use Report

TIMEOUT USE REPORT

School/Building _____ Completed by: _____ Date of Report _____

Student's Name: _____ Student's Date of Birth: _____

Duration of Timeout (entered) _____ (left) _____ Total Duration of Timeout Use: _____

Does the student have a current IEP, Section 504 plan, Behavioral Intervention Plan or Other Plan developed for the Student by the school? Yes No

If yes, check whichever applies:

IEP _____ 504 Plan _____ Behavioral Intervention Plan: _____ Other School Plan _____

List all staff member(s) involved in the implementation, monitoring and supervision of the use of timeout and any other person(s) involved:

Please identify the *setting and location of the precipitating incident*: (i.e. where was the student prior to timeout)

Please describe the precipitating event which led to the use of the timeout:

List all positive, proactive intervention strategies utilized prior to the use of timeout:

Was the student injured while in timeout? (circle one) Yes No

Was the student evaluated by school nurse or other medical professional? (circle one) Yes No

Describe the location and extent of student's injuries. Attach additional information, as necessary :

for student injuries, be sure to complete additional student injury report form

Was any staff injured in the student's use of timeout? (circle one) Yes No

Was the staff member evaluated by school nurse or other medical professional? (circle one) Yes No

Describe the location and extent of injuries. Attach additional information, as necessary:

*** for staff injuries, be sure to notify administration and complete accident report form****

Parent Notified of Incident? Yes No Offered meeting? Yes No
By whom? _____ Date/Time: _____ How: _____

If parent could not be reached, and student is a student with disability- notify CSE/CPSE? Yes No

Date: _____

Forward this Report to Administrator-

Date of debriefing with staff: _____

Staff who will debrief and discuss incident with student: _____ Date completed: _____

LAURENS CENTRAL SCHOOL

"WHERE COMMUNITY AND SCHOOL CREATE SUCCESS."

P.O. BOX 301

LAURENS, NEW YORK 13796

TELEPHONE (607) 432-2050

FAX (607) 432-4388

WILLIAM F. DORRITIE
Superintendent

JOHN MUSHTARE
Building Principal

November 16, 2023

Mr. Frank Continetti
Director of Sales
Leonard Bus Sales, Inc.
4 Leonard Way
Deposit, NY 13754

Dear Mr. Continetti:

It is the intent of our school district to purchase a quantity of one (1) Item #4-D, sixty-five (65) passenger conventional front-engine school bus from Leonard Bus Sales, Inc. using the current NYS OGS Centralized Contract for the Acquisition of School Buses.

This bus will be presented for voter approval on May 21, 2024. It is understood that this letter in no way binds the District to purchase this vehicle in the event the voters do not approve this expenditure. Someone will contact you as soon as we have the results of this vote.

If you have any questions or concerns, please feel free to contact me at your earliest convenience.

Sincerely,



John Kessler
Head Bus Driver

Cc: LCS Board of Education
William F. Dorritie, Superintendent
Amy Schlee, District Treasurer