



## CAMPBELL-SAVONA CENTRAL SCHOOL

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### BOARD OF EDUCATION AGENDA

August 19, 2024

6:00pm meeting in the Multipurpose Room at the Campbell-Savona Jr./Sr. High School

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Hearing on District Safety Plan**
4. **Set Agenda**
5. **Oath of Office to the Newly Elected Board of Education member**

The newly elected Board of Education member, Rick Salvagin, was administered the Oath of Office by Kelly Costa, District Clerk

6. **Presentations/Reports**

- A. Superintendent's Report
  - Restorative Practices
- B. Director of Management Services Report
  - Bus Fleet Discussion
  - Capital Project Proposal – HUNT Engineers
- C. Director of Special Education
  - Health & Wellness Presentation – Melody DeCamp
- D. Audit Committee

7. **Public Comment**

8. **Action on Minutes**

- A. **Proposed Resolution: to accept the following minutes as presented:**

**July 15, 2024 Organizational Meeting**  
**July 15, 2024 Regular Meeting**

9. **Business Matters**

- A. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education accepts the financial reports as presented in writing.**
- B. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education accepts the donation of \$375.00 from The Blackbaud Giving fund on behalf of the Corning Incorporated Foundation furthermore, that the General Fund budgeted expenditures for 2024-2025 be increased by \$375.00 at budget code A-2110-450-04-00-00 (Regular Education Material and Supplies).**
- C. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education confirms the tax rolls and authorizes the tax levy as follows:**

**WHEREAS, the Board of Education has been authorized by the voters at the Annual Meeting to raise for the current budget of the 2024-2025 school year a sum not to exceed \$26,164,445; and**

WHEREAS, the tax levy for the 2024-2025 school year shall be fixed at \$5,212,026 for school taxes and \$68,800 for library taxes; therefore

BE IT RESOLVED, that the Board fixes the tax rates by towns and confirms the extension of the taxes as they appear on the following described tax roll:

2024-25 TAX RATES (SCHOOL TAX LEVY)						
Municipality	EQ Rates	Taxable + Exemptions	Full Value	Levy Percent	Levy Amount	23-24 Tax Rate
ADDISON	100.00%	\$3,210,088	\$3,210,088	0.8701%	\$45,351.31	\$14.127746
SAVONA	100.00%	\$29,995,508	\$29,995,508	8.1306%	\$423,768.93	\$14.127746
BATH	100.00%	\$81,399,023	\$81,399,023	22.0641%	\$1,149,984.75	\$14.127746
BRADFORD	100.00%	\$14,213,944	\$14,213,944	3.8528%	\$200,811.00	\$14.127746
CAMERON	100.00%	\$631,578	\$631,578	0.1712%	\$8,922.77	\$14.127746
CAMPBELL	87.50%	\$131,062,521	\$149,785,738	40.6010%	\$2,116,134.91	\$16.146181
ERWIN	100.00%	\$5,530,345	\$5,530,345	1.4991%	\$78,131.31	\$14.127746
THURSTON	2.66%	\$2,238,524	\$84,155,038	22.8111%	\$1,188,921.02	\$531.831026
<b>TOTAL</b>	100.00%	\$3,210,088	\$3,210,088	0.8701%	\$45,351.31	\$14.127746

2024-25 TAX RATES (LIBRARY LEVY)						
Municipality	EQ Rates	Taxable + Exemptions	Full Value	Levy Percent	Levy Amount	23-24 Tax Rate
ADDISON	100.00%	\$3,210,088	\$3,210,088	0.8701%	\$598.65	\$0.186490
SAVONA	100.00%	\$29,995,508	\$29,995,508	8.1306%	\$5,593.85	\$0.186490
BATH	100.00%	\$81,399,023	\$81,399,023	22.0641%	\$15,180.08	\$0.186490
BRADFORD	100.00%	\$14,213,944	\$14,213,944	3.8528%	\$2,650.75	\$0.186490
CAMERON	100.00%	\$631,578	\$631,578	0.1712%	\$117.78	\$0.186490
CAMPBELL	87.50%	\$131,062,521	\$149,785,738	40.6010%	\$27,933.49	\$0.213133
ERWIN	100.00%	\$5,530,345	\$5,530,345	1.4991%	\$1,031.35	\$0.186490
THURSTON	2.66%	\$2,238,524	\$84,155,038	22.8111%	\$15,694.04	\$7.020298
<b>TOTAL</b>		<b>\$268,281,531</b>	<b>\$368,921,262</b>	<b>100.0000%</b>	<b>\$68,800</b>	<b>\$0.186490</b>

BE IT HEREBY DIRECTED, that the tax warrant of this board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2024 and end October 31, 2024 giving the tax warrant an effective period of 61 days at the expiration of which time the tax collector shall make an accounting in writing to the board; and

IT IS FURTHER DIRECTED that the delinquent tax penalties shall be fixed as follows:

September 1, 2024 – September 30, 2024: 0%

October 1, 2024 – October 31, 2024: 2%

After October 31, 2024: 3%

- D. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education executes the tax warrant as presented in writing.
- E. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education approves the intention to serve as lead agency for a SEQR to undertake a district wide capital improvement project.

10. **Personnel Matters**

- A. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education approves the parental leave request form from Emily Verbanic, Special Education Teacher, beginning August 26, 2024 and ending on October 25, 2024 using (40) forty days of sick leave.
- B. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Zachary Updyke, Groundskeeper, effective August 8, 2024.
- C. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Rain Eddy, Elementary Teacher, effective August 19, 2024.
- D. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Trevor Ward, Music Teacher, effective August 19, 2024.
- E. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from James Anderson, Elementary Principal, effective August 19, 2024.
- F. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Myia Smith, Elementary Assistant Principal, effective August 19, 2024.
- G. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Lauren Spaulding, MTSS Behavior Coordinator TOSA, effective August 31, 2024.
- H. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education accepts the resignation letter from Diione Fox-Murch, School Social Worker, effective the end of the business day on August 29, 2024.
- I. **Proposed Resolution:** upon the recommendation of the Superintendent that the Board of Education makes the following appointments:

<b>Name of Appointee:</b>	<b>Myia Smith</b>
<b>Position:</b>	<b>Elementary Principal</b>
<b>Probationary Period Begins:</b>	<b>August 20, 2024</b>
<b>Probationary Period Ends:</b>	<b>August 19, 2028</b>
<b>Certification Status:</b>	<b>Initial School Building Leader</b>
<b>Salary:</b>	<b>Per Negotiated Contract</b>
<b>Name of Appointee:</b>	<b>Lauren Spaulding</b>
<b>Position:</b>	<b>Elementary Assistant Principal</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>June 30, 2028</b>
<b>Certification Status:</b>	<b>Pending – School Building Leader</b>

<b>Salary:</b>	<b>Per Negotiated Contract</b>
<b>Name of Appointee:</b>	<b>Kara Pinto</b>
<b>Position:</b>	<b>Elementary Teacher</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>June 30, 2028</b>
<b>Certification Status:</b>	<b>Initial – Childhood Education 1-6</b>
<b>Salary Step:</b>	<b>1</b>
<b>Salary:</b>	<b>Per Negotiated Contract</b>
<b>Name of Appointee:</b>	<b>Wafaa Alshwiki</b>
<b>Position:</b>	<b>Mathematics</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>June 30, 2028</b>
<b>Certification Status:</b>	<b>Initial – Mathematics 7-12</b>
<b>Salary Step:</b>	<b>1</b>
<b>Salary:</b>	<b>Per Negotiated Contract</b>
<b>Name of Appointee:</b>	<b>Hana Wilson</b>
<b>Position:</b>	<b>Cleaner</b>
<b>Probationary Period Begins:</b>	<b>July 22, 2024</b>
<b>Probationary Period Ends:</b>	<b>January 21, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b>Name of Appointee:</b>	<b>Shannon Hess</b>
<b>Position:</b>	<b>Bus Monitor</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>February 28, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b>Name of Appointee:</b>	<b>Audrey Lando</b>
<b>Position:</b>	<b>Food Service Helper</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>February 28, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b>Name of Appointee:</b>	<b>Karen Austin</b>
<b>Position:</b>	<b>Food Service Helper</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>February 28, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b>Name of Appointee:</b>	<b>Johnna Folts</b>
<b>Position:</b>	<b>Food Service Helper</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>February 28, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b>Name of Appointee:</b>	<b>Karen Pipe</b>
<b>Position:</b>	<b>Food Service Helper</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>February 28, 2025</b>
<b>Hourly Rate:</b>	<b>\$15.00</b>
<b><u>Name of Appointee</u></b>	<b><u>Position</u></b>

Allison Stermer  
Brenda McCann  
Taylor Smith  
Terry Mullarkey  
Randy Blodgett  
Anthony Bulkley  
Tashya Radka  
Deborah Howell

PK-6 Substitute Teacher  
Cleaner (Bus Garage)  
Boys Modified Soccer Coach  
Girls Soccer Assistant Coach  
Substitute Bus Driver  
Substitute Cleaner  
Substitute Cleaner  
Substitute Food Service Helper

\* *To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the 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, or all three (3) years if serving a shortened probationary term. 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 teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.*

- J. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education appoints the following as mentors for the 2024-2025 school year:**

**Julie Powell – Greta Voss  
Lucy Hilker – Meghan Gross  
Wafaa Alshwiki – Heather Thomas  
Kara Pinto – Nicole Hoag**

- K. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education acknowledges that Jacie Beebe, who attends Elmira College, will be completing her practicum with Allison Stamp beginning September 3, 2024 and ending October 27, 2024.**
- L. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the substitute list for the 2024-2025 school year as presented in writing.**
- M. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the extra-curricular coaches and advisors list for the 2024-2025 school year as presented in writing.**
- N. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the following as volunteer coach's aides for the 2024-2025 school year.**

**Chad Palermo – Girls Varsity Soccer  
Brian Hesch – Girls Varsity Soccer  
Jason VanSkiver – Boys Varsity Soccer**

## 11. Other Business

## 12. Discussion Items

- A. Board Goals
- B. Director of Curriculum and Instruction
- C. Director of Special Education
- D. Elementary Principal
- E. High School Principal

**13. New Business**

- A. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the Campbell-Savona School District Safety Plan for the 2024-2025 school year as presented in writing.**
- B. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the first reading of the Code of Conduct as presented in writing.**

**14. Executive Session to discuss matters made confidential by state or federal law – Special Education classification and placements and the employment history of particular persons.**

- A. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education accepts the Committee on Special Education classifications and placements.**
- B. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education leaves executive session and reconvenes in open session.**
- C. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education approves the contract for James Anderson effective August 20, 2024 to June 30, 2025.**
- D. **Proposed Resolution:** upon the recommendation of the Superintendent **that the Board of Education makes the following appointment:**

<b>Name of Appointee:</b>	<b>James Anderson</b>
<b>Position:</b>	<b>Director of Instructional Technology &amp; Community Connections</b>
<b>Probationary Period Begins:</b>	<b>August 20, 2024</b>
<b>Probationary Period Ends:</b>	<b>August 19, 2027</b>
<b>Certification Status:</b>	<b>Permanent School District Leader</b>
<b>Salary:</b>	<b>Per Negotiated Contract</b>

**15. Adjournment**

## **PUBLIC EXPRESSION AT BOARD MEETINGS**

The Board of Education welcomes public expression by District residents on school related matters at its meetings. Visitors are asked to sign in. If you wish to address the Board, please indicate the topic you wish to address on the sign-in sheet. As it is important to us that you feel free to express yourself, you should be aware of the following:

- Discussion involving individual District personnel or students is not permitted in a public meeting. Such matters should be presented to the appropriate person including the Building Principal and the Superintendent. Topics of a confidential personnel nature may then be presented to the Board in writing.
  - If you have come regarding such a matter, please make sure you leave your contact information on the sign in sheet and the Board Clerk will contact you so that you can submit your concerns for the Board's consideration.
- Upon being recognized by the President, speakers should identify themselves.
- Comments should be addressed to the President of the Board.
- Speakers may comment on any matter related to District business.
- Speakers are expected to conduct themselves in a civil manner. Obscene language, malicious statements, threats, and statements of a prejudicial nature are all unacceptable.
- Statements may be limited to 3 minutes per statement and one statement per person.
- The President has the right to discontinue any presentation which is contrary to the above conditions or is otherwise seen as inappropriate.
- The Board will listen to your comments but may not respond at this time. This may be to afford enough time for all who wish to comment to do so; or to give your remarks due consideration and form the best course of action or response to the issue presented.

***If, in the Board's opinion, your comments have been heard on a particular topic multiple times or are unrelated to school business, the Board President may choose to not recognize you in order to facilitate other commenters.***

Thank you for your participation.



## Superintendent's Board of Education Meeting Report

August 19, 2024

Submitted by Ann Meccariello, Superintendent

### District Updates:

- **Restorative Practices: A Year of Learning**
  - **Background:**
    - Discipline Frustration
    - Current consequences don't work/don't stop the behavior
    - No room for repair or reflection
    - Suspensions – should be used for very unsafe behavior – seclusion doesn't work
  - Admin Team and Four Teachers Attended Workshop Last Fall
  - Team Created an Action Plan
    - Book Study this summer
    - Committed to a year of learning at faculty meetings and conference days.
    - Introduced ideas at our SIP meeting this summer
    - Applied for a Restorative Practices coach – waiting to hear from NYSED

### Personnel Updates:

- **Openings:**
  - School Social Worker (Dee Fox Murch resigned)
  - Elementary Music Teacher (Trevor Ward resigned)
  - Elementary Teacher (Rain Eddy resigned)
  - Librarian (Replacing Carrie Allen)

## **Communication:**

- **Upcoming Board Dates:**

- August 26 – Board Retreat from 5:00-8:00 pm – Junior/Senior High School MPR
- August 28 – Opening Day – Board members are welcome to attend. Agenda provided at Board meeting
- September 16 – Monthly Board Meeting – 6:00 pm

**Organization Meeting  
Campbell-Savona Central School  
Multipurpose Room  
July 15, 2024**

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Present: Shawn Corey, Stacie VanSkiver, Greg Cacace, Mike Austin, Dale Seeley

Absent: Rick Salvagin, Kara Crans

Attending: Ann Meccariello, Jason Rosno, Kelly Costa,

**Call to Order:**

Kelly Costa called the meeting to order at 5:25pm in the Multipurpose Room at the Jr/Sr. High School Building and led the Pledge of Allegiance.

**Oath of Office to the Superintendent:**

The **Constitutional Oath of Office** was administered to Superintendent, Ann Meccariello by Kelly Costa, District Clerk.

**Appointment of the School District Clerk**

On motion by VanSkiver, seconded by Corey, and carried by all members present **that Kelly Costa, presently employed on a permanent basis under the title of School District Clerk be designated and appointed the School District Clerk, as provided for in Section 2503 (15) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this additional title to be for the 2023-2024 school year. An undertaking with acceptable sureties in the amount of \$100,000 shall be provided, the cost to be paid by the Board of Education. The stipend for duties performed by the School District Clerk will be \$19,930.**

**Vote: 5 Yes                      0 No                      Motion Carried**

**Oath of Office to the District Clerk**

The **Constitutional Oath of Office** was administered to the District Clerk, Kelly Costa, by Ann Meccariello, Superintendent.

**Election of the President**

District Clerk, Kelly Costa asked for **nominations for President of the Board of Education for the 2024-2025 school year.**

**Shawn Corey was nominated by VanSkiver, seconded by Cacace. Kelly Costa asked if there were any other nominations. Hearing no other nominations Kelly Costa called for a vote on the nomination:**

**Shawn Corey for President: 5 in favor**

**Shawn Corey was elected President of the Board of Education.**

**Election of the Vice President**

Kelly Costa asked for **nominations for Vice President.**

**Stacie VanSkiver was nominated by Austin, seconded by Corey. Kelly Costa asked if there were any other nominations. Hearing no other nominations Kelly Costa called for a vote on the nomination:**

**Stacie VanSkiver for Vice-President: 5 in favor**

**Stacie VanSkiver was elected Vice President of the Board of Education.**



**Appointment of Purchasing Agent**

On motion by Austin, seconded by Cacace, and carried by all that **Teresa Goldthwait, be designated and appointed Purchasing Agent for the 2024-2025 school year and personnel at GST BOCES Central Business Office be designated and appointed as Alternate Purchasing Agent.**

**Vote: 5 Yes                      0 No                      Motion Carried**

**Appointment of Internal Claims Auditor**

On motion by Austin, seconded by Cacace, and carried by all members present that **Sue Stuart, presently employed by GST BOCES Central Business Office, be designated and appointed as Internal Claims Auditor and personnel at GST BOCES Central Business Office be designated and appointed as Alternate Claims Auditor as provided in Section 1709 (20-A) Education Law as amended by Chapter 263 of the Laws of 2005, with powers and duties as provided in such law, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes                      0 No                      Motion Carried**

**Appointment of Internal Claims Auditor**

On motion by Austin, seconded by Cacace, and carried by all members present that **the Board of Education appoints Pamela Higbie as the internal claim's auditor for the 2024-2025 school year.**

**Vote: 5 Yes                      0 No                      Motion Carried**

**Appointment of Internal Auditor**

On motion by Austin, seconded by Cacace, and carried by all members present that **Roger Parulski, presently employed by Tompkins-Seneca-Tioga BOCES, be designated and appointed as Internal Auditor as provided in Section 2116(b) Education Law, with powers and duties as provided in such law, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes                      0 No                      Motion Carried**

**Appointment of Petty Cash Custodians**

On motion by Austin, seconded by Cacace, and carried by all members present that **the Board of Education hereby establishes a Petty Cash Fund in the Savona building in the amount of \$50.00 in conformance with Section 170.4 of the Commissioner's Regulations; said funds are to be managed by Kimberley Smith with standard acceptable accounting procedures and New York State Law, rules, and regulations.**

**And that the Board of Education hereby establishes a Petty Cash Fund in the Campbell building in the amount of \$50.00 in conformance with Section 170.4 of the Commissioner's Regulations; said funds are to be managed by Caitlin Sutton with standard acceptable accounting procedures and New York State Law, rules, and regulations.**

**Vote: 5 Yes                      0 No                      Motion Carried**



**Appointment of Records Management Officer**

On motion by Seeley, seconded by Austin, and carried by all members present that Jason Rosno be designated, and appointed Records Management Officer as provided in Section 185.2 of the Commissioner's Regulations with powers and duties as provided in such law, the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of Records Access Officer**

On motion by Seeley, seconded by Austin, and carried by all members that Jason Rosno be designated, and appointed Records Access Officer as provided in Sections 65a and 87b (iii) of the Public Officers Law with powers and duties as provided in such law, the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of Discrimination Officer**

On motion by Seeley, seconded by Austin, and carried by all members present, that Jason Rosno be designated, and appointed District Discrimination Officer as provided in the Title VI, Title VII and Title IX of Civil Rights Act of 1964 and Section 290 of NYS Executive Law, the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of Sexual Harassment Compliance Officer**

On motion by Seeley, seconded by Austin, and carried by all that Jason Rosno be designated, and appointed District Sexual Harassment Compliance Officer as provided in Board of Education Policy #1420, the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of Racial Harassment Officer**

On motion by Seeley, seconded by Austin, and carried by all members that Jason Rosno be designated and appointed Racial Harassment Complaint Officer as provided in Board of Education Policy #1410 the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of District Data Privacy Officer**

On motion by Seeley, seconded by Austin, and carried by all members present that Jason Rosno be designated, and appointed District Data Privacy Officer, the term of said appointment to be for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Appointment of Official Voting Representative**

On motion by Seeley, seconded by Austin, and carried by all members that **Jason Rosno be designated as the district's official voting representative on the Board of Directors of the Steuben Area Schools Employees' Benefit Plan the term of said appointment to be for the 2024-2025 school year. Ann Meccariello, Superintendent be the alternate official voting representative for the Steuben Area Schools Employees' Benefit Plan.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of Section 504 Compliance Officer**

On motion by Seeley, seconded by Austin, and carried by all members present that **Melody DeCamp be designated, and appointed District Section 504 Compliance Officer as provided in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of Asbestos Compliance Officer**

On motion by Seeley, seconded by Austin, and carried by all members present that **John Machuga be designated, and appointed District Asbestos Compliance Officer as provided in Title 40, Section 763.84(g)(i) of the Code of Federal Regulations, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of Attendance Officer**

On motion by Seeley, seconded Austin and carried by all members present, that **Danielle Hough be designated, and appointed Attendance Officer as provided in Section 3212 of the Education Law, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of Chief School Physician and Medical Inspector**

On motion by Seeley, seconded by Austin, and carried by all members present t that **Guthrie Clinic, Ltd. be designated, and appointed Chief School Physician and Medical Inspector as provided in Section 902 of the Education Law with powers and duties as provided in said law, the term of such appointment to this title to be for the 2024-2025 school year.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of District Health and Safety Committee**

On motion by Seeley, seconded by Austin, and carried by all members that **Ann Meccariello, John Machuga, Staci Johnson, Melody DeCamp, (3) teachers, Pam Drumm, a parent, Kara Crans, James Anderson, Lisa Fleet, Veronica Spangenberg (pending approval) and (2) students be appointed to the District Health & Wellness Committee, the term of said appointment to be for the 2024-2025 school year.**

**Vote: 5 Yes 0 No Motion Carried**

**Appointment of Liaison for Homeless Children and Youth**

On motion by Seeley, seconded by Austin, and carried by all members present **that James Anderson, be designated, and appointed as the District Liaison for Homeless Children and Youth, the term of said appointment to be for the 2024-2025 school year.**

Vote:     5 Yes                 0 No                 Motion Carried

**Appointment of the Membership to the Committee on Preschool Special Education (CPSE) and the Committee on Special Education (CSE).**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that the Board of Education appoints Katheryn Ellison as the District CPSE Chair, and Melody DeCamp as the District CPSE Sub Committee Chair and Katheryn Ellison as the District CSE Committee Chair in accordance with the provisions of Section 4202 of the Education Law, and Part 200.3(a)(1) of the Regulations of the Commissioner of Education the term of said appointments to be for the 2024-2025 school year.**

Vote:     5 Yes                 0 No                 Motion Carried

**Appointment of Legislative Liaison for New York State School Boards Association**

On motion by VanSkiver, seconded by Seeley, and carried by all members **that the Board of Education appoints the President of the CSCSD Board of Education Shawn Corey as its Legislative Liaison for the New York State School Boards Association, the term of said appointment to be for the 2024-2025 school year.**

Vote:     5 Yes                 0 No                 Motion Carried

**Approval of Annual Professional Performance Review Plan**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that the Board of Education approves the District Annual Professional Performance Review Plan for the 2024-2025 school year as prescribed under Section 3012d of the Educational Law.**

Vote:     5 Yes                 0 No                 Motion Carried

**Appointment of Lead Evaluators**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that the Board of Education appoints Ann Meccariello, Superintendent, as lead evaluator of the Elementary School Principal and the Junior-Senior High School Principal for the purpose of the annual professional performance reviews under Section 3012d of the Educational Law.**

**Further, that the Board of Education appoints the following administrators as lead evaluators of classroom teachers for the purpose of the annual professional performance reviews under Section 3012(d) of the Educational Law:**

Ann Meccariello - Superintendent  
James Anderson- Elementary School Principal  
Staci Johnson – Junior-Senior High School Principal  
Heather Hayes – Junior-Senior High School Assistant Principal  
Myia Smith – Elementary School Assistant Principal  
Melissa Proudfoot – Director of Curriculum and Instruction  
Melody DeCamp- Director of Special Education

Vote: 5 Yes 0 No Motion Carried

**Appointment of Independent Evaluators**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that the Board of Education appoints the following administrators as independent evaluators of classroom teachers for the purpose of the annual professional performance reviews under Section 3012(d) of the Educational Law:**

Ann Meccariello – Superintendent of Schools  
Jason Rosno – Director of Management Services  
James Anderson- Elementary School Principal  
Staci Johnson – Junior-Senior High School Principal  
Matthew Burns – Junior-Senior High School Assistant Principal  
Myia Smith – Elementary Assistant Principal  
Melissa Proudfoot – Director of Curriculum and Instruction  
Melody DeCamp – Director of Special Education

Vote: 5 Yes 0 No Motion Carried

**Appointment of Dignity for All Students Act Coordinators**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that the Board of Education appoints the following as Dignity for All Students Act Coordinators:**

Heather Hayes – Junior/Senior High School  
Myia Smith – Elementary School

Vote: 5 Yes 0 No Motion Carried

**Designation of Official Newspaper**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that *The Leader* be designated the district’s official newspaper where official District notices will be published for the 2024-2025 school year.**

Vote: 5 Yes 0 No Motion Carried

**Designation of Depository and Investment of Funds**

On motion by VanSkiver, seconded by Seeley, and carried by all members present **that J.P. Morgan Chase Bank, N.A., be and is hereby designated as sole depository for the General Fund operating checking account of the Campbell-Savona Central School District of Campbell, New York; and**

Further, that the Board of Education authorizes the use of the following commercial banks, trust companies or municipal investment organizations located and authorized to do business in New York for the deposit of other fund checking accounts, savings accounts, and for the placement of temporary investments:

- a) Five Star Bank
- b) J. P. Morgan Chase Bank, N.A.
- c) Community Bank, N.A.
- d) Chemung Canal Trust Company
- e) M&T Bank
- f) HSBC Bank USA, N.A.
- g) Any other commercial banks or trust companies meeting the requirements of Board of Education Policy #2030

Further, that the School District Treasurer and the Director of Management Services are authorized, acting jointly, to invest from time-to-time suitable amounts of each fund in interest-bearing accounts and/or in a manner and to the extent permitted by the laws of the State of New York relative to the handling of School District funds; and

Further, that the two designated School District officials are directed to require continued security consisting of Municipal, State or Federal securities to cover all deposited or invested monies as provided in Section 2131 of the Education Law, and such securities must be confirmed in writing to the District Treasurer on the day deposits are made or investment monies transferred.

Vote:      5 Yes                  0 No                  Motion Carried

**Appointment of Payroll Certification Officer**

On motion by VanSkiver, seconded by Seeley, and carried by all members that Ann Meccariello, be designated and appointed Payroll Certification Officer as provided in Section 100 of the Civil Service Law with powers and duties as provided in said law, the term of said appointment to be for the 2024-2025 school year.

Vote:      5 Yes                  0 No                  Motion Carried

**Authorization to Issue Payroll Checks**

On motion by VanSkiver, seconded by Seeley, and carried by all members present that after certification of the payroll by Ann Meccariello to the services rendered and the amounts due, the District Treasurer be authorized to issue individual payroll checks as designated per negotiated agreements, and

Further, that the Treasurer be ordered and authorized to prepare and file reports and to issue the necessary checks on F.I.C.A., Withholding Taxes, Retirement, Health Insurance, Tax Sheltered Annuities, Disability Insurance, Garnishees, Credit Union, Association Dues, Life Insurance, Health and Accident Insurance and Workers' Compensation.

Vote:      5 Yes                  0 No                  Motion Carried

**Miscellaneous Business Procedures**

On motion by Cacace, seconded by Austin, and carried by all members present **that the following miscellaneous business procedures be reaffirmed for the 2024-2025 school year:**

- a) **Use of check signer and facsimile signatures. All the depositories approved in Resolution #40 are designated depositories of the Campbell-Savona Central School District and they are hereby authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the Campbell-Savona Central School District's name, including those payable to the individual order of any person or persons whose name or names appear thereon as signor or signers thereof, when bearing or purporting to bear the facsimile signature of the Treasurer or Deputy Treasurer of the Campbell-Savona Central School District.**
- b) **Use of check images. That Campbell-Savona Central School District, pursuant to General Municipal Law §99-b shall receive and retain check images in lieu of canceled checks drawn on the accounts of Campbell-Savona Central School District. Such check images shall show both sides of each check. Qualified officers of Campbell-Savona Central School District are authorized to execute the appropriate documentation to effectuate this resolution.**
- c) **In the event of the temporary absence from duty of the Treasurer, checks may be signed by the Deputy Treasurer.**
- d) **The Board of Education hereby adopts the State Education Department pamphlet entitled "The Safeguarding, Accounting and Auditing of Extracurricular Activity Funds", revised as of 2015, as the guide to be used for the fiscal management of extracurricular activity funds.**
- e) **Resolved, that the Campbell-Savona Central School District hereby agrees to participate with other school districts of the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES ("GST BOCES") in the joint bidding of any and all GST BOCES bids to be requested by the school district Purchasing Agent and approved by the Superintendent; and be it further**
- f) **Resolved that the specifications as prepared by a steering committee of participating school districts and presented to the Board of Education will be used and that the Board, if it desires to purchase these bid items, agrees to purchase said commodities at the lowest bid price recommended by the Steering Committee of the joint school districts; provided, however, that the Board of Education, in exercising its legal responsibilities, has the right to reject the recommendation of the Steering Committee in the awarding of the bid; and be it further**

**Resolved that the invitation to bid will be advertised by the GST BOCES in the *Elmira Star-Gazette* in accordance with the provisions of Section 103 of the General Municipal Law.**

- g) Resolved that the Board of Education, in accordance with Policy #2080, hereby authorizes the Director of Management Services to designate items which have no resale value, items whose value is less than \$100.00 and also obsolete computers and dispose of them on an ongoing basis in any manner which he deems appropriate. All items for which the method of disposal is governed by law shall be disposed of by utilizing a licensed recycler.

Vote: 5 Yes 0 No Motion Carried

**Authorization for Superintendent to Approve Budget Transfers**

On motion by Cacace, seconded by Austin, and carried by all members present that the Superintendent be authorized to approve budget code transfers for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Authorization for Superintendent to Approve Capital Construction Change Orders**

On motion by Cacace, seconded by Austin, and carried by all members present that the Superintendent be authorized to approve capital construction change orders that are recommended by the Construction Manager valued up to \$25,000 for the 2024-2025 school year.

Vote: 5 Yes 0 No Motion Carried

**Authorization for the Superintendent to Authorize Amendments to BOCES Contracts**

On motion by Cacace, seconded by Austin, and carried by all members that the Superintendent be authorized to make increases/decreases on additional services from GST BOCES contracts.

Vote: 5 Yes 0 No Motion Carried

**New York State Public Schools Statewide Workers' Compensation Trust**

On motion by Cacace, seconded by Austin, and carried by all members present WHEREAS, the Campbell-Savona Central School District is a member of the New York State Public Schools Statewide Workers' Compensation Trust, an inter-municipal cooperative organized and operated pursuant to Section 119-o of the General Municipal Law (hereinafter the "Plan"); and

WHEREAS, the Campbell-Savona Central School District will continue to participate in the Plan for the 2024-2025 fiscal year;

NOW, THEREFORE,

BE IT RESOLVED, that Jason Rosno be and hereby is designated to represent the Campbell-Savona Central School District as a member of the Plan; and to attend and vote at any meeting of the Members of the Plan.

Vote: 5 Yes 0 No Motion Carried

**Re-adoption of Existing Policies of the Board of Education**

On motion by Cacace, seconded by Austin, and carried by all members present that the existing policies of the Board of Education are approved effective July 15, 2024 and are re-adopted.

Vote: 5 Yes 0 No Motion Carried

**Non-Resident Student Tuition Rate**

On motion by Cacace, seconded by Austin, and carried by all members **that in accordance with Policy #4150, the tuition rate for non-resident students be set at \$0.00 for the 2024-2025 school year.**

**Vote:        5 Yes                0 No                Motion Carried**

**Authorization to Reimburse Board Members for Conference Attendance**

On motion by Cacace, seconded by Austin, and carried by all members present **that Board Members shall be reimbursed for attendance and expenses at conferences and education-related conventions.**

**Vote:        5 Yes                0 No                Motion Carried**

**Reimbursement Rate for Use of Personal Vehicles for Official Business**

On motion by Cacace, seconded by Austin, and carried by all members present **that the reimbursement rate for use of personal vehicles for official business be set at \$.67 cents per mile for the 2024-2025 school year.**

**Vote:        5 Yes                0 No                Motion Carried**

**Establishment of Substitute Rates**

On motion by Cacace, seconded by Austin, and carried by all members, **that the following rates be used to reimburse persons employed as substitutes for the 2024-2025 school year:**

- **C-S Retired Teacher                        \$160.00 day**
- **NYSTRS Retired Teacher                \$150.00 day**
- **Retired Administrator                    \$200.00 day**
- **Substitute Teacher (certified)        \$140.00 day**
- **Substitute Teacher (uncertified)      \$120.00 day**
- **Substitute Teaching Assistant        \$110.00 day**
- **Substitute Teachers Aide                \$15.00 hour**
- **Substitute Nurse                            \$18.00 hour**
- **Substitute Bus Driver                    \$25.00 hour**
- **Substitute Bus Monitor                 \$15.00 hour**
- **Substitute Typist                            \$15.00 hour**
- **Substitute Food Service Helper        \$15.00 hour**
- **Substitute Cleaner                        \$15.00 hour**
- **Substitute Maintenance                \$18.00 hour**
- **Substitute Bus Mechanic                \$20.00 hour**

**Vote:        5 Yes                0 No                Motion Carried**

**Creation of Extra-Curricular Activities**

On motion by Cacace, seconded by Austin, and carried by all members present **that the Class of 2028 be established as an Extra-Classroom Activity.**

**Vote:        5 Yes                0 No                Motion Carried**

**Authorization for the Superintendent to Approve Attendance at Conferences**

On motion by VanSkiver, seconded by Cacace, and carried by all that the Superintendent be authorized to approve attendance at budgeted conferences for the 2024-2025 school year.

Vote:           5 Yes           0 No           Motion Carried

**Setting Work Session, Regular, and Special Meetings**

On motion by VanSkiver, seconded by Cacace, and carried by all members present that the existing Rules and Regulations of the Board of Education as set forth in Section 1606 of the Education Law, relative to time, place and procedure covering Work Sessions, Regular and Special meetings be continued for the 2023-2024 school year.

2023-2024 BUDGET WORK SESSIONS	
DATE	LOCATION
March 17, 2025	Multipurpose Room (5:30 pm)
March 24, 2025	Multipurpose Room (5:30 pm)
April 8, 2025	Multipurpose Room (5:30 pm)

2023-2024 REGULAR BOARD MEETINGS			
6:00 pm in the Multipurpose Room unless otherwise noted			
DATE	DATE	DATE	DATE
July 15 –Organizational Mtg 5:30pm	October 21	February 24	June 16
July 15	November 18	March 17	July 14 – Organization Mtg.
August 19	Dec. 16 1:30 pm Savona	April 23 1:30 pm Campbell	
September 16	January 27	May 19	

Vote:           5 Yes           0 No           Motion Carried

**Authorization of Workers’ Compensation Coverage for Elected and Appointed Officers**

On motion by VanSkiver, seconded by Cacace, and carried by all that all elected and appointed officers of the school district are hereby brought within the coverage of the Workers’ Compensation Law in accordance with the provisions of Section 3, Subdivision 1, Group 19 of such law for the 2024-2025 school year.

Vote:           5 Yes           0 No           Motion Carried

**Resolution to Schedule Annual Budget Hearing**

On motion VanSkiver seconded by Cacace, and carried by all members present that the Annual Budget Hearing shall be held on Monday, May 12, 2025 at 6:00 pm.

Vote:           5 Yes           0 No           Motion Carried

**Resolution to Schedule the Date of the District Annual Meeting and Election**

On motion by VanSkiver, seconded by Cacace, and carried by all members present **that the Annual Meeting and Election shall be held on Tuesday, May 20, 2025, between 12:00 pm and 8:00 pm.**

**Vote:            5 Yes            0 No            Motion Carried**

**Appointment of Free and Reduced Lunch Appeals Officer**

On motion by VanSkiver, seconded by Cacace, and carried by all members present **that Jason Rosno, Director of Management Services, be designated and appointed Free and Reduced Lunch Appeals Officer, the term of said appointment to be for the 2024-2025 school year.**

**Vote:            5 Yes            0 No            Motion Carried**

On a motion by Cacace, seconded by VanSkiver, and carried by all members present, the Board of Education **meeting be adjourned at 5:53 pm.**

**Vote:            5 Yes            0 No            Motion Carried**

Respectfully submitted,

Kelly Costa, District Clerk

\_\_\_\_\_  
Shawn Corey, President

\_\_\_\_\_  
Stacie VanSkiver, Vice President

\_\_\_\_\_  
Mike Austin

**ABSENT**  
Rick Salvagin

\_\_\_\_\_  
Greg Cacace

\_\_\_\_\_  
Dale Seeley

**ABSENT**  
Kara Crans

**Regular Meeting  
Campbell-Savona Central School  
Multipurpose Room  
July 15, 2024**

Present: President, Shawn Corey, Vice President Stacie VanSkiver, Greg Cacace, Mike Austin, Dale Seeley

Absent: Rick Salvagin, Kara Crans

Attending: Ann Meccariello, Jason Rosno, Kelly Costa, Melissa Proudfoot, Jim Anderson, John Machuga, Steve Morse, Jeff Robbins, Travis Payne

The meeting was called to order by President, Shawn Corey at 5:57 pm in the multipurpose room at the High School followed by the Pledge of Allegiance.

The agenda was set for the meeting.

- Superintendent's Report
  - Strategic Plan End of Year Summary
- Director of Management Services Report
  - Capital Project Proposal – HUNT Engineers

Public Comments:

On a motion by Cacace, seconded by VanSkiver, and carried by all members present **that the Board of Education** accepts the following minutes **as presented in writing:**

**June 17, 2024 Regular Meeting**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Cacace, seconded by VanSkiver, and carried by all members present **that the Board of Education** accepts the financial reports **as presented in writing.**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **accepts the resignation letter from Toni Larrison, Teacher Aide, effective June 26, 2024.**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **accepts the resignation letter from Christin Yarka, Food Service Helper, effective June 26, 2024.**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **accepts the resignation letter from Geraldine Dobson, Bus Driver, effective June 20, 2024.**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education** makes the following appointments:

<b>Name of Appointee:</b>	<b>Julie Powell</b>
<b>Position:</b>	<b>Special Education</b>
<b>Probationary Period Begins:</b>	<b>September 1, 2024</b>
<b>Probationary Period Ends:</b>	<b>June 30, 2027</b>
<b>Certification Status:</b>	<b>Professional – Students With Disabilities 1-6</b>
<b>Salary Step:</b>	<b>29</b>
<b>Salary:</b>	<b>Per Negotiated Contract</b>

Name of Appointee: Lucy Hilker  
Position: Special Education  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: June 30, 2028  
Certification Status: Initial – Students With Disabilities 1-6  
Salary Step: 1  
Salary: Per Negotiated Contract

Name of Appointee: Veronica Spangenberg  
Position: School Nurse  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$28.00

Name of Appointee: Sarah Davidson  
Position: Teacher Aide  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$15.00

Name of Appointee: Christin Yarka  
Position: Teacher Aide  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$15.00

Name of Appointee: Megan White  
Position: Teacher Aide  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$15.00

Name of Appointee: Nicole Burgio  
Position: Teacher Aide  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$15.00

Name of Appointee: Karen Austin  
Position: Bus Monitor  
Probationary Period Begins: September 1, 2024  
Probationary Period Ends: February 28, 2025  
Hourly Rate: \$15.00

<u>Name of Appointee</u>	<u>Position</u>
Kristen Badeau	Modified Volleyball Coach
Chrissandra Palermo	HEAL Club Advisor
Jeffrey Beers	Substitute Bus Driver
Ciera Machuga	Substitute Cleaner and Maintenance
Jamie Loveless	Substitute Cleaner and Maintenance

\* *To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the 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, or all three (3) years if serving a shortened probationary term. 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 teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.*

Vote: 5 Yes 0 No Motion Carried

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education amends the appointment of Lucas Corey as a lifeguard for Summer Enrichment at the hourly rate of \$16.00.**

Vote: 4 (VanSkiver, Cacace, Austin, Seeley) Yes 0 No 1 Abstained (Corey)  
Motion Carried

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education amends the appointments for Summer Enrichment Teachers at the hourly rate of \$26.00:**

Ashley Astolfi  
Sera McNally  
Christin Yarka  
Sarah Enderle  
Sariah Thomas  
Emilline Hall  
Megan Boughan  
Kristen Rodbourn  
Tiffani Hunter  
Sean McKenna  
Joanne Reed  
Wendy Hand  
Carrie Allen  
Bob Loveless  
Wendy Comstock  
Sarah DuVall  
Meredith Hutchings  
Nicolas Butler  
Taylor Smith  
Wendy Hand  
Megan White  
Rebecca Heagy

Vote: 5 Yes 0 No Motion Carried

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education amends the following appointments for Summer Enrichment Teacher Aides at the hourly rate of \$16.00:**

**Cadence Sick  
Leah Loveless  
Sarah McKenna  
Kelly Glosser  
Evan Salvagin  
Bryan Arm Priest  
Abigail Johnson  
Lukas Carapella  
Liliana Feldman  
Lilyana Hayes  
Isabella Reed**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education approves the following as volunteer coach's aide for the 2024-2025 school year.**

**Tony Carapella – Varsity Boys Soccer**

**Vote: 5 Yes                      0 No    Motion Carried**

A discussion was held regarding the board retreat. Board members need to complete the survey by Monday, July 22, 2024.

A discussion was held regarding the Board of Education Goals. At last year's retreat we discussed to remove the board goals because there wasn't enough time to discuss them. Think about ideas for board goals for September.

On a motion by VanSkiver, seconded by Austin, and carried by all members present **that the Board of Education adopts the 2024-2025 CSCSD Board of Education Handbook as presented in writing.**

**Vote: 5 Yes                      0 No    Motion Carried**

On a motion by Cacace, seconded by Austin, and carried by all members present **that the Board of Education leaves open session at 7:29 pm and reconvenes in executive session to discuss matters made confidential by state or federal law – Special Education classification and placements, the employment history of a specific person and collective negotiations.**

Respectfully submitted,

Kelly J. Costa, District Clerk

On a motion by Cacace, seconded by VanSkiver, and carried by all members present **that the Board of Education appoints Ann Meccariello as Clerk Pro Tem.**

**Vote: 5 Yes                      0 No                      Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education accepts the Committee on Special Education placements and recommendations as presented.**

**Vote: 5 Yes                      0 No                      Motion Carried**

On a motion by VanSkiver, seconded by Austin, and carried by all members present **that the Board of Education leaves executive session and reconvenes in open session at 8:04 pm.**

**Vote: 5 Yes                      0 No                      Motion Carried**

On a motion by Cacace, seconded by VanSkiver, and carried by all members present **that the Board of Education approves the Campbell-Savona Administrators Association contract effective July 1, 2024- June 30, 2025.**

**Vote: 5 Yes                      0 No                      Motion Carried**

On a motion by Austin, seconded by Cacace, and carried by all members present **that the Board of Education approves the employment agreement between the Board of Education and Ann Meccariello effective July 1, 2024 through June 30, 2026.**

**Vote: 5 Yes                      0 No                      Motion Carried**

On a motion by Seeley, seconded by Austin, and carried by all members present **that the Board of Education meeting be adjourned at 8:06 pm.**

**Vote: 5 Yes                      0 No                      Motion Carried**

\_\_\_\_\_  
Shawn Corey, President

\_\_\_\_\_  
Stacie VanSkiver, Vice President

\_\_\_\_\_  
Mike Austin

**ABSENT**  
Rick Salvagin

\_\_\_\_\_  
Greg Cacace

\_\_\_\_\_  
Dale Seeley

**ABSENT**  
Kara Crans

**CAMPBELL-SAVONA CENTRAL SCHOOL DISTRICT  
CLAIMS AUDITOR REPORT  
FOR THE MONTH OF JULY 2024**

FUND	CHECK DATE	CHECK NUMBERS	VOIDED CHECKS	TOTAL
GENERAL FUND	7/2/2024	32791-32804 ***		\$ 18,624.62
	7/10/2024	32920-32954		\$ 386,611.11
	7/18/2024	32955-32992		\$ 67,053.43
	7/25/2024	32993-33023	33006, 33011	\$ 107,722.34
SCHOOL LUNCH	7/2/2024	2835-2836		\$ 767.75
	7/25/2024	2837-2843		\$ 16,242.10
SPECIAL AID	7/10/2024	871		\$ 8,500.00
	7/18/2024	872		\$ 2,200.00
CAPITAL	7/18/2024	1049		\$ 8,400.00
T&A	7/10/2024	4814		\$ 168.96
	7/18/2024	4819		\$ 837.93
TE SCHOLARSHIP	7/18/2024	1923-1924		\$ 500.00

TOTAL # CHECKS AUDITED 134

TOTAL \$ AMOUNT PAID \$ 617,628.24

\*\*\*OUT OF SEQUENCE DUE TO MEDICARE CHECKS FOR 2023/2024 BEING DONE OUT OF SEQUENCE.

*[Signature]*  
CLAIMS AUDITOR SIGNATURE

Aug. 01, 2024  
DATE



CAMPBELL-SAVONA CENTRAL SCHOOL DISTRICT  
 CLAIMS AUDITOR REPORT  
 FOR THE MONTH OF JULY 2024  
 \*THE FOLLOWING CLAIMS WERE NOT IN COMPLIANCE DUE TO THE DISCOVERED CONDITIONS LISTED:

DISCOVERED CONDITION	CHECK #	VENDOR	AMOUNT	CLAIMS AUDITOR REQUESTED CORRECTION	CORRECTIVE ACTION TAKEN	COMMENTS
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	32941	NORTHERN INSURANCE	\$2,956.00	PO DATED 7/1/2024; INVOICE DATED 6/4/2024	NONE	PO approval process should be complete before orders are placed or services rendered.
REMIT NAME OR ADDRESS INCORRECT	32925	DAY AUTOMATION	\$730.59	INCORRECT REMIT USED	AP TO PUT CHECK IN AN ENVELOPE AND MAIL TO CORRECT REMIT	NONE
REMIT NAME OR ADDRESS INCORRECT	32939	MONROE TRACTOR	\$3,148.00	INCORRECT REMIT USED	AP TO PUT CHECK IN AN ENVELOPE AND MAIL TO CORRECT REMIT	NONE
REMIT NAME OR ADDRESS INCORRECT	32968	EPS OPERATIONS LLC	\$831.11	INCORRECT REMIT USED	AP TO PUT CHECK IN AN ENVELOPE AND MAIL TO CORRECT REMIT	NONE
INCORRECT INVOICE NUMBER	33011	NEW YORK STATE SCHOOL MUSIC ASSOCIATION	\$600.00	INVOICE NUMBER ENTERED INCORRECTLY.	AP WILL VOID AND REISSUE WITH THE CORRECT INVOICE NUMBER.	NONE
MISSING ORIGINAL SIGNATURE & INVOICE	32996	BLICK ART MATERIALS	\$2,049.07	ONLY A COPY OF THE INVOICE AND APPROVAL SIGNATURE WAS RECEIVED.	AP WILL GET THE ORIGINALS AND ATTACH THEM TO THE PAYMENT PACKET.	NONE
OTHER: SPECIFY	33001	DAVE'S COLONIAL MOTORS	\$805.20	PRIOR YEAR WAS PUT ON A 2025 PO.	ACCOUNTANT WILL RECODE TO 600.99.	NONE
OTHER: SPECIFY	33005	FOLLETT CONTENT SOLUTIONS LLC	\$289.70	INVOICE 411615 SHOULD BE A PAYABLE BUT WAS NOT ENTERED AS SUCH.	ACCOUNTANT WILL RECODE.	NONE
OTHER: SPECIFY	33006	GANNETT NEW YORK - NEW JERSEY LOCAL Q.	\$789.32	THERE IS ONLY ONE INVOICE ATTACHED. ONE INVOICE IS MISSING. THE ATTACHED INVOICE SHOULD BE \$379.52 DUE IF PAID BY CHECK. REQUEST/CHECK IS FOR \$394.66 WHICH IS THE AMOUNT DUE IF PAID BY CREDIT CARD.	AP WILL VOID AND REISSUE WITH PROPER INVOICES AND FOR CORRECT AMOUNTS.	NONE

TOTAL CHECKS W/ DC

9

PERCENT TO TOTAL CHECKS

6.72%

# Campbell-Savona

Budget Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>1010 Board Of Education</b>							
400 Contractual and other		8,000.00	0.00	8,000.00	850.00	3,350.00	3,800.00
450 Materials & Supplies		1,250.00	0.00	1,250.00	0.00	350.00	900.00
490 BOCES Services		1,000.00	7.35	1,007.35	0.00	7.35	1,000.00
<b>Subtotal of 1010 Board Of Education</b>		<b>10,250.00</b>	<b>7.35</b>	<b>10,257.35</b>	<b>850.00</b>	<b>3,707.35</b>	<b>5,700.00</b>
<b>1040 District Clerk</b>							
160 Noninstructional Salaries		20,000.00	0.00	20,000.00	1,675.00	18,425.00	-100.00
400 Contractual and other		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
450 Materials & Supplies		700.00	0.00	700.00	0.00	400.00	300.00
<b>Subtotal of 1040 District Clerk</b>		<b>21,700.00</b>	<b>0.00</b>	<b>21,700.00</b>	<b>1,675.00</b>	<b>18,825.00</b>	<b>1,200.00</b>
<b>1060 District Meeting</b>							
165 Hourly rated pay		400.00	0.00	400.00	0.00	0.00	400.00
400 Contractual and other		500.00	0.00	500.00	0.00	3,200.00	-2,700.00
<b>Subtotal of 1060 District Meeting</b>		<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	<b>0.00</b>	<b>3,200.00</b>	<b>-2,300.00</b>
<b>1240 Chief School Administrator</b>							
150 Instructional Salaries		161,000.00	0.00	161,000.00	13,341.72	146,758.96	899.32
160 Noninstructional Salaries		46,500.00	0.00	46,500.00	3,908.34	42,991.66	-400.00
165 Hourly rated pay		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
200 Equipment		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
400 Contractual and other		5,000.00	0.00	5,000.00	0.00	2,632.00	2,368.00
450 Materials & Supplies		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<b>Subtotal of 1240 Chief School Administrator</b>		<b>216,700.00</b>	<b>0.00</b>	<b>216,700.00</b>	<b>17,250.06</b>	<b>192,382.62</b>	<b>7,067.32</b>
<b>1310 Business Administration</b>							
150 Instructional Salaries		136,500.00	0.00	136,500.00	11,391.00	125,301.00	-192.00
160 Noninstructional Salaries		64,000.00	0.00	64,000.00	5,416.66	59,583.34	-1,000.00
165 Hourly rated pay		600.00	0.00	600.00	0.00	0.00	600.00
200 Equipment		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
400 Contractual and other		25,000.00	409.80	25,409.80	467.38	17,405.67	7,536.75
450 Materials & Supplies		500.00	0.00	500.00	0.00	0.00	500.00
490 BOCES Services		290,000.00	0.00	290,000.00	0.00	0.00	290,000.00
<b>Subtotal of 1310 Business Administration</b>		<b>517,600.00</b>	<b>409.80</b>	<b>518,009.80</b>	<b>17,275.04</b>	<b>202,290.01</b>	<b>298,444.75</b>
<b>1320 Auditing</b>							
400 Contractual and other		30,000.00	0.00	30,000.00	0.00	27,000.00	3,000.00
490 BOCES Services		9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<b>Subtotal of 1320 Auditing</b>		<b>39,000.00</b>	<b>0.00</b>	<b>39,000.00</b>	<b>0.00</b>	<b>27,000.00</b>	<b>12,000.00</b>
<b>1330 Tax Collector</b>							
160 Noninstructional Salaries		2,553.00	0.00	2,553.00	0.00	0.00	2,553.00
400 Contractual and other		600.00	0.00	600.00	0.00	0.00	600.00
<b>Subtotal of 1330 Tax Collector</b>		<b>3,153.00</b>	<b>0.00</b>	<b>3,153.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,153.00</b>
<b>1345 Purchasing</b>							

# Campbell-Savona

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400 Contractual and other		300.00	0.00	300.00	0.00	0.00	300.00
490 BOCES Services		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>Subtotal of 1345 Purchasing</b>		<b>10,300.00</b>	<b>0.00</b>	<b>10,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,300.00</b>
<b>1420 Legal</b>							
400 Contractual and other		50,000.00	0.00	50,000.00	0.00	4,500.00	45,500.00
<b>Subtotal of 1420 Legal</b>		<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>45,500.00</b>
<b>1430 Personnel</b>							
400 Contractual and other		10,000.00	0.00	10,000.00	4,700.00	0.00	5,300.00
490 BOCES Services		63,000.00	0.00	63,000.00	0.00	0.00	63,000.00
<b>Subtotal of 1430 Personnel</b>		<b>73,000.00</b>	<b>0.00</b>	<b>73,000.00</b>	<b>4,700.00</b>	<b>0.00</b>	<b>68,300.00</b>
<b>1480 Public Information and Services</b>							
490 BOCES Services		18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
<b>Subtotal of 1480 Public Information and Services</b>		<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,000.00</b>
<b>1620 Operation of Plant</b>							
160 Noninstructional Salaries		420,000.00	0.00	420,000.00	33,320.80	354,318.56	32,360.64
164 Substitute non-instruc.		50,000.00	0.00	50,000.00	2,517.45	0.00	47,482.55
165 Hourly rated pay		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
200 Equipment		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
400 Contractual and other		533,000.00	0.00	533,000.00	8,718.61	468,206.39	56,075.00
450 Materials & Supplies		70,000.00	0.00	70,000.00	43,061.68	34,698.32	-7,760.00
490 BOCES Services		19,500.00	0.00	19,500.00	0.00	0.00	19,500.00
<b>Subtotal of 1620 Operation of Plant</b>		<b>1,172,500.00</b>	<b>0.00</b>	<b>1,172,500.00</b>	<b>87,618.54</b>	<b>857,223.27</b>	<b>227,658.19</b>
<b>1621 Maintenance of Plant</b>							
160 Noninstructional Salaries		297,000.00	0.00	297,000.00	28,048.00	246,555.79	22,396.21
164 Substitute non-instruc.		25,000.00	0.00	25,000.00	1,688.58	0.00	23,311.42
165 Hourly rated pay		7,000.00	0.00	7,000.00	771.76	0.00	6,228.24
200 Equipment		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
400 Contractual and other		92,000.00	4,175.30	96,175.30	4,535.55	52,235.42	39,404.33
450 Materials & Supplies		110,000.00	655.49	110,655.49	2,763.31	55,777.38	52,114.80
<b>Subtotal of 1621 Maintenance of Plant</b>		<b>581,000.00</b>	<b>4,830.79</b>	<b>585,830.79</b>	<b>37,807.20</b>	<b>354,568.59</b>	<b>193,455.00</b>
<b>1670 Central Printing &amp; Mailing</b>							
400 Contractual and other		20,000.00	0.00	20,000.00	2,604.26	15,770.74	1,625.00
450 Materials & Supplies		1,000.00	0.00	1,000.00	0.00	700.00	300.00
490 BOCES Services		70,000.00	6,684.86	76,684.86	0.00	6,684.86	70,000.00
<b>Subtotal of 1670 Central Printing &amp; Mailing</b>		<b>91,000.00</b>	<b>6,684.86</b>	<b>97,684.86</b>	<b>2,604.26</b>	<b>23,155.60</b>	<b>71,925.00</b>
<b>1680 Central Data Processing</b>							
400 Contractual and other		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
450 Materials & Supplies		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
490 BOCES Services		850,000.00	0.00	850,000.00	0.00	0.00	850,000.00

# Campbell-Savona

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Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>Subtotal of 1680 Central Data Processing</b>		<b>855,000.00</b>	<b>0.00</b>	<b>855,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>855,000.00</b>
<b>1910 Unallocated Insurance</b>							
400 Contractual and other		130,000.00	0.00	130,000.00	121,820.97	9,560.73	-1,381.70
<b>Subtotal of 1910 Unallocated Insurance</b>		<b>130,000.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>121,820.97</b>	<b>9,560.73</b>	<b>-1,381.70</b>
<b>1920 School Association Dues</b>							
400 Contractual and other		8,500.00	0.00	8,500.00	0.00	8,000.00	500.00
<b>Subtotal of 1920 School Association Dues</b>		<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>500.00</b>
<b>1964 Refund on Real Property Taxes</b>							
400 Contractual and other		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<b>Subtotal of 1964 Refund on Real Property Taxes</b>		<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>1981 BOCES Administrative Costs</b>							
490 BOCES Services		232,447.00	0.00	232,447.00	0.00	0.00	232,447.00
<b>Subtotal of 1981 BOCES Administrative Costs</b>		<b>232,447.00</b>	<b>0.00</b>	<b>232,447.00</b>	<b>0.00</b>	<b>0.00</b>	<b>232,447.00</b>
<b>1983 BOCES Capital Expenses</b>							
490 BOCES Services		122,786.00	0.00	122,786.00	0.00	0.00	122,786.00
<b>Subtotal of 1983 BOCES Capital Expenses</b>		<b>122,786.00</b>	<b>0.00</b>	<b>122,786.00</b>	<b>0.00</b>	<b>0.00</b>	<b>122,786.00</b>
<b>1989 Unclassified</b>							
400 Contractual and other		500.00	0.00	500.00	0.00	0.00	500.00
<b>Subtotal of 1989 Unclassified</b>		<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>2010 Curriculum Devel and Suprvsn</b>							
150 Instructional Salaries		122,000.00	0.00	122,000.00	11,122.10	108,653.87	2,224.03
155 Hourly rated pay		38,000.00	0.00	38,000.00	4,711.62	0.00	33,288.38
160 Noninstructional Salaries		42,000.00	0.00	42,000.00	3,616.66	39,783.34	-1,400.00
400 Contractual and other		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
450 Materials & Supplies		1,500.00	0.00	1,500.00	225.00	573.03	701.97
<b>Subtotal of 2010 Curriculum Devel and Suprvsn</b>		<b>207,500.00</b>	<b>0.00</b>	<b>207,500.00</b>	<b>19,675.38</b>	<b>149,010.24</b>	<b>38,814.38</b>
<b>2020 Supervision-Regular School</b>							
150 Instructional Salaries		393,000.00	0.00	393,000.00	20,296.74	347,460.55	25,242.71
160 Noninstructional Salaries		183,000.00	0.00	183,000.00	14,247.16	171,681.15	-2,928.31
164 Substitute non-instruc.		7,750.00	0.00	7,750.00	0.00	0.00	7,750.00
165 Hourly rated pay		2,000.00	0.00	2,000.00	12.70	0.00	1,987.30
200 Equipment		3,000.00	0.00	3,000.00	0.00	377.21	2,622.79
400 Contractual and other		6,000.00	0.00	6,000.00	0.00	1,835.00	4,165.00
450 Materials & Supplies		3,000.00	0.00	3,000.00	0.00	1,724.49	1,275.51
<b>Subtotal of 2020 Supervision-Regular School</b>		<b>597,750.00</b>	<b>0.00</b>	<b>597,750.00</b>	<b>34,556.60</b>	<b>523,078.40</b>	<b>40,115.00</b>
<b>2060 Research, Planning &amp; Evaluation</b>							
490 BOCES Services		107,000.00	25,678.63	132,678.63	0.00	25,678.63	107,000.00
<b>Subtotal of 2060 Research, Planning &amp; Evaluation</b>		<b>107,000.00</b>	<b>25,678.63</b>	<b>132,678.63</b>	<b>0.00</b>	<b>25,678.63</b>	<b>107,000.00</b>
<b>2070 Inservice Training-Instruction</b>							

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490 BOCES Services		25,000.00	3,807.90	28,807.90	0.00	3,807.90	25,000.00
<b>Subtotal of 2070 Inservice Training-Instruction</b>		<b>25,000.00</b>	<b>3,807.90</b>	<b>28,807.90</b>	<b>0.00</b>	<b>3,807.90</b>	<b>25,000.00</b>
<b>2110 Teaching-Regular School</b>							
120 Teacher Salaries, K-6		1,847,000.00	0.00	1,847,000.00	0.00	1,707,590.47	139,409.53
122 Tchng Asst. Sal., K-6		179,000.00	0.00	179,000.00	0.00	21,169.68	157,830.32
125 Hourly rated pay		33,000.00	0.00	33,000.00	0.00	0.00	33,000.00
127 Teaching Assistant, K-6,		5,000.00	0.00	5,000.00	0.00	252.64	4,747.36
130 Teacher Salaries, 7-12		1,867,000.00	0.00	1,867,000.00	470.00	1,570,306.20	296,223.80
132 Tchng Asst. Sal, 7-12		160,000.00	0.00	160,000.00	0.00	130,156.64	29,843.36
135 Hourly rated pay		9,000.00	0.00	9,000.00	48.90	0.00	8,951.10
137 Tchng Asst, 7-12, Hourly		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
140 Per Diem Sub Teacher		180,000.00	0.00	180,000.00	0.00	0.00	180,000.00
142 Substitute Tchng Asst.		28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
160 Noninstructional Salaries		29,000.00	0.00	29,000.00	0.00	3,950.10	25,049.90
164 Substitute non-instruc.		11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
165 Hourly rated pay		3,000.00	0.00	3,000.00	288.00	0.00	2,712.00
200 Equipment		30,000.00	1,953.50	31,953.50	1,953.50	1,488.25	28,511.75
400 Contractual and other		70,000.00	0.00	70,000.00	-58.00	100.00	69,958.00
450 Materials & Supplies		103,000.00	244.61	103,244.61	22.40	15,498.06	87,724.15
470 Tuition Pd to NYS Pub Sch		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
480 Textbooks		71,000.00	4,414.36	75,414.36	4,356.76	13,304.69	57,752.91
490 BOCES Services		123,000.00	0.00	123,000.00	0.00	0.00	123,000.00
<b>Subtotal of 2110 Teaching-Regular School</b>		<b>4,769,000.00</b>	<b>6,612.47</b>	<b>4,775,612.47</b>	<b>7,081.56</b>	<b>3,463,816.73</b>	<b>1,304,714.18</b>
<b>2250 Programs for Students w/ Disabilities</b>							
150 Instructional Salaries		1,162,000.00	0.00	1,162,000.00	7,548.04	1,162,947.71	-8,495.75
152 Teaching Assistant		113,000.00	0.00	113,000.00	0.00	127,104.47	-14,104.47
155 Hourly rated pay		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
160 Noninstructional Salaries		69,000.00	0.00	69,000.00	2,042.40	99,412.65	-32,455.05
200 Equipment		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
400 Contractual and other		50,000.00	0.00	50,000.00	0.00	2,000.00	48,000.00
450 Materials & Supplies		15,000.00	81.48	15,081.48	0.00	81.48	15,000.00
471 Tuition Pd to NYS Pub Sc		0.00	118.00	118.00	0.00	118.00	0.00
480 Textbooks		8,000.00	289.70	8,289.70	795.00	289.70	7,205.00
490 BOCES Services		1,165,000.00	0.00	1,165,000.00	0.00	0.00	1,165,000.00
<b>Subtotal of 2250 Programs for Students w/ Disabilities</b>		<b>2,591,500.00</b>	<b>489.18</b>	<b>2,591,989.18</b>	<b>10,385.44</b>	<b>1,391,954.01</b>	<b>1,189,649.73</b>
<b>2280 Occupational Education(Grades 9-12)</b>							
490 BOCES Services		1,001,000.00	0.00	1,001,000.00	0.00	0.00	1,001,000.00
<b>Subtotal of 2280 Occupational Education(Grades 9-12)</b>		<b>1,001,000.00</b>	<b>0.00</b>	<b>1,001,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,001,000.00</b>
<b>2330 Teaching-Special Schools</b>							
400 Contractual and other		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

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490 BOCES Services		320,000.00	8,755.31	328,755.31	0.00	9,305.31	319,450.00
<b>Subtotal of 2330 Teaching-Special Schools</b>		<b>321,000.00</b>	<b>8,755.31</b>	<b>329,755.31</b>	<b>0.00</b>	<b>9,305.31</b>	<b>320,450.00</b>
<b>2610 School Library &amp; AV</b>							
150 Instructional Salaries		125,000.00	0.00	125,000.00	0.00	51,757.00	73,243.00
200 Equipment		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
400 Contractual and other		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
450 Materials & Supplies		3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
460 Sch. Library AV Loan Prog		8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
490 BOCES Services		32,000.00	0.00	32,000.00	0.00	0.00	32,000.00
<b>Subtotal of 2610 School Library &amp; AV</b>		<b>179,500.00</b>	<b>0.00</b>	<b>179,500.00</b>	<b>0.00</b>	<b>51,757.00</b>	<b>127,743.00</b>
<b>2630 Computer Assisted Instruction</b>							
152 Teaching Assistant		29,000.00	0.00	29,000.00	0.00	28,087.00	913.00
220 State Aided Comp Hardware		28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
400 Contractual and other		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
450 Materials & Supplies		6,000.00	0.00	6,000.00	0.00	130.88	5,869.12
460 Sch. Library AV Loan Prog		20,000.00	0.00	20,000.00	0.00	7,324.46	12,675.54
490 BOCES Services		178,000.00	92,442.29	270,442.29	0.00	92,442.29	178,000.00
<b>Subtotal of 2630 Computer Assisted Instruction</b>		<b>262,500.00</b>	<b>92,442.29</b>	<b>354,942.29</b>	<b>0.00</b>	<b>127,984.63</b>	<b>226,957.66</b>
<b>2810 Guidance-Regular School</b>							
150 Instructional Salaries		305,000.00	0.00	305,000.00	1,391.88	196,785.62	106,822.50
155 Hourly rated pay		0.00	0.00	0.00	1,049.37	1,712.13	-2,761.50
160 Noninstructional Salaries		66,000.00	0.00	66,000.00	5,451.82	59,970.10	578.08
164 Substitute non-instruc.		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
165 Hourly rated pay		500.00	0.00	500.00	0.00	0.00	500.00
400 Contractual and other		3,000.00	0.00	3,000.00	0.00	1,700.00	1,300.00
450 Materials & Supplies		6,000.00	0.00	6,000.00	0.00	170.46	5,829.54
490 BOCES Services		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>Subtotal of 2810 Guidance-Regular School</b>		<b>401,500.00</b>	<b>0.00</b>	<b>401,500.00</b>	<b>7,893.07</b>	<b>260,338.31</b>	<b>133,268.62</b>
<b>2815 Health Svcs-Regular School</b>							
160 Noninstructional Salaries		84,000.00	0.00	84,000.00	0.00	77,716.50	6,283.50
164 Substitute non-instruc.		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
165 Hourly rated pay		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
200 Equipment		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
400 Contractual and other		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
450 Materials & Supplies		8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<b>Subtotal of 2815 Health Svcs-Regular School</b>		<b>113,000.00</b>	<b>0.00</b>	<b>113,000.00</b>	<b>0.00</b>	<b>77,716.50</b>	<b>35,283.50</b>
<b>2820 Psychological Svcs-Reg Schl</b>							
150 Instructional Salaries		14,500.00	0.00	14,500.00	344.50	14,418.44	-262.94
<b>Subtotal of 2820 Psychological Svcs-Reg Schl</b>		<b>14,500.00</b>	<b>0.00</b>	<b>14,500.00</b>	<b>344.50</b>	<b>14,418.44</b>	<b>-262.94</b>
<b>2825 Social Work Svcs-Regular School</b>							

# Campbell-Savona

Budget Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Noninstructional Salaries		120,000.00	0.00	120,000.00	238.23	117,284.00	2,477.77
400 Contractual and other		72,000.00	0.00	72,000.00	0.00	72,000.00	0.00
<b>Subtotal of 2825 Social Work Svcs-Regular School</b>		<b>192,000.00</b>	<b>0.00</b>	<b>192,000.00</b>	<b>238.23</b>	<b>189,284.00</b>	<b>2,477.77</b>
<b>2850 Co-Curricular Activ-Reg Schl</b>							
150 Instructional Salaries		84,000.00	0.00	84,000.00	0.00	0.00	84,000.00
155 Hourly rated pay		1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
160 Noninstructional Salaries		11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
165 Hourly rated pay		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
400 Contractual and other		13,000.00	0.00	13,000.00	0.00	3,970.00	9,030.00
450 Materials & Supplies		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>Subtotal of 2850 Co-Curricular Activ-Reg Schl</b>		<b>117,300.00</b>	<b>0.00</b>	<b>117,300.00</b>	<b>0.00</b>	<b>3,970.00</b>	<b>113,330.00</b>
<b>2855 Interscholastic Athletics-Reg Schl</b>							
150 Instructional Salaries		81,000.00	0.00	81,000.00	215.84	2,374.16	78,410.00
155 Hourly rated pay		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
160 Noninstructional Salaries		60,000.00	0.00	60,000.00	213.76	2,351.24	57,435.00
165 Hourly rated pay		30,000.00	0.00	30,000.00	501.60	0.00	29,498.40
200 Equipment		15,000.00	0.00	15,000.00	0.00	6,300.85	8,699.15
400 Contractual and other		46,000.00	0.00	46,000.00	355.10	5,836.04	39,808.86
450 Materials & Supplies		40,000.00	0.00	40,000.00	0.00	2,181.55	37,818.45
490 BOCES Services		6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
<b>Subtotal of 2855 Interscholastic Athletics-Reg Schl</b>		<b>281,300.00</b>	<b>0.00</b>	<b>281,300.00</b>	<b>1,286.30</b>	<b>19,043.84</b>	<b>260,969.86</b>
<b>5510 District Transportation Services</b>							
160 Noninstructional Salaries		728,000.00	0.00	728,000.00	23,451.72	582,629.57	121,918.71
164 Substitute non-instruc.		17,000.00	0.00	17,000.00	0.00	0.00	17,000.00
165 Hourly rated pay		65,750.00	0.00	65,750.00	51.30	0.00	65,698.70
210 Purchase of buses		549,040.00	0.00	549,040.00	0.00	0.00	549,040.00
400 Contractual and other		66,000.00	0.00	66,000.00	26,227.03	16,312.82	23,460.15
450 Materials & Supplies		170,000.00	134.79	170,134.79	490.12	154,803.67	14,841.00
<b>Subtotal of 5510 District Transportation Services</b>		<b>1,595,790.00</b>	<b>134.79</b>	<b>1,595,924.79</b>	<b>50,220.17</b>	<b>753,746.06</b>	<b>791,958.56</b>
<b>5530 Garage Building</b>							
200 Equipment		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
400 Contractual and other		47,000.00	0.00	47,000.00	1,288.28	33,170.05	12,541.67
450 Materials & Supplies		4,000.00	0.00	4,000.00	1,428.06	321.94	2,250.00
<b>Subtotal of 5530 Garage Building</b>		<b>61,000.00</b>	<b>0.00</b>	<b>61,000.00</b>	<b>2,716.34</b>	<b>33,491.99</b>	<b>24,791.67</b>
<b>9010 State Retirement</b>							
800 Employee Benefits		307,000.00	0.00	307,000.00	0.00	308,684.00	-1,684.00
<b>Subtotal of 9010 State Retirement</b>		<b>307,000.00</b>	<b>0.00</b>	<b>307,000.00</b>	<b>0.00</b>	<b>308,684.00</b>	<b>-1,684.00</b>
<b>9020 Teachers' Retirement</b>							
800 Employee Benefits		675,000.00	0.00	675,000.00	0.00	772,425.76	-97,425.76
<b>Subtotal of 9020 Teachers' Retirement</b>		<b>675,000.00</b>	<b>0.00</b>	<b>675,000.00</b>	<b>0.00</b>	<b>772,425.76</b>	<b>-97,425.76</b>

# Campbell-Savona

Budget Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>9030 Social Security</b>							
800 Employee Benefits		700,000.00	0.00	700,000.00	17,014.60	670,111.15	12,874.25
<b>Subtotal of 9030 Social Security</b>		<b>700,000.00</b>	<b>0.00</b>	<b>700,000.00</b>	<b>17,014.60</b>	<b>670,111.15</b>	<b>12,874.25</b>
<b>9040 Workers' Compensation</b>							
800 Employee Benefits		115,000.00	0.00	115,000.00	59,283.50	57,024.50	-1,308.00
<b>Subtotal of 9040 Workers' Compensation</b>		<b>115,000.00</b>	<b>0.00</b>	<b>115,000.00</b>	<b>59,283.50</b>	<b>57,024.50</b>	<b>-1,308.00</b>
<b>9050 Unemployment Insurance</b>							
800 Employee Benefits		2,000.00	0.00	2,000.00	6.19	1,993.81	0.00
<b>Subtotal of 9050 Unemployment Insurance</b>		<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>6.19</b>	<b>1,993.81</b>	<b>0.00</b>
<b>9060 Hospital, Medical, Dental Insurance</b>							
800 Employee Benefits		4,015,000.00	0.00	4,015,000.00	36,871.05	4,311,529.53	-333,400.58
<b>Subtotal of 9060 Hospital, Medical, Dental Insurance</b>		<b>4,015,000.00</b>	<b>0.00</b>	<b>4,015,000.00</b>	<b>36,871.05</b>	<b>4,311,529.53</b>	<b>-333,400.58</b>
<b>9711 Serial Bonds-School Construction</b>							
600 Principal		2,722,869.00	0.00	2,722,869.00	0.00	0.00	2,722,869.00
700 Interest		473,600.00	0.00	473,600.00	0.00	0.00	473,600.00
<b>Subtotal of 9711 Serial Bonds-School Construction</b>		<b>3,196,469.00</b>	<b>0.00</b>	<b>3,196,469.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,196,469.00</b>
<b>9901 Transfer to Other Funds</b>							
950 INTERFUND TRANSFER		60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
<b>Subtotal of 9901 Transfer to Other Funds</b>		<b>60,000.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>
<b>9950 Transfer to Capital Fund</b>							
900 Transfer to Capital Funds		100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
<b>Subtotal of 9950 Transfer to Capital Fund</b>		<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>
<b>Total GENERAL FUND</b>		<b>26,164,445.00</b>	<b>149,853.37</b>	<b>26,314,298.37</b>	<b>539,174.00</b>	<b>14,924,583.91</b>	<b>10,850,540.46</b>

# Campbell-Savona

Budget Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

## Selection Criteria

Criteria Name: Private: BOE Expenditure Modified

Fund: A

Budget type: Current Year

As Of Date: 07/31/2024

Suppress Budget Accounts with no activity

Print Summary Only

Sort by: Fund/Function/Object

Printed by Jason Rosno

Budgetary Transfer Report

Fiscal Year: 2025

Current Appropriation - Effective From: 07/01/2024 To: 07/31/2024

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
<b>Fund: A - GENERAL FUND</b>						
07/30/2024	000760					
		A2110-400-03-00-00 R		Reg. Cont. Sec. General	-6,320.00	
		A2110-400-03-00-00 R		Reg. Cont. Sec. General	-1,900.00	
		A2110-400-03-00-00 R		Reg. Cont. Sec. General	-985.00	
		A2110-450-03-00-00 R		Reg. Mat&Sup Sec General	-2,900.00	
		A2110-450-03-00-00 R		Reg. Mat&Sup Sec General	-1,800.00	
		A2110-450-03-00-00 R		Reg. Mat&Sup Sec General	-238.97	
		A2110-400-03-00-11 R		Reg. Cont. Sec. Inst Mus		6,320.00
		A2110-400-03-00-12 R		Reg. Cont. Sec. Voc Mus		1,900.00
		A2110-400-03-00-16 R		Reg. Cont. Sec. Science		985.00
		A2110-450-03-00-11 R		Reg. Mat&Sup Sec Inst Mus		2,900.00
		A2110-450-03-00-12 R		Reg. Mat&Sup Sec Voc Mus		1,800.00
		A2110-450-03-00-18 R		Reg. Mat&Sup Sec Spanish		238.97
07/30/2024	000761					
		A2110-450-03-00-00 R		Reg. Mat&Sup Sec General	-50.00	
		A2110-450-03-00-16 R		Reg. Mat&Sup Sec Science		50.00
07/30/2024	000766					
		A2110-450-03-00-00 R		Reg. Mat&Sup Sec General	-26.32	
		A2110-450-03-00-17 R		Reg. Mat&Sup Sec Soc St		26.32
		<b>Total for Fund A - GENERAL FUND</b>			<b>-14,220.29</b>	<b>14,220.29</b>

Budgetary Transfer Report

**Fiscal Year: 2025**

**Current Appropriation - Effective From: 07/01/2024 To: 07/31/2024**

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Total Current Appropriation

14,220.29

**Selection Criteria**

Type: Current Appropriation  
Fund: A  
Date From: 07/01/2024  
Date To: 07/31/2024  
Date Used: Effective in Budget  
Printed by Jason Rosno

## Campbell-Savona

Revenue Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	5,212,026.00	0.00	5,212,026.00	0.00	5,212,026.00	
1081.000		Other Pmts in Lieu of Taxes	356,500.00	0.00	356,500.00	0.00	356,500.00	
1085.000		STAR Reimbursement	0.00	0.00	0.00	0.00		
1090.000		Int. & Penal. on Real Prop. Tax	11,000.00	0.00	11,000.00	0.00	11,000.00	
1410.000		Admissions - General	2,500.00	0.00	2,500.00	0.00	2,500.00	
1410.001		Admissions - Theatre	8,000.00	0.00	8,000.00	0.00	8,000.00	
1410.002		Admissions - Pool	300.00	0.00	300.00	0.00	300.00	
1410.003		Admissions - Fitness Cent	1,000.00	0.00	1,000.00	0.00	1,000.00	
1489.000		Other Charges for Service	0.00	0.00	0.00	0.00		
2230.000		Tuition for Fosters	25,000.00	0.00	25,000.00	0.00	25,000.00	
2401.000		Interest and Earnings	30,000.00	0.00	30,000.00	0.00	30,000.00	
2401.814		Interest WC Reserve	400.00	0.00	400.00	0.00	400.00	
2401.815		Interest Unemp Reserve	175.00	0.00	175.00	0.00	175.00	
2401.816		Interest Capital Reserve	0.00	0.00	0.00	0.00		
2401.827		Interest Retirement Reser	800.00	0.00	800.00	0.00	800.00	
2401.862		Interest Liability Reserve	0.00	0.00	0.00	0.00		
2401.864		Interest for Tax Certiora	175.00	0.00	175.00	0.00	175.00	
2401.867		Interest Emp Ben Reserve	300.00	0.00	300.00	0.00	300.00	
2401.878		Interest Capital Reserve	0.00	0.00	0.00	0.00		
2401.887		Interest Ins Rec Reserve	75.00	0.00	75.00	0.00	75.00	
2401.889		Interest Liability Reserv	0.00	0.00	0.00	0.00		
2413.000		Rental of Real Property,	9,400.00	0.00	9,400.00	0.00	9,400.00	
2440.000		Rental of Buses	0.00	0.00	0.00	0.00		
2450.000		Commissions	0.00	0.00	0.00	0.00		
2620.000		Forfeiture of Deposits	0.00	0.00	0.00	0.00		
2650.000		Sale Scrap & Excess Mat.	1,000.00	0.00	1,000.00	0.00	1,000.00	
2665.000		Sale of Equipment	0.00	0.00	0.00	0.00		
2666.000		Sale of Transportation Equip.	0.00	0.00	0.00	0.00		
2670.000		Sale of Instructional Supplies	0.00	0.00	0.00	0.00		
2680.000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2701.000		Refund PY Exp-BOCES	300,000.00	0.00	300,000.00	0.00	300,000.00	
2702.000		Refund PY Exp - Trans.	0.00	0.00	0.00	0.00		
2703.000		Refund PY Exp-Not Trans.	20,000.00	0.00	20,000.00	0.00	20,000.00	
2705.000		Gifts and Donations	0.00	0.00	0.00	0.00		
2707.000		Schl Tchnlgy Vouchr Prg Funds	0.00	0.00	0.00	0.00		

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

### Campbell-Savona

Revenue Status Report As Of: 07/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
2770.000		Other Unclassified Rev.	3,000.00	0.00	3,000.00	0.00	3,000.00	
2801.000		Interfund Revenues	0.00	0.00	0.00	0.00		
3101.000		Basic Formula - General	17,130,000.00	0.00	17,130,000.00	0.00	17,130,000.00	
3101.001		Basic Formula Aid-Excess Cost	0.00	0.00	0.00	0.00		
3102.000		Lottery Aid	0.00	0.00	0.00	0.00		
3102.001		VLT Lottery Grants	0.00	0.00	0.00	0.00		
3102.003		MOBILE SPORTS WAGERING AID	0.00	0.00	0.00	0.00		
3102.004		CANNABIS REVENUE AID	0.00	0.00	0.00	0.00		
3103.000		BOCES Aid	2,038,000.00	0.00	2,038,000.00	531,548.70	1,506,451.30	
3260.000		Textbook Aid	41,765.00	0.00	41,765.00	0.00	41,765.00	
3262.000		Computer Software Aid	26,884.00	0.00	26,884.00	0.00	26,884.00	
3263.000		Library A/V Loan Program Aid	4,900.00	0.00	4,900.00	0.00	4,900.00	
3289.000		Other State Aid	0.00	0.00	0.00	0.00		
4286.000		FEDERAL AID CARES ACT ESF	0.00	0.00	0.00	0.00		
4601.000		Federal Medicaid	65,000.00	0.00	65,000.00	0.00	65,000.00	
5031.000		Interfund Trans. (Not DS)	0.00	0.00	0.00	0.00		
5050.000		Interfund Trans. for Debt	0.00	0.00	0.00	0.00		
5997.000		Appropriated Reserves	600,000.00	0.00	600,000.00	0.00	600,000.00	
5999.000		Appropriated Fund Balance	276,245.00	0.00	276,245.00	0.00	276,245.00	
5999.999		Est. for Carryover Encumbrance	0.00	149,853.37	149,853.37	0.00	149,853.37	
<b>Total GENERAL FUND</b>			<b>26,164,445.00</b>	<b>149,853.37</b>	<b>26,314,298.37</b>	<b>531,548.70</b>	<b>25,782,749.67</b>	<b>0.00</b>

**Selection Criteria**

Criteria Name: Last Run  
 As Of Date: 07/31/2024  
 Show special revenue accounts 5997-5999  
 Sort by: Fund/Revenue Account  
 Printed by Jason Rosno

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
 These are estimates to balance the budget

**Campbell-Savona CSD**  
**Treasurer's Report**  
**July 31, 2024**

	<u>General</u>	<u>School Lunch</u>	<u>Special Aid</u>	<u>Capital</u>
Balance Prior Month	8,706,032.63	277,124.68	90,395.89	301,204.28
Receipts - Current Month	1,386,372.33	1,685.32	57.24	204.92
Total Receipts + Balance	10,092,404.96	278,810.00	90,453.13	301,409.20
Disbursements - Current Month	(1,158,930.82)	(22,530.96)	(34,141.80)	(8,400.00)
Ending Balance	<u>\$ 8,933,474.14</u>	<u>\$ 256,279.04</u>	<u>\$ 56,311.33</u>	<u>\$ 293,009.20</u>
Balance per Bank Statement	9,008,014.10	256,305.96	56,311.33	293,009.20
Add: Deposits in Transit	250.00	345.22	0.00	0.00
Less: Outstanding Checks	(74,790.56)	(372.14)	0.00	0.00
Other Adjustments	0.00	0.00	0.00	0.00
Reconciled Bank Balance	<u>\$ 8,933,473.54</u>	<u>\$ 256,279.04</u>	<u>\$ 56,311.33</u>	<u>\$ 293,009.20</u>

	<u>Trust &amp; Agency</u>	<u>Debt Service</u>
Balance Prior Month	655,999.10	1,344,682.78
Receipts - Current Month	491,259.44	913.32
Total Receipts + Balance	1,147,258.54	1,345,596.10
Disbursements - Current Month	(1,070,763.91)	0.00
Ending Balance	<u>\$ 76,494.63</u>	<u>\$ 1,345,596.10</u>
Balance per Bank Statement	84,331.50	1,345,596.10
Add: Deposits in Transit	0.00	0.00
Less: Outstanding Checks	(7,836.87)	0.00
Other Adjustments	0.00	0.00
Reconciled Bank Balance	<u>\$ 76,494.63</u>	<u>\$ 1,345,596.10</u>

  
 \_\_\_\_\_  
 Authorized Signature

# Bank Statement Reconciliation

Check Number                      Vendor Name                      Check Date                      Check Amount

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## Bank Statement Reconciliation Summary

1. Statement Balance	61,144.83
2. - Outstanding Checks	5,427.09
3. + Outstanding Receipts	<u>0.00</u>
4. Total	55,717.74
5. + Investments	<u>0.00</u>
6. Book Balance	55,717.74

*Heather W Thomas*  
*7/31/24*

# Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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Period from 06/01/2024 through 06/30/2024

Description:

## Cleared Checks

001111	NYS TAX DEPARTMENT	06/04/2024	1,678.69
001111	High School Student Coucil	06/06/2024	11.71
001111	Chase Bank	06/03/2024	33.00
001111	CS Drama Club	06/10/2024	100.00
001111	Class of 2025	06/20/2024	103.68
001111	CS Drama Club	06/21/2024	95.82
001111	CS Drama Club	06/21/2024	95.82
001111	High School Student Coucil	06/20/2024	246.71
001111	Chase Bank	06/26/2024	65.00
001111	Chase Bank	06/26/2024	35.00
004188	Music in Motion	05/22/2024	135.40
004189	Lauren Spaulding	05/30/2024	60.44
004191	Ann Cochran	06/03/2024	30.00
004192	Trenton Thompson	06/03/2024	30.00
004194	Nancy Kernan	06/04/2024	45.66
004195	CHRISTINE SHERRY	06/04/2024	42.11
004196	Chad Dick	06/05/2024	881.63
004198	Mitchell Greenhouses	06/10/2024	3,902.25
004199	CHRISTINE SHERRY	06/10/2024	1,640.00
004200	Renee Gauss (Floral Shop)	06/10/2024	1,327.50
004201	Inter-state Studio and Publishing	06/10/2024	671.00
004203	Campbell-Savona Central School	06/11/2024	267.12
004204	Lake Country Jewelry & Coins	06/11/2024	52.00
004206	Trenton Thompson	06/12/2024	100.00
004207	Nancy Kernan	06/20/2024	46.20
004208	CHRISTINE SHERRY	06/20/2024	252.15
004209	Matt Holmes	06/20/2024	91.49
004210	ANN MARIE FREELAND	06/20/2024	50.00
004211	Campbell-Savona Central School	06/20/2024	1,771.86
004213	Jostens, Inc.	06/20/2024	647.80
004214	CHRISTINE SHERRY	06/21/2024	568.61
004215	CHRISTINE SHERRY	06/21/2024	1,896.12
004216	TOM FREELAND	06/21/2024	278.47
004217	Ronda Strawser	06/21/2024	457.04

**Cleared Check Total: 17,710.28**

## Outstanding Checks

001111	NYS TAX DEPARTMENT	03/13/2017	28.76
001111	NYS TAX DEPARTMENT	02/01/2020	-7.82
001111	NYS TAX DEPARTMENT	02/01/2020	54.81
001111	NYS TAX DEPARTMENT	01/01/2021	87.93
001111	NYS TAX DEPARTMENT	01/01/2021	-347.70
001111	NYS TAX DEPARTMENT	01/13/2021	12.96
001111	NYS TAX DEPARTMENT	01/01/2021	246.81
001111	NYS TAX DEPARTMENT	01/01/2021	3.45

## Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
001111	NYS TAX DEPARTMENT	07/01/2021	-407.21
001111	NYS TAX DEPARTMENT	07/01/2021	407.41
001111	NYS TAX DEPARTMENT	07/01/2021	-7.44
001111	NYS TAX DEPARTMENT	07/01/2021	6.42
001111	NYS TAX DEPARTMENT	07/01/2021	-1.02
002222	High School Student Coucil	09/21/2017	1.34
003092	Jean Conklin	03/03/2016	74.15
003105	Lauren Spaulding	03/29/2016	27.65
003274	Roy Elliott	05/10/2017	37.80
003297	Dorothy Simonsen	05/10/2017	44.55
003336	Tyler Kuenzli	06/20/2017	50.00
003345	Fernandes, Holland	06/22/2017	50.00
003347	Ayers, Alyvia	06/22/2017	60.00
003426	Bradford CSD PTSO	02/12/2018	200.00
003701	Kathryn Schmerehorn	11/08/2019	5.00
003747	Jacob Stitely	06/16/2020	50.00
003778	Lauren Spaulding	02/10/2021	132.17
003779	Danielle Bartoo	02/10/2021	26.72
003815	Elizabeth Moultrup	06/02/2021	50.00
003822	Jacie Beebe	07/01/2021	50.00
003953	Astazia Fitzgerald	06/16/2022	45.00
004022	Mark VanDewater	03/24/2023	77.48
004055	Elizabeth Brutzman	06/02/2023	75.00
004057	Danielle Bonicave	06/06/2023	60.00
004076	Aaron Hilligus	06/08/2023	60.00
004081	Amy Hawken	06/08/2023	60.00
004095	Robin Porter	06/09/2023	100.00
004154	Eastern State Penitentiary	03/08/2024	10.00
004177	Ethan Carson	05/08/2024	100.00
004178	Jalynn Machuga	05/08/2024	100.00
004179	Jenna Machuga	05/08/2024	75.00
004190	Tarah Auffhammer	05/30/2024	139.57
004193	Corrine Williamson	06/03/2024	30.00
004202	Royal Treatment Travel	06/10/2024	2,275.00
004205	Chrissandra Palermo	06/12/2024	460.00
004212	Sharon Beaty	06/20/2024	532.30
004218	Lauren Spaulding	06/24/2024	146.46
004219	Lauren Spaulding	06/24/2024	144.54

**Outstanding Check Total: 5,427.09**

**Voided Checks - None**

**CAMPBELL-SAVONA CENTRAL SCHOOL  
CAMPBELL, NEW YORK**

August 19, 2024

TO: Board of Education

FROM: Ann Meccariello, Superintendent

SUBJECT: Acceptance of Donation

**Pertinent Information**

The district has received a donation of \$375.00 from The Blackbaud Giving Fund on behalf of the Corning Incorporated Foundation.

**Evaluation/Analysis**

Gifts to the district are not foreseen and, therefore, are not reflected in the budget approved by the Board of Education. The New York State Uniform System of Accounts requires that the donations be accounted for as revenue. To expend the funds, the Board of Education must formally increase the budget and designate the expenditure for which the funds may be expended. Furthermore, the Board is required to approve the donation for it to be accepted.

**Recommendations**

That the Board of Education accepts the donation of \$375.00 from The Blackbaud Giving fund on behalf of the Corning Incorporated Foundation furthermore, that the General Fund budgeted expenditures for 2024-2025 be increased by \$375.00 at budget code A-2110-450-04-00-00 (Regular Education Material and Supplies).

JMR

**CAMPBELL-SAVONA CENTRAL SCHOOL  
CAMPBELL, NEW YORK**

August 19, 2024

TO: Board of Education

FROM: Ann Meccariello, Superintendent

SUBJECT: Authorization to collect taxes in the amount of \$5,212,026

**Pertinent Information**

On May 21, 2024, the voters of the Campbell-Savona Central School District approved a budget for the 2024-25 school year in the amount of \$26,164,445. This budget provided for a tax levy of \$5,212,026 on the properties in the district. Also, on May 21, 2024, the voters of the district approved a proposition that authorized the district to increase the amount of tax collected on behalf of the Savona Free Library by \$3,900 to a total of \$68,800.

**Evaluation/Analysis**

The final valuations and equalization rates to be used for the collection of taxes for the 2024-25 school year were released to the school district in early August. From these figures, it has been determined that, due to changes in the total valuations and equalization rates, the total full valuation of the district has increased by 2.03%. This combined with 2% tax levy change, results in a tax rate of \$14.13 per \$1,000 full value. There is no change compared to last year's tax rate.

The following table shows the tax effect of the changes in total valuations and equalization rates for each township, if a property's assessed value remained the same.

<b>Township</b>	<b>23-24 EQ Rate</b>	<b>23-24 Tax Rate</b>	<b>24-25 EQ Rate</b>	<b>24-25 Tax Rate</b>	<b>% Change</b>
<b>ADDISON</b>	100.00%	\$14.132539	100.00%	\$14.127746	-0.03%
<b>BATH</b>	100.00%	\$14.132539	100.00%	\$14.127746	-0.03%
<b>BRADFORD</b>	58.00%	\$24.366447	100.00%	\$14.127746	-45.44%
<b>CAMERON</b>	100.00%	\$14.132539	100.00%	\$14.127746	-0.03%
<b>CAMPBELL</b>	90.00%	\$15.703003	87.50%	\$16.146181	2.76%
<b>ERWIN</b>	89.00%	\$15.879258	100.00%	\$14.127746	-10.78%
<b>THURSTON</b>	2.66%	\$532.020297	2.66%	\$531.831026	-0.04%

In order to begin the collection of taxes, the Board must confirm the tax rolls, authorize the tax levy and execute the tax warrant.

**Recommendation**

**Resolution #1:**

That the Board of Education confirms the tax rolls and authorizes the tax levy as follows:

**WHEREAS**, the Board of Education has been authorized by the voters at the Annual Meeting to raise for the current budget of the 2024-2025 school year a sum not to exceed \$26,164,445; and

**WHEREAS**, the tax levy for the 2024-2025 school year shall be fixed at \$5,212,026 for school taxes and \$68,800 for library taxes; therefore

**BE IT RESOLVED**, that the Board fixes the tax rates by towns and confirms the extension of the taxes as they appear on the following described tax roll:

<b>2024-25 TAX RATES (SCHOOL TAX LEVY)</b>						
<b>Municipality</b>	<b>EQ Rates</b>	<b>Taxable + Exemptions</b>	<b>Full Value</b>	<b>Levy Percent</b>	<b>Levy Amount</b>	<b>24-25 Tax Rate</b>
<b>ADDISON</b>	100.00%	\$3,210,088	\$3,210,088	0.8701%	\$45,351.31	\$14.127746
<b>SAVONA</b>	100.00%	\$29,995,508	\$29,995,508	8.1306%	\$423,768.93	\$14.127746
<b>BATH</b>	100.00%	\$81,399,023	\$81,399,023	22.0641%	\$1,149,984.75	\$14.127746
<b>BRADFORD</b>	100.00%	\$14,213,944	\$14,213,944	3.8528%	\$200,811.00	\$14.127746
<b>CAMERON</b>	100.00%	\$631,578	\$631,578	0.1712%	\$8,922.77	\$14.127746
<b>CAMPBELL</b>	87.50%	\$131,062,521	\$149,785,738	40.6010%	\$2,116,134.91	\$16.146181
<b>ERWIN</b>	100.00%	\$5,530,345	\$5,530,345	1.4991%	\$78,131.31	\$14.127746
<b>THURSTON</b>	2.66%	\$2,238,524	\$84,155,038	22.8111%	\$1,188,921.02	\$531.831026
<b>TOTAL</b>		<b>\$268,281,531</b>	<b>\$368,921,262</b>	<b>100.0000%</b>	<b>\$5,212,026</b>	<b>\$14.127746</b>

<b>2024-25 TAX RATES (LIBRARY LEVY)</b>						
<b>Municipality</b>	<b>EQ Rates</b>	<b>Taxable + Exemptions</b>	<b>Full Value</b>	<b>Levy Percent</b>	<b>Levy Amount</b>	<b>24-25 Tax Rate</b>
<b>ADDISON</b>	100.00%	\$3,210,088	\$3,210,088	0.8701%	\$598.65	\$0.186490
<b>SAVONA</b>	100.00%	\$29,995,508	\$29,995,508	8.1306%	\$5,593.85	\$0.186490
<b>BATH</b>	100.00%	\$81,399,023	\$81,399,023	22.0641%	\$15,180.08	\$0.186490
<b>BRADFORD</b>	100.00%	\$14,213,944	\$14,213,944	3.8528%	\$2,650.75	\$0.186490
<b>CAMERON</b>	100.00%	\$631,578	\$631,578	0.1712%	\$117.78	\$0.186490
<b>CAMPBELL</b>	87.50%	\$131,062,521	\$149,785,738	40.6010%	\$27,933.49	\$0.213133
<b>ERWIN</b>	100.00%	\$5,530,345	\$5,530,345	1.4991%	\$1,031.35	\$0.186490
<b>THURSTON</b>	2.66%	\$2,238,524	\$84,155,038	22.8111%	\$15,694.04	\$7.020298
<b>TOTAL</b>		<b>\$268,281,531</b>	<b>\$368,921,262</b>	<b>100.0000%</b>	<b>\$68,800</b>	<b>\$0.186490</b>

**BE IT HEREBY DIRECTED**, that the tax warrant of this board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2024 and end October 31, 2024 giving the tax warrant an effective period of 61 days at the expiration of which time the tax collector shall make an accounting in writing to the board; and

**IT IS FURTHER DIRECTED** that the delinquent tax penalties shall be fixed as follows:

September 1, 2024 – September 30, 2024: 0%

October 1, 2024 – October 31, 2024: 2%

After October 31, 2024: 3%

**Resolution #2:**

That the Board of Education executes the tax warrant as presented in writing.

## **TAX WARRANT**

**WHEREAS**, Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law; and

**BE IT RESOLVED AS FOLLOWS,**

To the collector of Campbell-Savona Central School District; Village of Savona; Towns of Addison, Bath, Bradford, Cameron, Campbell, Erwin, and Thurston; County of Steuben; and State of New York.

You are hereby commanded:

1. To give notice and start collection on September 1, 2024 in accordance with the provisions of Section 1322 of the Real Property Tax Law.
2. To give notice that tax collection will end on October 31, 2024.
3. To collect taxes in the total sum of \$5,212,026 for school taxes and \$68,800 for library taxes in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The Board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law.
6. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.
7. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period.
8. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three per cent interest penalties to all taxes collected after the second month of the tax collection and to account for such sums as income due to the school district.
9. To issue press-numbered receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.
10. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to Sections 910, 912 and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision 2 of the Real Property Tax Law.

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Shaw Corey, President

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Stacie VanSkiver, Vice President

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Mike Austin

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Greg Cacace

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Kara Crans

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Rick Salvagin

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Dale Seeley

Dated August 19, 2024

**RESOLUTION**  
**INTENT TO SERVE AS LEAD AGENCY**

**WHEREAS**, the Board of Education of the Campbell-Savona Central School District seeks to undertake a District-wide capital improvement project; and

**WHEREAS**, the State Environment Quality Review Act (“SEQRA”) and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the action before approving same; and

**WHEREAS**, the project is contemplated to be an Unlisted action under the applicable SEQRA regulations; and

**WHEREAS**, the Board proposes to act as lead agency under SEQRA and seeks to undertake a coordinated review of this action.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Education of the Campbell-Savona Central School District:

1. Designates its intention to serve as Lead Agency for the SEQRA Coordinated Review of the instant Unlisted Action and shall circulate its intention to act as lead agent to involved agencies.

Dated: August \_\_\_, 2024

\_\_\_\_\_  
District Clerk  
Campbell-Savona Central School District

**Campbell-Savona Substitute List  
2024-2025**

**Effective  
9/1/2024**

<b>TEACHERS</b>					Finger
Name	BOE Approved for	Phone Number	Certified	Trained	Printed
Bennitt, Samantha	7-12 Teacher, TA	607-438-8318	Uncertified	X	X
Brenning, Jeremy	PK-12 Teacher, Tch Asst.	607-857-7174	Uncertified	X	X
Bulkley, Alicia	7-12 Teacher, TA,	607-590-5803	Uncertified	X	X
Case, Jadie	7-12 Teacher, TA, Aide	404-426-4642	Uncertified	X	X
Cotter, Leonard	7-12 Only	527-3509 or 368-3078	PE/Health	X	EX
Dudley, Kelli	PK-6 Teacher	607-382-0888	Uncertified	X	X
Goodsell, Joy	PK-6 Teacher, TA, Aide	607-583-2937	Uncertified	X	X
Hogan, Erynn	PK-6 Teacher, TA, Aide	585-797-9414	Uncertified	X	X
Johnson, Abigail	7-12 Teacher, TA	607-738-6091	Uncertified	X	X
Ignatz, Nicole	7-12 Teacher, TA , Aide	607-368-2603	Uncertified	X	X
Larrison, Toni	PK-6 TA, Aide	607-377-6029	Uncertified	X	X
Latour, Janet	PK-4, Teaching Asst. & Aide	607-738-8946	Certified	X	EX
Machuga, Ciera	PK-12 Teacher, TA, Aide	607-535-0360	Uncertified	X	X
Magee, Dale	PK-6 Teacher, TA, Aide	607-731-3351	Uncertified	X	X
McHenry, Marjorie	PK6 Teacher, TA, Aide	570-903-3643	Uncertified	X	X
McHenry, Stephen	7-12 Teacher, TA	215-669-7691	Uncertified	X	X
McIntosh, Emily	PK-6 Teacher	607-377-6701	Early Chld B-2Chld Ed.1-6	X	X
McKenna, Sean	PK-6 Teacher, TA, Aide	607-684-3273	Uncertified	X	X
Ochs, Jennifer	7-12 Teacher, TA	607-684-0126	Uncertified	X	X
Orvek, Caleb	PK-12 Teacher, TA, Aide	607-794-4953	Uncertified	X	X
Park, Mary	PK-12 Teacher, TA, Aide	607-527-8177	Teaching Assistant	X	X
Pavlick, Angela	PK-12 Teacher	607-542-1189	Special Ed.,Nur, K, 1-6, Admin	X	X
Parke, Timothy	3-12 Teacher, TA	607-776-9869	Uncertified	X	X
Peterson, Nicole	PK-12 Teacher, TA, Aide	607-873-3940	Uncertified	X	X
Presher, Patricia	PK-6 Teacher, TA	607-522-3031	PE	X	X
Roberson, Shannia	PK-12 Teacher, TA, Aide	864-357-3759	Uncertified	X	X
Rusnak, Amy	K-12 Teacher, TA,	864-483-1870	Uncertified	X	X
Emily Smith	PK-6 Teacher, Aide	607-684-4810	Uncertified	X	X
Sweet, Trecelle	PK -6 Teacher, TA, Aide	607-368-4848	6 , Reading	X	X
Sutryk, Kaylee	PK-6 Teacher, TA, Aide	607-377-7638	Uncertified	X	X
Warunek, Anna	7-12 Teacher, TA, Aide	607-377-6134	Uncertified	X	X
White, Kaitlyn	PK-6 Teacher	607-382-0888	Childhood Ed. 1-6	X	X
Wilson, Karen	PK-6 Teacher, TA, Aide	607-583-1001	Uncertified	X	X
Wilson, Robert	PK-6 Teacher, TA, Aide	607-542-1191	Uncertified	X	X
Wright, Cheryl	PK-12 Teacher	607-329-0082	Nursery, Kindergarten, 1-6 & Special Education	X	X
Zeh, Trinity	7-12 Teacher, TA	607-368-9819	Uncertified	X	X
<b>CLERICAL</b>				Trained	Finger
Johnson, Abigail	7-12 Clerical	607-738-6091		X	X
Peck, Emilline	7-12 Clerical	368-6351		X	X
Roberson, Shannia	PK-12 Clerical	864-357-3759		X	X
Rusnak, Amy	PK-12 Clerical	864-483-1870		X	X
<b>NURSE</b>					Finger
Name	BOE Approved for	Phone Number	Certified	Trained	Printed
Southard, Kristen	Nurse	607-259-0890	LPN	X	X
Zeh, Trinity	Nurse	607-368-9819	Unlicensed	X	X

EXTRA-CURRICULAR AND COACHES 2024-2025		9/1/2024
Position	Level	Employee
Boys' Soccer	Varsity	Caleb Orvek
Boys' Soccer	JV	Carson Daly
Boys' Soccer	Modified - 7/8	Taylor Smith
Girls' Soccer	Varsity	Rob Hesch
Girls' Soccer	JV	Allison Stamp
Girls' Soccer	Modified	Jennifer Ochs
Girls' Soccer Assistant Coach	All Levels	Terry Mullarkey
Cross Country	Varsity	Andy Hain
Cross Country	Modified	
Girls' Volleyball	Varsity	Jeff Allen
Girls' Volleyball	JV	Mishaya Tuttle
Girls' Volleyball	Modified	Kristen Badeau
Cheerleading	Varsity	Nicole Hoag
Cheerleading	JV	Ciara Ritter
Cheerleading	Modified	Morgynn Hayes (1/2) Brionna Morse (1/2)
Boys' Basketball	Varsity	Mark LaBarr
Boys' Basketball	JV	Brent Smith
Boys' Basketball	Modified-8	Todd Harrian
Boys' Basketball	Modified-7	Not filling at this time
Girls' Basketball	Varsity	Caileigh Fodge-Smith
Girls' Basketball	JV	Dominick Everett
Girls' Basketball	Modified - 7&8	Michael Ayers
Girls' Basketball	Modified -7	Not filling at this time
Boys' Wrestling	Varsity	Tyler Romanki (1/2) Josh Simons (1/2)
Boys' Wrestling	JV	Tyler Romanki (1/2) Josh Simons (1/2)
Boy's Wrestling	Modified	Stephen Black
Boys' Track	Varsity	Chad Dick
Girls' Track	Varsity	Erica Palmer
Track	Asst. Coach	Chrissy Palermo
Track	Modified	Kristine Gorton
Boys' Baseball	Varsity	David Swan
Boys' Baseball	JV	Brent Smith
Boys' Baseball	Modified	Jason Smith
Girls' Softball	Varsity	Destiny Taft
Girls' Softball	JV	Sarah Dickson
Girls' Softball	Modified	Michael Ayers
Boys Tennis	Varsity	Matt Heywood
Golf	Varsity	Andy Hain
Golf	JV	Not filling at this time
Swimming	Varsity	Bob Loveless
Swimming	Varsity Asst./Dive	
Swimming	Modified	Matthew Heywood
Fitness Room Supervisor		Walter Konopski
Pool Supervisor		Bob Loveless

EXTRA-CURRICULAR AND COACHES 2024-2025		9/1/2024
Position	Level	Employee
Athletic Director		Bob Loveless
Central Treasurer		Heather Thomas
		Carson Daly (1/4)
Freshman Advisors		Matt Heywood (1/4)
		Bob Loveless (1/4)
		Chrissy Palermo (1/4)
		Rebecca Heagy
Sopomore Advisors		
		Ann Freeland (1/2)
Junior Advisors		Erica Palmer (1/2)
		Dave Cranmer (1/3)
Senior Advisors		Trisha Daningburg (1/3)
		Heather Thomas (1/3)
Yearbook - Production/Photography	Jr./Sr High School	Darryl Mallanda (1/2)
		Chad Dick (1/2)
Yearbook - Finance	Jr./Sr. High School	Darryl Mallanda (1/2)
		Chad Dick (1/2)
Yearbook - Sales/Production	Elementary	Joanne Reed
	High School	Lauren Spaulding
Student Council	Jr. High	Danielle Wightman
Drama Director		Tom Freeland
Music for Drama		Gillian Macchia
Musical Accompanist		Will Wickham
Stage Manager		Jared Kaplan
Costume Manager		Ann Marie Freeland
Musical Stage Lighting/Sound Director		Kayla Guilds
House Manager		Caitlin Sutton
Drama Club		Ann Marie Freeland
Auditorium, Sound, Lights and AV Club	Jr/Sr	Ann Marie Freeland
	Instrumental	Amanda Kister (1/3)
Solo & Music Festivals	6th grade	Trevor Ward (1/6)
		Gillian Macchia (1/6)
	Vocal	Mark VanDeWater (1/3)
Impressionists		Mark VanDeWater
Select Chorus		Mark VanDeWater
Marching Band Director		Amanda Kister
Jazz Band		Amanda Kister
Color Guard/Majorette Director		Christine Sherry

EXTRA-CURRICULAR AND COACHES 2024-2025		9/1/2024
Position	Level	Employee
Elementary Activities	PK Leader	Heidi Crooker
	K Leader	Laura Larrabee
	Grade 1 Leader	Pam Calkins
	Grade 2 Leader	Nikki Bonham
	Grade 3 Leader	Kristen Rodbourn
	Grade 4 Leader	Chelsey Cooper
	Grade 5 Leader	Meagan Jackson
	Grade 6 Leader	Erica Machuga
	Essential Area	Amy Chaffee
	Art Club	Angela Fishbaugh
	Panther Learning Leaders	Alyssa Brown
	Computer Club	Joanne Reed
	6th Grade Play	Unknown
	Special Education L	Megan Gross
	AV Coordinator/Club	Gillian Macchia
Ski Club	Jr./Sr.	Nancy Kernan
	Elem.	Tom Freeland
Athletic Club	Jr/Sr.	Sarah Enderle (1/2) Danielle Wightman (1/2)
FBLA		<b>Not filled at this time</b>
Academic All-Stars		Andy Hain Sarah Clark
National Honor Society		Heather Thomas
Spanish Club		
H.E.A.L. Club	Jr./Sr.	Ann Freeland Julie McLaughlin
Strategy Games Club		Tim Moon
Track Club		Erica Palmer
Newspaper		<b>Not filling at this time</b>
ACE Teachers	Matt Holmes (August)	College Composition I & II - Rob Hesch US History I & II - Allison Stamp Government & Economic - Allison Stamp Environmental - Chrissandra Palermo Spanich IV A & B - Veronica Alvarez Stats./Pre Calc I & II/Calc - Heather Thomas Biology I - Julie McLaughlin Personal Health - Moniqe Knapp
Teacher Mentors per mentoree/max 3	Staci/Jim/Mel (August)	Greta Voss - Julie Powell Meghan Gross - Lucy Hilker Heather Thomas - Wafaa Alshwiki Nicole Hoag - Kara Pinto
Spelling Bee Competition		Meagan Jackson
ELA Department Chair	Jr./Sr. High	Rob Hesch
Math Department Co-Chair	Jr./Sr. High	Jack Jayne Zachary Sutton
Soc. St. Department Chair	Jr./Sr. High	Dave Cranmer
Science Department Chair	Jr./Sr. High	Chad Dick

<b>EXTRA-CURRICULAR AND COACHES 2024-2025</b>		<b>9/1/2024</b>
<b>Position</b>	<b>Level</b>	<b>Employee</b>
PE, Health, H&C Department Chair		Monique Knapp
Fine Arts(Art & Music)/Technology Chair		Mark Van De Water
Foreign Language Chair		Veronica Alvarez-Alonso
Special Education Department Co-Chair	K-12	Ann-Marie Freeland
		Meghan Gross

# CAMPBELL SAVONA CENTRAL SCHOOL



## DISTRICT-WIDE SCHOOL SAFETY PLAN- PUBLIC

**PROPOSED: AUGUST 19, 2024**

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**PROJECT SAVE**  
(Safe Schools Against Violence in Education)

**DISTRICT WIDE SAFETY PLAN**  
**Commissioner’s Regulation 155.17**

**Introduction**

Emergencies and violent incidents in schools 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 response 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 Safe 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 Greater Southern Tier (GST) BOCES in coordination with the Campbell-Savona School District, support 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: General Considerations and Planning Guidelines**

**A. Purpose**

The Campbell-Savona District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Campbell-Savona School District Board of Education, the Superintendent of Campbell-Savona School District 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 – District Wide Safety Team**

The Campbell-Savona School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, parent organizations, school safety personnel, and other school personnel.

**Board of Education Member:** Stacie VanSkiver

**Administrators:** Ann Meccariello Superintendent; Jason Rosno, Director of Management Services, Staci Johnson, Jr./Sr. High School Principal; Jim Anderson, Elementary Principal; Myia Smith, Elementary Assistant Principal; Matt Burns, Jr./Sr. High School Assistant Principal/Guidance Administrator,

**Teacher:** Ann Freeland

**Parent:** Lisa Zimar

**Other Personnel:** Kelly Costa, Superintendent Administrative Assistant; John Machuga, Director of Facilities; Chad Crans, Building Maintenance Mechanic; Todd Costa, Steuben County SRO; Dave Dubois, Steuben County SRO; Sarah Burgess, Transportation Supervisor

**Crisis Response Team - Savona Building**

2024-25

<i>Team Member</i>	<i>Responsibility</i>
Ann Meccariello	Public Information Officer
Ann Meccariello	Public Information Officer
Myia Smith	Team Leader
Kim Smith	Scribe/Communications
Cassandra Barrett	Communications
Terra Peterson	Faculty Support
Karin Lewis	Faculty Support
Joe McKenna	Security Coordinator
Veronica Spangenberg	Health Professional
Emily Verbanic	Parent Support
Lauren Spaulding	Parent Support
Brian Fleet	Student Support
Alyssa Brown	Student Support
Meg Gross	Student Support
Dave Dubois	Safety Officer
Todd Costa	Safety Officer
John Machuga	Building/Grounds & Security
Tim Moon	Building/Grounds & Security
Carl Overhiser	Fire Chief
Sarah Burgess	Transportation Coordinator
Undersheriff John McNelis	Steuben County Sheriff's Office
Zone Sergeant Larry Woodworth	State Police

**Crisis Response Team - Campbell Building**

2024-25

<i>Team Member</i>	<i>Responsibility</i>
Ann Meccariello	Public Information Officer
Staci Johnson	Team Leader
Heather Hayes	Team Co-Leader
Caitlin Sutton	Scribe/Communications
Danielle Hough	Communications
Kelly Knights	Communications
Chad Dick	Staff Support
Nancy Kernan	Staff Support
Melody DeCamp	Parent Support
Brian Fleet	Parent Support
Matthew Holmes	Student Support
Lisa Madden	Student Support
Lisa Fleet	Health Professional
John Machuga	Liaison Officer
Chad Crans	Building/Grounds & Security
Dave DuBois	Safety Officer
Todd Costa	Safety Officer
Sarah Burgess	Transportation Coordination
Glen Vogel	Fire Chief
Zone Sergeant Larry Woodworth	State Police
Undersheriff John McNelis	Steuben County Sheriffs Office

### District Crisis Response Team

<b>Ann Meccariello</b> Team Leader	<b>John Machuga</b> Facilities
<b>Heather Hayes</b> Staff/Student Support	<b>Kelly Costa</b> Administrative Support
<b>Mel DeCamp</b> Staff/Student Support	<b>Sarah Burgess</b> Transportation
<b>Staci Johnson</b> Staff/Student Support	<b>Melissa Proudfoot</b> Communications
<b>Jim Anderson</b> Staff/Student Support	<b>Jason Rosno</b> Chief Emergency Officer /Communications
<b>Myia Smith</b> Staff/Student Support	<b>Todd Costa-SRO</b>
<b>Dave Dubois- SRO</b>	

#### C. Concept of Organizations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

#### D. Plan review and public comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1st of each year. The District and/or Safety Teams will communicate and collaborate with mental health officials and Pupil Personnel Support from other districts as appropriate to the nature of the situation.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), the public safety plan will be made available for public comment 30 days prior to its adoption. The district- plan 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. -
- 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.

**E. Hiring, Training, and Duties of School Security Personnel**

- Hiring, training, and defining of duties, including emergency procedures will be the responsibility of the Superintendent, the administrators who chair response teams, and/or their designees. All staff will undergo training in the following (New employees will receive training within 30 days from date of hire):
  - Emergency response
  - Violence prevention and anti-bullying (DASA)
  - Mental health

**Section II: General Emergency Response Planning**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

**A. Identification of sites of potential emergency, including:**

- The location for potential sites, and
- The potential internal or external hazards or emergency situations identified

**A.1 The process for identifying the sites: The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives:**

**External List:** (examples: hazardous railroad locations, airports, industrial sites with potential for chemical spills, dams or waterways with flood potential, nuclear power plants, etc.)

Upstate Niagara  
Jamison's Sunoco  
Dandy Mart  
Railroad  
I-86  
Possible Flooding Hazard  
Above ground fuel tanks at the bus garage located at the Bus Garage  
Mobil  
Flying H  
Gas Storage Sites off I-86

**Internal List:** (example: chemical storage locations, swimming pools, boiler rooms, etc.)

Kitchens  
Chemical storage in science rooms & labs  
Shops  
Pool Pump Room  
Incinerator Room  
Boiler Rooms  
School Septic Systems

**B. The district has response plans in place which include the following situations: shelter-in-place, hold-in-place, evacuation, lockdown, crime scene management, communications, medical and mental health emergency, accounting for all persons, reunification, and Continuity of Operations Plan (COOP) which are maintained in the building level emergency plans.**

**Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:**

- School Cancellation
- Early Dismissal
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering sites (internal and external)

**B.1 School Cancellation Procedures:**

The Superintendent and/or his/her designee will be responsible to inform media and parents of cancellation; the Superintendent to activate the automated phone system.

**B.2 Early Dismissal Procedures:**

The Superintendent and/or his/her designee will be responsible to inform media and parents of early dismissal; the Superintendent to activate the automated phone system.

Board buses in the following order: (Depending on situation)

1. Campbell School
2. Savona School

In a flood situation the Jr/Sr. High School students will be taken to the Elementary building.

**B.3 Evacuation Procedures:** See attachment on evacuation procedure.

See attachment A

**B.4 Sheltering Sites: are included in internal plan**

**B.5 Responses for specific emergencies**

See attachment A in internal plan

**B.5a Threats or Acts of Violence:**

**B.5.a.1 Policies and procedures for responding to implied or direct threats by students, staff and visitors**

Anyone issuing an implied or direct threat is required to be escorted by a staff member to the building administrator. The building administrator will evaluate the seriousness of the threat and follow up with necessary actions including but not limited to:

- a) disciplinary action as outlined in the district's code of conduct board policy
- b) referral to counseling
- c) law enforcement involvement
- d) notification of student's parent/guardian for a threat of violence against themselves (including suicide) or another/others is mandatory

- e) superintendent's hearing and possible suspension for students or SED sanctions for staff

**B.5.a.2 Procedures for responding to acts of violence- Suggested staff response procedures for the below incidents are outlined in the District internal confidential plan and in our building emergency response plan**

- 1. Student fight

**B.5.a.3 Armed Student**

**B.5.b Hostage/Kidnapping**

**B.5.b.2 Kidnapping**

Kidnapping/Abduction – There are two primary types of abduction:

**Kidnapping:** taking a person by abduction

**Custodial Interference:** a relative of a child less than 16 years who intends to hold such child permanently or for a protracted period of time and, knowing that he/she has no legal right to do so, takes or entices such a child from a lawful custodian, (i.e., school environment).

**B.5.c Severe Weather**

**B.5.d Civil Disturbance (Riot, Racial Conflict, Long Altercations)**

**B.5.e School Bus Accident**

**B.5.f Gas Leak Procedure**

**B.5.g Intruders**

**B.5.h Bomb Threat**

**B.5.i Chemical Spill**

**B.5.j Fire/Explosion**

**B.5.k Biological Threat (i.e., Anthrax)**

**B.5.l Radiological Threat**

**B.5.m Epidemic**

**C. Identification of district resources which may be available for use during an emergency, including the list of personnel and other resources.**

**C.1 Trained staff willing to assist in an emergency**

Todd Costa, SRO – Steuben County Sheriff's Office

Dave Dubois, SRO- Steuben County Sheriff's Office

**C.2 Heavy Equipment Inventory –**

**C.3 Bus and Vehicle Inventory –**

**C.4 Fuel Inventory**  
1 – 6,000-gallon Diesel

**C.5 Cafeteria Capacities/Inventory Summary**

At a minimum, we generally have enough food on hand in both cafeterias combined to feed approximately 650 people for approximately 10 days (at two meals per day).

**D. Description of procedures to coordinate the use of school district resources and manpower during emergencies, including:**

- Identification of the officials authorized to make decisions, and
- Identification of the staff members assigned to provide assistance during emergencies. (see attachment D& E)

**E. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.**

The district will annually review with staff and students, their role in implementing the emergency plan. Annual safety training will address violence prevention and mental health. It will be included in existing professional development and will be provided to new employees within 30 days of hire.

**F. Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.**

Each year, the Superintendent will review and conduct at least one test of the emergency response procedures for each student occupied facility. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.

**Section III: Responding to Threats and Acts of Violence**

**A. Policies and procedures for responding to threats and acts of violence including threats by students against themselves including suicide, are outlined in our school building level emergency response plans.**

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

All staff are required to notify the building administrator (or designee) of any violent incidences. The building administrator (or designee) will determine the seriousness of the situation and respond based on our school building emergency response plan.

**C. Identification of appropriate responses to emergencies (see Section II.)**

**D. Policies and procedures to contact parents, guardians, or persons in parental relation to the students in the event of a violent incident including threats by students against themselves, implied or direct, including suicide, and in the event of an early dismissal are outlined below.**

For incidences involving individual or several students, the parents of all students involved will be notified as soon as possible by the building administrator regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy all parents will be notified of the circumstances as soon as possible.

**Section IV: Communication with Others**

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan).

**A. Description of the arrangements for obtaining assistance during emergencies from emergency services organization and local government agencies.**

The Superintendent and/or his/her designee will be responsible to contact appropriate law enforcement officials in the event of a violent incident.

Sheriff's Department	911
New York State Police	911
Fire Department	911
Ambulance	911

**B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.**

The Superintendent and/or his/her designee will be responsible for maintaining effective communication channels between district and county officials regarding the Executive Law.

**C. A system for informing all educational agencies within a school district of a disaster.**

The school superintendent or his/her designees will notify all educational agencies with district boundaries of any emergency situation that may affect their operation.

**D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:**

- School population
- Number of staff
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

School Name	Population	# of Staff	# of buses needed	Key Officials	Business & Home Phone #'s
Savona (PK-6)	452	86	10	Myia Smith	(W) (607) 527-9841 (C) (607) 426-4157
Campbell (7-12)	345	82	11	Staci Johnson	(W) (607) 527-9835 (C) (607) 738-0549
District	797	168	22	Ann Meccariello	(W) (607) 527-9812 (C) (315) 271-6403

## **Section V: Prevention and Intervention Strategies**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan).

### **A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures.**

All staff are required to actively participate in measures outlined by the administration for providing school safety and security. These include:

1. The following drills will be planned by the appropriate teams, drilled on a regular basis, and evaluated for effectiveness by said team: fire, lockdown, sweep, evacuation.
2. Limiting access for all persons to one entrance.
3. Visitors will be required to wear identification badges at all times.
4. Being cognizant of strangers in the building and stopping visitors who have not properly registered.
5. Providing adequate lighting in all areas.
6. Reducing and controlling traffic flow on campus.
7. Training selected staff in the use of metal detectors.
8. Providing greeters for processing all visitors to student occupied buildings.
9. Training all staff on crisis intervention.

### **B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:**

- The identification of family, community and environmental factors to teachers, administrators, parents, and other persons in parental relation to students at the school district or board, students and other persons deemed appropriate to receive such information.
  1. Administrators and counselors share pertinent intake information regarding specific students with staff.
  2. Alternative Education Staff meets daily to discuss students and their IEP's
  3. Selected staff meet systematically with probation officer, juvenile officers, and social service staff.
  4. Principals meet with staff after incident to discuss strategy.

### **C. Appropriate annual prevention and intervention strategies such as:**

- Collaborative agreements with state and local enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
  - Non-violent conflict resolution training programs,
  - Peer mediation programs
  - Extended day and other school safety programs.
1. Staff training programs:
    - a. NYS Police and SRO School Safety Training
  2. Student programs:
    - a. Character Education
    - b. Review of student handbook and code of conduct with students.
  3. Full time counselors and social workers on each campus to support student emotional/psychological needs.

**D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:**

- SRO—monitoring of buildings and performing routine walk-throughs, establishing relationships with students and staff
- Youth-run programs
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on district need.
  1. Confidential staff reporting system.
  2. Special Ed Crisis Support Staff and Counselors.
  3. Alternative Ed effective groups on building self-esteem.
  4. Social workers on each vocational campus to develop rapport with students.

**Section VI: Public Employer Health Emergency Plan**

The Campbell-Savona Central School recognizes the severity of public health emergencies involving communicable diseases. The District will work closely with the Steuben County Department of Public Health in continuing operations in such an event. The District has also created a Public Employer Health Emergency Plan.

A copy of this plan is included in the internal confidential plan.

**The following attachments are included in the internal confidential plan:**

- A. Emergency Response Procedures
- B. Elementary Floor Plans
- C. High School Floor Plans
- D. Staff Emergency Procedures
- E. Heavy Equipment & Vehicle Inventory
- F. Telephone Threat Checklists
- G. School District (K-12) Pandemic Influenza Planning Checklist



***Campbell-Savona Central School District***

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**CODE  
OF  
CONDUCT  
2024-25**

*This code of conduct has been drafted to meet the requirements of the Project SAVE legislation (Education Law §2801) and section 100.2(l) of the Commissioner's regulations.*

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## INTRODUCTION

The Campbell-Savona Central School Board of Education, faculty and staff are committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct.

Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

## DEFINITIONS

For purposes of this code, the following definitions apply.

**"Disruptive student"** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**"Parent"** means parent, guardian, or person in parental relation to a student.

**"School property"** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

**"School function"** means any school-sponsored extra-curricular event or activity.

**"Violent student"** means a student under the age of 21 who:

- A. Commits an act of violence upon a school employee or attempts to do so.
- B. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function or attempts to do so.
- C. Possesses, while on school property or at a school function, a weapon.
- D. Displays, while on school property or at a school function, what appears to be a weapon.
- E. Threatens, while on school property or at a school function, to use a weapon.
- F. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- G. Knowingly and intentionally damages or destroys school district property.

**"Weapon"** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act and also includes:

- A. a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paint ball gun;
- B. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
- C. a Billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
- D. a sandbag or sand club;
- E. a sling shot or slungshot;
- F. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun-chuck, or shirken;
- G. an explosive, including but not limited to, a firecracker or other fireworks;
- H. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
- I. an imitation gun;
- J. loaded or blank cartridges or other ammunition; or
- K. any other device, instrument, material, or substance that can cause physical injury or death when used to cause physical injury or death.

**“Discrimination and harassment”** means an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal threats, intimidation or abuse, including cyberbullying, of such a severe nature that it:

- A. Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional physical well-being; or
- B. Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.
- C. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For the purposes of this definition the term “threats and intimidation or abuse “shall include verbal and non-verbal actions.

Cyberbullying shall mean harassment or bullying as defined in subdivision seven of this section, including paragraphs (a)(b)(c) and (d) of such subdivision, where such harassment or bullying occurs through any form of electronic communication.

Emotional Harm that takes place in the context of harassment or bullying shall be defined as harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education. Such conduct shall include, but is not limited to, acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Racial Harassment of students occurs when:

- A. An agent or employee of the district, acting within the scope of their official duties, has treated a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the School District. This is referred to as “different treatment” racial harassment.
- B. The district creates or is responsible for a racially hostile environment - i.e., harassing conduct (e.g., physical, verbal, graphic, or written) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the district. The district has subjected an individual to different treatment on the basis of race if it has effectively caused, encouraged, accepted, tolerated or failed to correct a racially hostile environment of which it has actual or constructive notice. This is referred to as “hostile environment” racial harassment.
- C. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is strictly prohibited.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, religious practice, gender, sexual orientation, disability, ethnic group, or weight.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Develop positive management skills to control their emotions.
7. Ask questions when they do not understand.

8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **ESSENTIAL PARTNERS**

### **A. Parents**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure children are aware of the content, meaning, and consequences as they relate to the Code of Conduct, including dress code, ?.
6. Convey to their children a supportive attitude toward education and the district.
7. Build good relationships with teachers, other parents, and their children's friends.
8. Help their children deal effectively with peer pressure.
9. Inform school officials of changes in the home situation that may affect student conduct or performance.
10. Provide a place for study and ensure homework assignments are completed.

### **B. Teachers/Staff**

All district teachers and staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom management plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. School Counselors**

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

### **D. School Resource Officer (SRO)**

1. Assist the district in providing a safe learning environment.
2. Foster and maintain a strong partnership between the school and law-enforcement.
3. Assist students and school personnel in the capacity of being an educational resource.
4. Serve as a positive role model, be accessible to staff and students, and be available to attend certain school functions.
5. Encourage individuals to make informed choice in life when provided with opportunities.
6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **E. Building Administrators**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **F. District Administrators**

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching, and learning.
2. Review with administrators the policies of the Board of education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student behavior
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## G. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

## STUDENT DRESS CODE

The purpose of the District's Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing freedom of student choice and expression. While our goal is to maintain consistency throughout the district, it is important to note that the following policy may be supplemented by specific building rules. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students' dress, grooming and appearance, shall adhere to the following guidelines:

- A. Be safe, appropriate, and not disrupt or interfere with the educational process as defined by staff, faculty, and administration
  - i. All Private areas of the body are covered, and undergarments are covered with outer clothing. No see-through clothing is permitted.
- B. Clothing or footwear that is construed by the principal, or designee, as hazardous or dangerous to the health or safety of the student or others or which might lead the principal, or designee, to reasonably forecast substantial disruption of or material interference with school activities will not be permitted.
- C. Hoods are not permitted in common areas and non-instructional spaces.
- D. Not wear items that are vulgar, obscene, libelous, or denigrate others or which encourage the use of drugs, tobacco, alcohol, violence, weapons, or support discrimination on the basis of age, race, color, religion, religious practice, creed, national origin, gender, sexual orientation, disability, ethnic group, genetic information, marital status, military status, weight or gang association

Each Building Principal or their designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item.

## CELL PHONE & PERSONAL ELECTRONIC DEVICE USE

The purpose is to create a safe, respectful, and focused learning environment by regulating the use of cell phones and other personal electronic devices on school grounds.

Student cell phone use shall adhere to the following guidelines:

- A. Cell phones must be turned off or set to silent mode and stored in lockers from 8:05-2:44. Unauthorized use during the school day is prohibited.
- B. Students may use their cell phones after 9<sup>th</sup> period at 2:44.
- C. Teachers may request a special circumstance where cell phones may be utilized for educational purposes in their classroom. This will be approved by the building Principal and clear instructions will be provided on acceptable use.
- D. Unauthorized photography, video or audio recording is prohibited at all times.
- E. Students are encouraged to use their phones responsibly and with respect for others.
- F. Students must respect the privacy of others and not share personal information, images or videos without consent.
- G. Smart watches and headphones that are not explicitly directed for use by a teacher are prohibited

Consequences for violations:

- A. First offense: The phone will be handed in to the teacher and or AP office, the phone will be returned to the student at the end of the day.
- B. Second Offense: The phone will be handed in each day for two weeks.
- C. Subsequent Offenses: Repeated violations will result in handing the phone each day for a longer term, parent meetings, the phone not being allowed in school

## PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Students will have the opportunity to learn and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow from their mistakes.

The Board recognizes the need to make expectations for student conduct while on school property or engaged in a school function specific and clear. School wide expectations are taught explicitly through Tier 1 School Wide Positive Behavior Intervention Systems (PBIS) however, students not meeting expectations may be subject to disciplinary action, up to and including removal from school, when they:

- A. Engage in conduct that is disorderly.** Examples of disorderly conduct include:
1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar, or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Misusing electronic devices, or any unauthorized use of electronic devices, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy and Student User Agreement Form.
- B. Engage in conduct that is insubordinate.** Examples of insubordinate conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Tardiness, truancy, or leaving school without permission.
- C. Engage in conduct that is disruptive.** Examples of disruptive conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  2. Inappropriate public sexual contact or public displays of affection.
- D. Engage in conduct that is violent.** Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, spitting, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
  2. Committing an act of violence (such as hitting, kicking, punching, spitting, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
  3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  4. Displaying what appears to be a weapon.
  5. Threatening to use any weapon.
  6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  7. Intentionally damaging or destroying school district property.

**E. Engage in any conduct that endangers the safety, morals, health, or welfare of others.** Examples of such conduct include:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Discrimination as defined by this code, which includes the use of race, color, creed, national origin, religion, religious practice gender, sexual orientation, disability, ethnic group, or weight as a basis for treating another in a negative manner.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals (as described in #3) that harm the reputation of the person or the identifiable group by demeaning them.
5. Harassment or bullying as defined by this code, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group (as described in #3) which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment and bullying includes cyberbullying.
6. Intimidation, which includes engaging in actions, statements or threats that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
8. Selling, using, or possessing obscene material.
9. Using vulgar or abusive language, cursing, or swearing.
10. Possessing and/or smoking a cigarette, electronic cigarette, vape, Juul, vape and Juul cartridges, cigar, pipe or using chewing, smokeless tobacco.
11. Possessing, consuming, selling, distributing, exchanging or being under the influence of alcoholic beverages, illegal substances, or items that are illegal to be on school property.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Lying to school personnel.
17. Unauthorized consumption of food or beverages outside of the cafeteria.

**F. Engage in misconduct while on a school bus/school transportation.** Students will behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Appropriate behavior includes (but not limited to):

1. Keeping the aisle clear at all times.
2. Staying in your assigned seat.
3. Keeping your voice at a reasonable level.
4. Keeping your hands, feet and all other objects to yourself
5. Refrain from consuming food and drink. Keep them stored and closed in its proper container.

**G. Engage in any form of academic misconduct.** Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Inappropriate or unauthorized use of artificial intelligence programs.
6. Assisting another student in any of the above actions.

**H. Engage in misconduct that endangers the health and safety of students or staff within the school or adversely affects the educational process.** Examples of such misconduct include:

1. Cyberbullying
2. Threatening, hazing, harassing students or school personnel over the phone or the internet
3. Using social media or other means to convey threats, derogatory comments or post pornographic pictures of students or school personnel

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the Building Principal or their designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent removal and referral for prosecution.

The principal or their designee may notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to learn from their mistakes.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose consequences will consider the following:

- The student's age and developmental capacity
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Note: A student whose conduct has been suspected or determined to be directly related to the student's disability (as documented on the student's IEP or 504 Plan) will be subject to the procedures for disciplining students with disabilities. (Refer to that section in this code of conduct)

### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to one or more of the following penalties, depending on the severity of the infraction:

1. Minor classroom write-up
2. Major Office Referral
3. Removal from classroom by teacher
4. Conference with Principal or designee
5. Parent contact
6. Parent Conference
7. Restitution
8. Detention
9. Removal from transportation
10. Removal from extracurricular activities
11. Removal of other privileges
12. Short Term removal from the classroom
13. Short-term (five days or less) removal from school
14. Long-term (more than five days) removal from school - Pending Superintendent Hearing

## **B. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to school personnel.

Students who are to be given penalties other than an oral warning, or parent contact are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### **1. Detention**

After school detention may be used as a penalty for student misconduct in situations where removal from the classroom would be inappropriate. Detention will be imposed after the student has confirmed there is appropriate transportation home.

### **2. Removal from transportation**

If a student does not conduct themselves properly on a bus, the bus driver should submit a discipline referral. Students who become a serious disciplinary problem may have their riding privileges suspended.

In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely. Should the removal from transportation amount to a removal from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a removal from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with school personnel.

### **3. Removal from athletic participation, extra-curricular activities, and other privileges**

A student subjected to a removal from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with district personnel.

### **4. Removal from the classroom**

A student subjected to an i removal from the classroom is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent may be provided with a reasonable opportunity for an informal conference with district personnel.

### **5. Teacher Disciplinary Removal of Disruptive Students**

On occasion, a student's behavior may become disruptive. A substantial

disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom expectations.

## **6. Removal from School**

Removal from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

The Board retains its authority to remove students, but places primary responsibility for the removal of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be removed. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the removal.

The Superintendent or Principal, upon receiving a recommendation or referral for removal or when processing a case for a removal, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### **a. Short term (five days or less) Removal from School**

When the Superintendent or Principal (referred to as the "suspending authority") proposes to remove a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed removal. The suspending authority must also notify the student's parents in writing that the student may be removed from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which removal is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is removed unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the removal as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of their decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

**b. Long term (more than five days) removal from school**

When the Superintendent determines that a removal for more than five days may be warranted, the Superintendent shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on their behalf.

The Superintendent shall personally hear and determine the proceeding or may, in the Superintendent's discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

**c. Permanent removal**

Permanent removal is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**d. Procedure after removal**

The Board may condition a student's early return from a removal on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

**C. Minimum Periods of Removal**

**1. Students who bring or possess a weapon on school property**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to removal from school for at least one calendar year. Before being removed, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year removal on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- a. The student's age and developmental capacity.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The Superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.
- f. Other extenuating circumstances.

A student with a disability may be removed only in accordance with the requirements of state and federal law.

**2. Students who commit violent acts other than bringing or possessing a weapon on school property**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to removal from school for at least five days. If the proposed penalty is the minimum five-day removal, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term removal. If the proposed penalty exceeds the minimum five-day removal, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term removal. The Superintendent has the authority to modify the minimum five-day removal on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year removal for possessing a weapon.

**3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be removed from school. . For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day removal, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term removal. If the proposed penalty exceeds the minimum five-day removal, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term removal. The Superintendent has the authority to modify the minimum five-day removal on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year removal for possessing a weapon.

**D. Referrals**

**1. Counseling**

The Guidance Office shall handle all referrals of students to counseling.

**Substance Abuse**

The district may require students who are in possession or under the influence of illegal substances to participate in a substance abuse counseling program.

**PINS Petitions**

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

**ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is removed from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

## **CORPORAL PUNISHMENT**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. For more information, please refer to district policy #4285 located on the district website.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- A. Protect oneself, another student, teacher, or any person from physical injury.
- B. Protect the property of the school or others.
- C. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints, as defined below to protect the student, another student, teacher, or any other person from physical injury when alternative procedures and methods not involving the use physical restraint cannot reasonably be employed to achieve these purposes. Only individuals properly trained in the use of physical restraint may restrain a student.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes. Use of prone restraints is prohibited.

## **STUDENT SEARCHES AND INTERROGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is

minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that the student possesses physical evidence that they violated the law or the district code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks, and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### **B. Strip searches**

A strip search is a search that requires a student to remove any or all of the student's clothing. This does not include an outer coat, sweatshirt jacket or footwear. School personnel will not conduct a strip search of a student. If the possibility of a strip search exists, law enforcement personnel will be contacted.

#### **C. Documentation of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and their title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).

10. Disposition of items found.
11. Time, manner, and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student. The principal or their designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the student resource officer or police. The principal or their designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### **D. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the principal or designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student is under the age of 16 and if the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

#### **E. Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will provide data and assistance to local child protective services workers or members of a multi-disciplinary team accompanying such workers who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as interviews with any child named as a victim in a report, or a sibling of that child, or a child residing in the same home as the victim.

All requests by child protective services to interview a student on school property shall be made directly to Principal or designee. Child protective service workers and any associated multi-disciplinary team members must comply with the district's procedures for visitors, provide identification, and identify the child(ren) to be interviewed.

The principal or designee shall decide if it is necessary and appropriate for a school staff member, including but not limited to an administrator, school counselor or

school nurse, to observe the interview either from inside or outside the interview room.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if the child was not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board recognizes that it may be necessary to remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are afforded certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

### **A. Authorized Removals of Students with Disabilities**

1. For uses of this section of the code of conduct, the following definitions apply.
  - a. A “removal” means a removal pursuant to Education Law § 3214.
  - b. A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a removal and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.
  - c. An “Interim Alternative Education Setting” (IAES) means a temporary educational placement for a period of up to 45 school days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that.
    - i. Enables the student to continue to progress in the general curriculum, although in another setting,
    - ii. to continue to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and
    - iii. Include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.
2. School personnel may order the removal of a student with a disability from the student’s current educational placement as follows:

- a. The Board, the district (BOCES) Superintendent of Schools or a school principal may order the placement of a student with a disability into an IAES, another setting or removal for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to removal for the same behavior.
- b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or removal for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a removal and the removal does not exceed the amount of time non-disabled students would be subject to removal for the same behavior.
- c. The Superintendent may order additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a disciplinary change of placement.
- d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 school days, if the student carries or possesses a firearm to or at school or to or at a school function, or the student knowingly possesses or uses illegal drugs or sells, distributes or solicits the sale of a controlled substance while at school or a school function or substantially injures another person.
- e. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 school days at a time, if maintaining the student in their current educational placement poses a risk of harm to the student or others.

## **B. Change of Placement Rule**

- 1. A disciplinary change in placement means a removal from a student's current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. for a period of 10 consecutive school days or less if the student is subjected to a series of removals that constitute a pattern of misconduct because they accumulate to more than 10 school days in a school year and because of such factors as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.
- 2. School personnel may not remove a student with disabilities if imposition of the removal would result in a disciplinary change in placement based on a pattern of removal. However, the district may impose a removal, which would otherwise result in a disciplinary change in placement, based on a pattern of removals if the CSE has determined that the behavior was not a manifestation of the

student's disability, or the student is placed in an IAES for behavior involving firearms, illegal drugs, or controlled substances or the infliction of serious bodily harm.

**C. Special Rules Regarding the Removal or Removal of Students with Disabilities**

1. The district's Committee on Special Education shall:
  - a. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either
    - i. for misconduct involving firearms, illegal drugs or controlled substances or the infliction of serious bodily harm or
    - ii. because maintaining the student in their current educational setting poses a risk of harm to the student or others;
    - iii. or a decision is made to impose a removal that constitutes a disciplinary change in placement.
2. If the CSE determines the behavior subject to disciplinary action is a manifestation of the student's disability, the District will conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first removing a student with a disability for more than 10 school days in a school year or imposing a removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving firearms, illegal drugs or controlled substances or the infliction of serious bodily harm.

If subsequently, a student with a disability who has a Behavioral Intervention Plan and who has been suspended or removed from their current educational placement for more than 10 school days in a school year is subjected to a removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
  - a. The Superintendent, school principal or other school official imposing a removal shall be responsible for determining whether the student is a student presumed to have a disability.

- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
  - i. conducted an individual evaluation and determined that the student is not a student with a disability, or
  - ii. determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include removal.

- iii. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving firearms, illegal drugs or controlled substances or because maintaining the student in the student's current educational setting poses a risk of harm to the student or others; or a decision is made to impose a removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
- iv. The parents of a student with disabilities subject to a removal of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
- v. Superintendent hearings on disciplinary charges against students with disabilities subject to a removal of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
- vi. The removal of a student with disabilities other than a removal or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in

a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

- vii. During any period of removal , including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

#### **D. Expedited Due Process Hearings**

An expedited due process hearing is an impartial hearing conducted under the procedures specified in S200.5 of regulations of the Commissioner when there is a dispute between parents and school personnel regarding disciplinary actions and to initiate temporary removals of a student in a dangerous situation. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

1. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in the current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in the current educational placement during such proceedings.
2. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
  - a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving firearms, illegal drugs or controlled substances, or infliction of serious bodily harm or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
  - b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
3. An expedited due process hearing shall be completed within 20 school days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within 10 school days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

## **E. Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

## **VISITORS TO THE SCHOOLS**

The principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- A. Anyone who is not a regular staff member or student of the school will be considered a visitor.
- B. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the office before leaving the building.
- C. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- D. Visitor groups utilizing the school building during the school day are required to register in the attendance office. For example this includes anyone coming in for the American Red Cross blood drive.
- E. Visitors to a teacher classroom while school is in session are required to arrange such visits in advance with the classroom teacher and or principal or designee .
- F. Teachers are expected not to take class time to discuss individual matters with visitors.
- G. Visitors who would like to speak or meet with administration during the school day may be turned away and asked to make an appointment for a later date.
- H. Any unauthorized person on school property will be reported to the principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- I. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful

assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

#### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, religion, religious practice age, gender, sexual orientation, disability, domestic violence status, military status, genetic predisposition, ethnic group or weight.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function. This includes legal substances which are prohibited on school property such as nicotine, marijuana or THC.
10. Possess or use weapons, as defined by this Code, in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

## B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. **Visitors.** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Repeat offenses or extreme circumstances may result in the administration limiting future access to school property.
2. **Students.** They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. **Tenured faculty members.** They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. **Staff members** in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. **Staff members** other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, removal, or dismissal as the facts may warrant in accordance with any legal rights they may have.

## C. Enforcement

The principal or designee shall be responsible for enforcing the conduct required by this code.

When the Principal or designee sees an individual engaged in prohibited conduct, which in their judgment does not pose any immediate threat of injury to persons or property, the principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

## DISSEMINATION AND REVIEW

### A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the

school year.

3. Providing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents, and other community members.
7. Posting of the code on the district website for review by students, parents, and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

#### **B. Review of Code of Conduct**

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students, and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

#### **ADOPTION DATE:**

8/19/2024



