

## **Bernadette Sica**

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**From:** Roxanne Miller  
**Sent:** Wednesday, January 3, 2018 11:04 AM  
**To:** Cathy Hardman; Donna Snyder; Dave Zehner; Tamar Adolf; David Shafer; Mary Madonna; Lori Eggleston; RJ Hartwell; Shelly Westcott; Peggy Bennink; Diane Miano; Vinny Smith; Steve Mendrek; Bernadette Sica; Amy Lewis  
**Subject:** mileage rate

### **New IRS Mileage Rate is 54.5 cents**

The IRS increased the mileage reimbursement rate to 54.5 cents. The new rate is effective January 1, 2018.

Roxanne Miller, Treasurer  
Jordan-Elbridge Central School District  
315-689-8500 X5113  
rmiller@jecsd.org



*Operating in a fiscally responsible manner.*

SCHOOL PHYSICIANS AGREEMENT  
2018-19 School Year

This agreement, made effective on the \_\_\_\_ day of \_\_\_\_\_ Two Thousand Eighteen, by and between the Board Of Education of the Jordan-Elbridge Central School District, Party of the first part, and Family Care Medical Group, PC, Party of the second part.

WITNESSETH : That the said party of the second part covenants and agrees with the party of the first part:

1. To make careful annual health examinations in accordance with SED Cumulative Record of all students in Grades Kindergarten, 1, 3, 7 and 10 of the District who do not present a physician's certificate, and to re-examine such students when necessary.
2. To conduct such physical examinations as may be indicated for special class placement or exclusion of physically and/or emotionally disabled children.
3. To examine students participating in interscholastic athletic activities who do not present a physician's statement and periodically thereafter if necessary, to determine initial and /or continuing eligibility.
4. To make, as provided in Education Law, such examinations as are required for the issuance of employment certificates and vacation work permits.
5. The following will be considered a Consultation:
  - a. To review all reports of accidents; to review excuses from any of the physical activities connected with the school program at the time convenient to both parties.
  - b. To act as a consultant to school administrators and school health personnel on medical problems and public health procedures.
  - c. To participate with the psychologist, attendance officer, school nurse and other school personnel in case conferences when indicated.

AND, the party of the first part covenants and agrees to pay unto the party of the second part, in consideration of such services to be performed, the amount of \$30.00 per student for medical examinations herein described.

IN WITNESS WHEREOF, the parties to these present have hereunto set their hands and seals the day and year first above written for the 2018-19 school year.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Karin Kroeger, M.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey Wike, M.D.

\_\_\_\_\_  
Date

#### MEMORANDUM OF UNDERSTANDING

1. It is recommended that any student considering fall activities obtain a physical examination.
2. Any student who is unable to have a physical when scheduled should arrange to be present on a routine day or schedule one with their own primary care physician.
3. Physicals for working papers will be completed on a routine day that will be scheduled.
4. All scheduling changes are to be made through the appropriate school nurse when on duty.

All other times, any school official may contact the office manager at the physician's office at 315-689-1833.

\_\_\_\_\_  
For the School District

\_\_\_\_\_  
Physician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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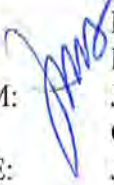
**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

**Janice Schue**

*Assistant Superintendent of Instruction/Director of Special Education*

(315) 689-8500x5075

jschue1@jecsd.org

TO:  Mr. James Froio, Superintendent  
Members of the Board of Education  
FROM: Janice Schue, Director of Special Education  
RE: CSE Determinations for July 11, 2018 Board Meeting  
DATE: July 5, 2018

May 30, 2018 CSE Determinations  
Reevaluation Review Meeting

- **Case # 2841** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Resource Room 5 times per week, Additional Adult Support 5 times per week, Speech Therapy 3 times per week, and Occupational Therapy one time per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 2842** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Resource Room 5 times per week, Additional Adult Support 5 times per week, Speech Therapy 4 times per week, and Occupational Therapy one time per month. ESY Services are recommended. All other supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 2874** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to declassify this student from Special Education Services.

June 7, 2018 CSE Determinations  
Annual Review Meeting

- **Case # 3036** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 8:1+1 5 times per week, Speech Therapy 3 times per week, Occupational Therapy 2 times per week, Counseling 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

June 11, 2018 CSE Determinations  
Annual Review Meeting

- **Case # 3028** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Resource Room 5 times per week, Additional Adult Support in ELA, Math, Science, and Social Studies 5 times per week, and Counseling 2 times per month. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3043** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Learning Disabled in Math and add Resource Room 5 times per week and Additional Adult Support in Math 5 times per week. All other supports and services are appropriate at this time.

Transfer Student/Annual Review Meeting

- **Case # 3044** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to declassify this student from Special Education Services.

Annual Review Meeting

- **Case # 2045** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 6:1+1 5 times per week, a 1:1 Aide 5 times per week, and Speech Therapy 3 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 2980** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that this student will graduate in June, 2018.

June 12, 2018 CPSE Determinations  
Annual Review Meeting

- **Case # 3010** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add a Special Education Itinerant Teacher 2 times per week, Speech Therapy 3 times per week, and Occupational Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 3009** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Speech Therapy 3 times per week. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 3023** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Speech Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 3012** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Speech Therapy 2 times per week and Occupational Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 3024** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Occupational Therapy 3 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 2991** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Speech Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

June 14, 2018 CSE Determinations

Annual Review Meeting

- **Case # 2601** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 8:1+1 5 times per week, Additional Adult Support in ELA, Math, Science, and Social Studies 5 times per week, and Counseling 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Meeting

- **Case # 2974** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 8:1+1 5 times per week, a 1:1 Aide 5 times per week, and Counseling 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

June 14, 2018 CPSE Determinations

Reevaluation Review Meeting

- **Case # 3015** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Occupational Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3037** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 2 times per week. Services will begin September 1, 2018. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3037** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Occupational Therapy 2 times per week and Physical Therapy 2 times per week. Services will begin September 1, 2018. All other supports and services are appropriate at this time.

June 15, 2018 CSE Determinations  
Initial Eligibility Determination Meeting

- **Case # 3040** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Other Health Impaired and add Resource Room 5 times per week and Additional Adult Support in Math and Science 2 times per week. All other supports and services are appropriate at this time.

June 15, 2018 CPSE Determinations  
Initial Eligibility Determination Meeting

- **Case # 3039** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as a Preschooler with a Disability and add Speech Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 2903** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Physical Therapy 3 times per week. Occupational Therapy and Speech Therapy evaluations are recommended. ESY Services are recommended. All other supports and services are appropriate at this time.

June 18, 2018 CSE Determinations  
Annual Review Meeting

- **Case # 2868** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add a Special Education Consultant Teacher Indirect 5 times per week and Counseling 2 times per week. All other supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 2885** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that this student does not qualify for Special Education Services.

Reevaluation Review Meeting

- **Case # 3045** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Other Health Impaired and add Resource Room 5 times per week, Additional Adult Support in ELA 5 times per week, and Counseling 2 times per week. All other supports and services are appropriate at this time.

Reevaluation Review Meeting

- **Case # 3043** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Learning Disabled in Reading and add Resource Room 5 times per week. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 2866** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 12:1+1 5 times per week, a 1:1 Aide 5 times per week, Speech Therapy one time per week, and an Occupational Therapy Consultation 10 times per year. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3041** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Learning Disabled in math problem solving and basic reading skills and add Special Class 15:1 ELA and Math 5 times per week. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3042** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that this student does not qualify for Special Education Services.

Annual Review Meeting

- **Case # 2827** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 15:1 ELA and Math 5 times per week, Resource Room 5 times per week, and Additional Adult Support in Science and Social Studies 5 times per week. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 2838** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 15:1 ELA 5 times per week, Resource Room 5 times per week, Additional Adult Support in Math, Science, and Social Studies 5 times per week, and Counseling one time per week. All other supports and services are appropriate at this time.

June 19, 2018 CPSE Determinations

Annual Review Meeting

- **Case # 3005** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Occupational Therapy 2 times per week. ESY Services are recommended. All other supports and services are appropriate at this time.



June 19, 2018 CSE Determinations  
Reevaluation Review Meeting

- **Case # 3019** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to declassify this student from Special Education Services.

Reevaluation Review Meeting

- **Case # 3020** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to declassify this student from Special Education Services.

Initial Eligibility Determination Meeting

- **Case # 3046** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is that this student does not qualify for Special Education Services.

Annual Review Meeting

- **Case # 3027** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to change this student's classification from Multiply Disabled to Intellectually Disabled and add Special Class 12:1+1 5 times per week, Additional Adult Support 5 times per week, Speech Therapy 2 times per week, and an Occupational Therapy evaluation. All other supports and services are appropriate at this time.

Initial Eligibility Determination Meeting

- **Case # 3047** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to classify this student as Learning Disabled in reading fluency and add Resource Room 5 times per week. All other supports and services are appropriate at this time.

Annual Review Meeting

- **Case # 3000** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Special Class 15:1 ELA 5 times per week, Resource Room 5 times per week, and Additional Adult Support in ELA and Math 5 times per week. All other supports and services are appropriate at this time.

June 20, 2018 CSE Determinations  
Requested Review Meeting

- **Case # 2726** - Based on a review of records, together with input from parents, current staff and teachers, the committee recommendation is to add Resource Room 5 times per week. All other supports and services are appropriate at this time.

Jordan Elbridge Central Schools						
Date	Activity Warrant Number	Checks	Transactions	Check No's	Findings	Recommendations
6/7/2018	A-67	1	1	Non Check	No Discrepancies Noted	
	C-16	2	3	80 and 81	No Discrepancies Noted	
	F-20	2	7	251 and 252	No Discrepancies Noted	
	H-24	2	2	50361 and 50362	No Discrepancies Noted	
	TE-1	3	3	70822 thru 70824	No Discrepancies Noted	
	A-68	55	82	21655 thru 21709	No Discrepancies Noted	
6/14/2018	A-70	14	18	21710 thru 21723	No Discrepancies Noted	
	A-71	1	18	Chemung Trust	No Discrepancies Noted	
6/21/2018	A-72	69	90	21724 thru 21792	No Discrepancies Noted	
	F-21	2	3	253 and 254	No Discrepancies Noted	
	C-17	1	1	82	No Discrepancies Noted	
6/28/2018	A-74	1	1	Non Check	No Discrepancies Noted	
	A-76	60	74	21793 thru 21852	No Discrepancies Noted	
	F-22	3	4	255 thru 257	No Discrepancies Noted	

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**  
**High School ECA Accounts**  
**Activity through 6/30/18**

	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>6/30/2018</u>
Misc/Sales Tax	\$ 2,823.60	\$ 2,914.33	\$ 4,386.23	\$ 1,351.70
Class of 2017	\$ 2,525.87	\$ -	\$ 2,525.87	\$ - *
Class of 2018	\$ 7,666.73	\$ 22,219.05	\$ 28,902.09	\$ 983.69
Class of 2019	\$ 7,741.19	\$ 19,500.82	\$ 16,425.78	\$ 10,816.23
Class of 2020	\$ 5,582.22	\$ 5,181.02	\$ 2,169.01	\$ 8,594.23
Class of 2021	\$ -	\$ 12,241.80	\$ 6,982.17	\$ 5,259.63
Art Club	\$ 40.50	\$ 2,033.41	\$ 1,025.72	\$ 1,048.19
Drama Club	\$ 6,080.03	\$ 8,137.89	\$ 8,903.61	\$ 5,314.31
Eagle Card Shop	\$ 223.51	\$ 72.46	\$ -	\$ 295.97
Fiction & Flicks	\$ 257.07	\$ -	\$ 257.07	\$ - *
Honor Society	\$ 113.59	\$ 440.00	\$ 385.00	\$ 168.59
JE Literary Magazine	\$ 203.35	\$ -	\$ -	\$ 203.35
JE Musical Players	\$ 15,086.75	\$ 18,476.58	\$ 15,831.37	\$ 17,731.96
School Store	\$ -	\$ 49.60	\$ -	\$ 49.60
Ski Club	\$ 530.29	\$ 4,590.00	\$ 4,200.00	\$ 920.29
Student Council	\$ 5,932.54	\$ 3,631.78	\$ 1,683.36	\$ 7,880.96
Teen Library Council	\$ 694.34	\$ 2,032.74	\$ 1,441.56	\$ 1,285.52
Yearbook	\$ 1,334.64	\$ 5,227.50	\$ 6,368.50	\$ 193.64
	<u>\$ 56,836.22</u>	<u>\$ 106,748.98</u>	<u>\$ 101,487.34</u>	<u>\$ 62,097.86</u>
Cash Balance				<u>\$ 62,097.86</u>

\* As per Board Policy 2010 these accounts have been inactive for 1 year so the balances have been transferred to the Student Council on 6/30/18.

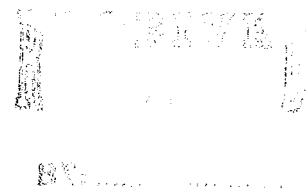
**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**  
**Middle School ECA Accounts**  
**Activity through 6/30/18**

	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>6/30/2018</u>
Misc/Sales Tax	\$ 461.96	\$ 517.17	\$ 121.48	\$ 857.65
Honor Society	\$ 542.24	\$ 433.00	\$ 945.39	\$ 29.85
Musical	\$ 7,316.82	\$ 10,504.00	\$ 10,169.81	\$ 7,651.01
Student Council	\$ 4,625.39	\$ 11,941.56	\$ 13,734.27	\$ 2,832.68
Yearbook	\$ 5,985.16	\$ 3,804.62	\$ 7,745.00	\$ 2,044.78
<b>TOTAL</b>	<u><u>\$ 18,931.57</u></u>	<u><u>\$ 27,200.35</u></u>	<u><u>\$ 32,715.95</u></u>	<u><u>\$ 13,415.97</u></u>

**BALANCE PER LEDGER**

\$ 13,415.97

6/26/2018



To: Mr. Froio – Superintendent of Schools

From: Thomas Schlegel

Dear Mr. Froio,

I would like to submit my resignation as a custodial worker in the Jordan-Elbridge School District. I have an opportunity elsewhere I do not feel I can pass up. My last day with the district will be Friday, June 29, 2018.

Thank you for the opportunity I have had with the district.

Regards,

Thomas Schlegel

A handwritten signature in black ink, which appears to read "Thomas Schlegel", is written across the bottom of the page. The signature is fluid and cursive.



# JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

## Principal/ AD Consideration of Employment

Recommendation:				
To:	Jim Froio – Superintendent of Schools		From:	David Shafer
Candidate's Name:	Nancy Spencer			
Appointment Information:				
Start Date:	July 1, 2018	Position:	<input type="checkbox"/> Probationary	<input type="checkbox"/> P/T FTE:
Appointment:	<input type="checkbox"/> Teacher	<input type="checkbox"/> Teaching Assistant	<input type="checkbox"/> Teacher Aide	<input type="checkbox"/> Nurse
	<input checked="" type="checkbox"/> Clerical	<input type="checkbox"/> Monitor		
	<input type="checkbox"/> LTS Teacher	<input type="checkbox"/> Substitute Certified Teacher	<input type="checkbox"/> Substitute Non-Certified Teacher	<input type="checkbox"/> Substitute Clerical
	<input type="checkbox"/> Substitute Monitor	<input type="checkbox"/> Substitute Teaching Assistant	<input type="checkbox"/> Substitute Teacher Aide	<input type="checkbox"/> Other (Indicate Below)
Coach:				
<input type="checkbox"/> Head	<input type="checkbox"/> Assistant	<input type="checkbox"/> Volunteer		
<input type="checkbox"/> Varsity	<input type="checkbox"/> Junior Varsity	<input type="checkbox"/> Modified	<input type="checkbox"/> Boys	<input type="checkbox"/> Girls
Salary:	\$11.10	<input checked="" type="checkbox"/> Hourly	<input type="checkbox"/> Yearly	<input type="checkbox"/> Seasonal
Reason for selection:				
Summer Clerical as needed. Nancy fills in when middle school secretary is out and does an excellent job.				
Signature:			Date:	July 2, 2018
Personnel Information – Provided for new employees and re-appointments if required				
	Attached	On File	Not Required	Verified
Application				
Resume				
Certification				
Fingerprint Clearance				
Civil Service Contracted Appointment Information:				
Civil Service Class:		Probationary Term:		
Certified Contracted Appointment Information:				
Tenure Area:		Prior Tenure:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Certification(s):				
Certification Status:		Degree:		Credits:
Probationary Start Date:		End Date:		
Reviewed by District Clerk:				
Signature:			Date:	7/2/18

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Administrative Authority During Policy Number: 4230  
The Absence of the Superintendent

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 07/22/2021

Replacement of Policy Number: \_\_\_\_\_

**Administrative Authority During the Absence of the Superintendent of Schools**

In the event that the Superintendent is incapacitated, or the position is vacant, or the Superintendent is not available to perform the duties of the position for an extended period of time, then the following named positions shall assume the duties of Acting Superintendent in the order prescribed: Assistant Superintendent for Instruction, then an administrator appointed by a quorum of the Board of Education. (The order of positions may be modified by the Board of Education at its Reorganization Meeting or other meeting).

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Use of Committees

Policy Number: 4250

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018

Date of Next Review: 07/22/2021

Replacement of Policy Number: \_\_\_\_\_

Standing or ad hoc committees may be appointed to study and to recommend courses of action in response to department, building or District needs. These committees may be appointed by the Board of Education, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment. All committees must be reappointed annually at the Reorganizational Meeting.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Evaluation of the Superintendent  
And Other Administrative Staff

Policy Number: 4261

Date of Original Policy: 07/10/2002

Date Revision Adopted 02/25/2009

Reviewed by Policy Committee: 06/20/2018

Date of Next Review: 07/22/2021

Replacement of Policy Number: 4260 & 4420

**Superintendent**

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. Completed evaluations are to be filed in the District Office, no later than August first of each year, and the summary ratings are to be made available for review by any individual upon request.

The formal performance procedures shall include written criteria, a description of the review procedures, opportunities for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

**Evaluation of Administrative Staff**

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

The purposes of these evaluations are:

- To determine adequacy of administrative staffing
- To improve administrative effectiveness
- To encourage and promote self-evaluation by administrative personnel
- To provide a basis for evaluative judgments by the Superintendent and the Board
- To make decisions about continued employment with the district

8 New York Codes of Rules and Regulations (NYCRR) Section 100.2 (o)

**Compensation and Related Benefits**

The salaries and related benefits of administrators shall be set by the Board of Education per the negotiated agreement upon the recommendation of the Superintendent.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Administrative Staff Policy Number: 4311  
Date of Original Policy: 07/22/2015 Date Revision Adopted \_\_\_\_\_  
Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 07/22/2021  
Replacement of Policy Number: 4310 & 4330

**Superintendent of Schools**

The Superintendent of Schools is the chief executive officer for the Jordan Elbridge Board of Education and is responsible for administering the School District. The Superintendent may delegate responsibility for the operation of the school system, but the Superintendent shall be responsible for the School Board and its operation.

**Assistant Superintendent of Curriculum and Instruction**

The Assistant Superintendent of Curriculum and Instruction will work with district staff, parents, and community in development and supervision of the District’s instructional programs. This position reports to the Superintendent of Schools.

**Building Principals**

The Principals are responsible for the administration, operation and supervision of all building activities. The principal deals directly with the instructional program, building management, budget administration, personal issues, and school/community relations. Building Principals are under the direct supervision of the Assistant Superintendent of Curriculum and Instruction.

**Associate Principal**

The Associate Principals are responsible for the administration, supervision, and operation of all staff and activities which deal directly with the programs and physical facilities under their jurisdiction as indicated by the Building Principal. The Associate Principal is responsible for maintaining open lines of communication with the Building Principal and other District personnel. The Associate Principal is responsible for functional areas of a non-instructional nature related to total school management. Associate Principals are under the direct supervision of the Building Principal of their respective school.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Superintendent- Board of Education Relations Policy Number: 4321

Date of Original Policy: 07/22/2015 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 07/22/2021

Replacement of Policy Number: 4320 & 4240

The Board of Education is responsible for the oversight of all pursuits, achievements and duties of the School District. The Board’s specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

- a) With respect to the School District goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
- b) Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.
- c) The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent’s authority.
- d) Should the Superintendent or their designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.
- e) When law or other authority calls for Board approval of decisions that the Board has delegated to the Superintendent, Board approval will be routinely given if those decisions have been made within the limits of Board policies.

Education Law Section 1711

**Administrative Latitude in the Absence of Board Policy**

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Professional Development Opportunities      Policy Number: 4410

Date of Original Policy: 07/10/2002      Date Revision Adopted 07/14/2005

Reviewed by Policy Committee: 06/20/2018      Date of Next Review: 07/22/2021

Replacement of Policy Number: \_\_\_\_\_

**Professional Development Opportunities**

The Board of Education shall encourage administrators to keep informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.

The approval of the Superintendent shall be required for any conference attendance or visitation requested by administrators.

Participation shall be limited by available resources and reimbursement guidelines.

**Professional Development Plan**

The Professional Development Plan is intended to improve the quality of teaching and learning by ensuring that teachers participate in substantial professional development in order to remain current with their profession and meet the learning needs of their students.

Professional Development Plans must include a needs analysis, goals, objectives, strategies, activities and evaluation standards for professional development of the school district.

Professional Development hours required of teachers and teaching assistants will be consistent with the regulations of the State Education Department.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Administrative Personnel Policy Number: 4110  
Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_  
Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 07/22/2021  
Replacement of Policy Number: \_\_\_\_\_

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Administrative Organization and Operation Policy Number: 4212

Date of Original Policy: 07/22/2015 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 07/22/2021

Replacement of Policy Number: 4210 & 4211

**The basic principles of Administrative Organization and Operation are:**

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff do not stand in the direct line of authority; they serve as coordinators of consultants.
- b) The Board of Education shall formulate and legislate educational policy
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

**Line Responsibility**

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Abolishing an Administrative Position

Policy Number: 4220

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018

Date of Next Review: 07/22/2021

Replacement of Policy Number: \_\_\_\_\_

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position. In all cases the individual currently holding the position should receive ninety (90) days notice if possible

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Information Security Breach and Notification Policy Number: 5672

Date of Original Policy: 03/22/2006 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

The School District values the protection of private information of individuals in accordance with applicable law and regulations. Further, the District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individuals private information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "Private information" shall mean \*\*personal information in combination with any one or more of the following data elements when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number
  2. Driver's license number or non-driver identification card number
  3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account (s).

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

\*\*"Personal information" shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "Breach of security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security confidentiality, or integrity of person information maintained by the District. Good faith acquisition of person information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

**Examples of Determining Factors**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:



- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information
- b) Indication that the information has been downloaded or copied
- c) Indication that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

#### Notification Requirements

- a) For any computerized data owned or licensed by the School District that includes private information, the District shall disclose any breach of the security of the system following discover or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. This disclosure to affected individuals shall be made in the most- expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

#### Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electronic form. However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction.
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by Phone
- d) Substitute notice, if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000.00, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice shall consist of all the following

1. E-mail notice when the District has an e-mail address for the subject person
2. Conspicuous posting of the notice on the District's website page, if the District maintains one
3. Notification to major statewide media

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying District and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the District shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies, as defined pursuant to State Technology law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

**SAMPLE**

**School District Reporting Form for a "Breach of the Security System" Pursuant to the Information Security Breach and Notification Act (State Technology Law Section 208)**

**Name of School District:** \_\_\_\_\_

**Date of Discover of Breach:** \_\_\_\_\_

**Estimated Number of Affected Individuals:** \_\_\_\_\_

- Manner of Notification**             **Written notice**  
    **electronic notice (e-mail)**  
    **telephone notice**

**Are you requesting substitute notice?**  **Yes**     **No**            **(If yes, attach justification)**

**Content of Notification to Affected Individuals: Describe what happened in general terms and what kind of information was involved. Please attach copy of Notice.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of School District:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Please submit this form to all three (3) State Agencies as follows:**

**Fax this form to the Consumer Protection Board (CPB):**

**CPB:**

**Security Breach Notification**

**Fax: 518-474-2474**

**Fax & Mail this form to:**

**NYS Office of Cyber Security and Critical Infrastructure Coordination (CSCIC):**

**30 South Pearl St.**

**Floor P2**

**Albany NY 12207**

**Fax: 518-474-9090**

**Attorney General:**

**Asst. Attorney General in Charge**

**Bureau of Consumer Frauds**

**120 Broadway-3<sup>rd</sup> Floor**

**New York, NY 10271**

**Fax: 212-416-6003**

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: School Safety Plans Policy Number: 5681

Date of Original Policy: 07/10/2002 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

The District has developed, and will update by July 1<sup>st</sup> of each succeeding year, a comprehensive District-wide school safety plan and building-level school safety plans, as enumerated in Education Law and Commissioner’s Regulations, and in a form as prescribed by the Commissioner of Education. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed and recommended to the Board of Education for approval. The district-wide school safety plan shall be adopted by the Board only after at least one public hearing, which provides for participation of school personnel, parent, students, and any other interested parties. Further, the Board shall make the district-wide school safety plan available for public comments at least thirty (30) days prior to its adoption.

**District-Wide School Safety Plan**

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner’s Regulations.

The District-wide school safety plan shall be developed by the district-wide school safety team appointed by the Board of Education. The District-wide team shall include, but is not limited to, representatives of the School Board, student, teacher, administrators, and parent organizations, school safety personnel and other school personnel.

**Building-Level School Safety Plans**

Building-level school safety plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner’s Regulations.

The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, other emergency response agencies, and any other representative the School Board deems appropriate.

### **Filing/Disclosure Requirements**

The District shall file a copy of its comprehensive district-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building – level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other provision of law.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Cardiac Automated External Defibrillators Policy Number: 5682  
(AEDs) in Public School Facilities

Date of Original Policy: 07/14/2005 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

The School District shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment as defined in Public Health Law Section 3000-b for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors enumerated in Commissioner’s Regulations. An instructional school facility means a building or other facility maintained by the School District where instruction is provided to students pursuant to its curriculum.

Whenever an instructional school district facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity or contest at least one staff person who is trained in accordance with Public Health Law in the operation and use of an AED. School-sponsored or school-approved curricular or extracurricular events or activities mean events or activities of the School District that are, respectively, associated with its instructional curriculum or otherwise offered to its students. A school sponsored athletic contest means an extra class intramural athletic activity of instruction, practice and competition for students in grades 4 through 12 consistent with Commissioner’s Regulations Section 135.4.

Where a school-sponsored competitive athletic event is held at a site other than a school district facility, school district officials shall assure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained, in accordance with Public Health Law, in the operation and use of the AED is present during such athletic event. A school-sponsored competitive athletic event means an extra class interscholastic athletic activity of instruction, practice and competition for students in grades 7 through 12 consistent with Commissioner’s Regulations Section 135.4.

School district facilities and District staff responsible for carrying out the duties enumerated in Education Law section 917 are deemed a “public access defibrillation provider” as defined pursuant to Public Health Law Section 3000-b and subject to the Public Health Law requirements and limitations.

Therefore, it is the policy of our School District to provide proper training requirement for District AED users, to ensure the immediate calling of 911 or the community equivalent ambulance dispatch entity whenever the AED is used, to ensure ready identification of the location of the AED units as enumerated in the District's Public Access Defibrillation Collaborative Agreement.

The District will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained in accordance with Law or regulation. Further, the District will participate in the required Quality Improvement Program as determined by the Regional Emergency Medical Services Council.

Pursuant to Public Health Law Sections 300-a and 3000-b, the School District (as a public access defibrillation provider), or any employee or other agent of the School District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Reserve Funds \_\_\_\_\_ Policy Number: 5511

Date of Original Policy: 03/02/2011 Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018 Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

Reserve funds (essentially a legally authorized savings account designated for a specific purpose) are an important component in the District's financial planning for future projects, acquisitions and other lawful purposes. To this end, the District may establish and maintain reserve funds in accordance with New York State Laws, Commissioner's Regulations and the rules or opinions issued by the Office of the New York State Comptroller, as applicable. The District shall comply with the reporting requirements or Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Any and all District reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public's funds. The District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any and all reports that the Board may require.

**Periodic Review and Annual Report**

The Board of Education will periodically review all reserve funds. The District will also prepare and submit an annual report of all reserve funds to the Board of Education. The annual report shall include the following information for each reserve fund:

- a) The type of description of the reserve fund
- b) The date the reserve fund was established and the amount of each sum paid into the fund
- c) The interest earned by the reserve fund
- d) The total amount and date of each withdrawal from the reserve fund
- e) An analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent shall develop any necessary and appropriate regulations to implement the terms of the Board's policy.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: Accounting of Funds and Fixed Assets      Policy Number: 5541  
Publication of District's Annual Financial Statement

Date of Original Policy: \_\_\_\_\_      Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018      Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_ 5510, 5540 & 5621 \_\_\_\_\_

**Accounting of Funds**

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the District's financial status and fixed assets. The District will use the Uniform System of Accounting for School Districts.

Books and records of the District shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security and disposition of all financial and inventory records.

**Accounting of Fixed Assets**

The District Treasurer shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

The accounts will serve to:

- a) Maintain a physical inventory of assets
- b) Establish accountability
- c) Determine replacement costs
- d) Provide appropriate insurance coverage

Fixed assets with a minimum value established by the Board, that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption, shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such thresholds shall ensure that at least 80 percent of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than \$5,000.00. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition
- b) Description
- c) Cost or value
- d) Location
- e) Asset Type
- f) Estimated useful Life
- g) Replacement Cost
- h) Current Value
- i) Salvage Value
- j) Date and Method of disposition
- k) Responsible Official

The District Treasurer shall arrange for the annual update of the inventory and arrange for the 5-year full inventory and appraisal of school district property, equipment and material. Any discrepancies between the inventory and the District's property records on file should be traced and explained.

#### **Publication of the District's Annual Financial Statement**

In compliance with Education Law, as a central school district, the Board of Education is required to publish a financial statement, including the items of expenditure in full, at least once a year, during either July or August.

The law requires that the information be published in one public newspaper which is published in the District. If no public newspaper is published in the District, then the District must use a newspaper having general circulation in the District. If no public newspaper is published in the District, and there is no newspaper having general circulation in the District, then the School District must provide the information to the taxpayers by posting copies in five (5) public places in the District.

Education Law Section 2116-a

Education Law Section 1610, 1721, 2117, 2528 and 2577  
8 New York Code of Rules and Regulations (NYCRR) Section 170.2

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: OBJECTION TO INSTRUCTIONAL MATERIALS      Policy Number: 8330  
Date of Original Policy: 07/10/2002      Date Revision Adopted \_\_\_\_\_  
Reviewed by Policy Committee: 06/20/2018      Date of Next Review: 08/19/2021  
Replacement of Policy Number: \_\_\_\_\_

Any criticism of instructional materials that are in the schools should be submitted in writing to the Superintendent. The Board of Education will be informed. A committee, including the librarian and building principal, will be designated by the Superintendent to investigate and judge the challenged material according to the principles and qualitative standards stated in Policy #8320.

**Curriculum Areas In Conflict With Religious Beliefs**

In accordance with applicable law and regulation, a student may be excused from the study of specific materials relating to health and hygiene if these materials are in conflict with the religion of their parents or guardians.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: CONTROVERSIAL ISSUES

Policy Number: 8331

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018

Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

Controversial issues may be studied as part of the curriculum and teachers shall present these issues in their classrooms in an impartial and objective manner.

Teachers wishing to call upon outside speakers in the presentation of controversial issues are required to obtain the approval of the principal who shall keep in mind the obligation for presenting opposing views as well, and who shall inform the Superintendent prior to the presentation.

It is recognized that parents and citizens of the community have a right to protest to the school administration when convinced that unfair and biased presentations are being made by the teacher. In considering such protests, the Superintendent of Schools shall provide for a hearing so that both parties may fairly express their views. If requested, the Superintendent's decision may be appealed to the Board of Education.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: <u>Textbooks</u>	Policy Number: <u>8340</u>
Date of Original Policy: <u>07/10/2002</u>	Date Revision Adopted <u>05/16/2012</u>
Reviewed by Policy Committee: <u>06/20/2018</u>	Date of Next Review: <u>08/19/2021</u>
Replacement of Policy Number: _____	

It is the responsibility of the Jordan-Elbridge Central School District to purchase and supply textbooks to all students residing within the school district. Textbooks are to be used for the basic study of a subject.

The term “textbook” as used in the policy refers to any workbook, review book, commercial textbook in print or digital content and electronic materials which are required to achieve specific district curricular or program objectives for course or grade level.

The Board of Education shall make provision for funds to be budgeted for the purchase of textbooks and related instructional materials.

Any textbook assigned or loaned to a student which is lost, damaged, destroyed (other than normal wear and tear), or rendered useless will be reimbursed by the student to the district. The cost of such reimbursement will be the replacement value of the textbook as determined by the current catalog price.

Each Textbook shall be reviewed by committee made up of the “subject” teachers, English department and a selection of students. The Board shall be presented with a minimum of 2 to 3 textbook options. Based on the recommendation of the Superintendent, the Board of Education shall approve the textbooks to be used. Once approved, textbooks cannot be superseded within a period of five (5) years except by a majority vote of the board.

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: <u>Humane Treatment of Animals</u>	Policy Number: <u>8370</u>
Date of Original Policy: <u>01/18/2012</u>	Date Revision Adopted: _____
Reviewed by Policy Committee: <u>06/20/2018</u>	Date of Next Review: <u>08/19/2021</u>
Replacement of Policy Number: _____	

The Jordan-Elbridge Central School District is committed to the humane treatment and protection of animals and respects the importance of the part they play in the economy of nature. The Board of Education sets forth the following as guided by New York State Education Law, Section 809:

Treatment of live vertebrate animals- Any performance of certain specified types of lessons or experimental studies on live vertebrate animals in the school or during an activity conducted under the school's auspices are prohibited whether or not they take place on school premises where such lesson or experimental study employs:

- Micro-organisms which cause disease in humans or animals
- Ionizing radiation
- Known cancer producing agents
- Chemicals at toxic levels
- Drugs production pain or deformity
- Severe extremes of temperature
- Electric or other shock
- Excessive noise
- Noxious fumes
- Exercise to exhaustion
- Overcrowding
- Paralysis by muscle relaxants or other means
- Deprivation or excess of food, water or other essential nutrients
- Surgery or other invasive procedures
- Other extreme stimuli
- Termination of life.

Study and care of live animals- Any school which cares for or uses animals for study shall ensure that each animal in such school be afforded the following:

- a) Appropriate quarters
- b) Sufficient space for the normal behavior and postural requirements of the species
- c) Proper ventilation, lighting and temperature control
- d) Adequate food and clean drinking water

- e) Quarters which shall be cleaned on a regular basis and is located in an area where undue stress and disturbance are minimized.

Dissection of animals- Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project that shall be approved by such student's teacher; provided, however, that such objection is substantiated in writing by the student's parent (s) or legal guardian (s). Students who perform alternative projects who do not perform or witness the dissection of animals shall not be penalized.

A notice of course study will be distributed notifying students enrolled in a course that includes the dissection of an animal.

Any instruction that involves the study of animals will be outlined and approved by the superintendent (or their designee) prior to the course study beginning.



**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: THE CHILDREN'S INTERNET PROTECTION ACT      Policy Number: 8271  
INTERNET CONTENT FILTERING/SAFETY

Date of Original Policy: 07/10/2002      Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018      Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all district computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet may include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate district personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors.

- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action;
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal information regarding such students; and The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

\*Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

### **Notification/Authorization**

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

"Opt-in" Student access to district computers is conditioned upon written agreement by the student and his/her parent acknowledging that the student's use will conform to the requirements of the District's Acceptable Use Policy. All agreements shall be kept on file in the District Office.

Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers.

The District has provided reasonable public notice and has held at least one public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other district policies relating to the use of technology.

**JORDAN ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: SELECTION OF LIBRARY AND AUDIOVISUAL  
MATERIALS \_\_\_\_\_

Policy Number: 8320

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: 06/20/2018

Date of Next Review: 08/19/2021

Replacement of Policy Number: \_\_\_\_\_

The Board of Education agrees that the responsibility of the school library is:

- a) To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- b) To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and that comply with the Code of Conduct.
- c) To provide a background of information that will enable students to make intelligent judgments in their daily lives.
- d) To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- e) To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- f) To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

In interpreting these principles, the following will apply:

- a) Broad and varied collections will be developed systematically by the librarian based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.
- b) Qualitative standards of selection involving factual accuracy, authoritativeness, artistic quality and appeal will be applied by librarians and audiovisual specialists before purchases are made.
- c) Materials will not be excluded because of the race, nationality, political opinions or religious views of the author.
- d) Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, outdated materials will be discarded by Board of Education approval as required.

# POLICY

2002

6510

Personnel

## **SUBJECT: HEALTH INSURANCE**

Health insurance for certified and support staffs shall be in accordance with their respective negotiated agreements.

The District agrees to negotiate with its employees for health insurance coverage. A person appointed to a position at Jordan-Elbridge is eligible to apply for enrollment immediately upon employment, if: (a) The employee works a regular schedule work week of 30 hours or more; (b) Any employee was eligible and was a member of the plan prior to the date of adoption of this policy.

### **Continuation of Medical Insurance Coverage at Termination of Employment**

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage for up to eighteen (18) months when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one of the following events:

- a) Death of the covered employee; or
- b) Divorce or legal separation from the covered employee; or
- c) An employee becomes eligible for Medicare; or
- d) The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. They must pay the full cost of their premium plus administrative costs incurred by the District.

Consolidated Omnibus Budget  
Reconciliation Act of 1985



# JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

## Band Consideration of Employment

### Recommendation:

**To:** Jim Froio – Superintendent of Schools      **From:** Randall Bennett

### Appointment Information:

**Appointment:**     Field Band       Winter Guard       Indoor Percussion

Name:	Position:	Salary:	App	FP
Jeremiah Towe	Woodwind Instructor	\$1500	OF	OF
Grayson Keller Shelton	Visual Caption Head	\$1500	OF	OF
Sean Steele	Percussion Instructor	\$1500	OF	OF
James Petrello	Percussion Instructor	\$1500	OF	OF
Kristin Crowley	Color Guard Instructor	\$1500	OF	OF
Kayla Chiaramonte	Color Guard Instructor	\$1500	OF	OF
Emelia Crowley	Color Guard Instructor	\$1500	OF	OF
Zachary Moser	Woodwind Instructor	\$1500	OF	OF
Matt Legare	Visual Instructor	\$1500		
Stephen Russell	Brass Caption Head	\$1500		

*New*  
*Under*  
*items*  
*for BOE*  
*action*

**Start Date:** 2018-2019 Season

**Signature:** *RL Be*      **Date:** 7/3/2018

### Personnel Information – Provided for new employees and re-appointments if required

Indicate application & finger print status using A,OF or NR in the columns above for each appointment named.	Attached - A	On File-OF	Not Required-NR	Verified
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### Reviewed by District Clerk:

**Signature:** *[Signature]*      **Date:** 7/3/18

**RESOLUTION DETERMINING THE PROPOSED ACTIONS ARE TYPE II ACTIONS FOR PURPOSES OF THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT.**

WHEREAS, the Jordan-Elbridge Central School District, Onondaga and Cayuga Counties (the "School District") is considering undertaking the financing of various capital improvement activities which would include reconstruction, improvement, maintenance, repair, replacement, rehabilitation work, furnishing and equipping at existing school sites within the School District (the "Projects"); and

WHEREAS, that pursuant to the New York State Environmental Quality Review Act (the "SEQR Act") and regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the "Regulations"), the School District is obliged to comply with the SEQR Act and regulations with respect to the Projects; and

WHEREAS, the locations of the school sites comprising the Projects, as well as the details of the work to be performed at each school site, are set forth as follows:

Elbridge Elementary

- Cutting and patching (replacement) of site materials in-kind for the installation of new security features and emergency generator.
- Miscellaneous interior and exterior building improvements.

Ramsdell Middle School

- Cutting and patching (replacement) of site materials in-kind for the installation of new security features and site electrical work.
- Miscellaneous interior and exterior building improvements.

Jordan-Elbridge High School

- Cutting and patching (replacement) of site materials in-kind for the installation of new security features.
- Miscellaneous interior and exterior building improvements; and

WHEREAS, pursuant to the Regulations, the District has considered the Projects in light of the actions included on the Type I list specified in Section 617.4 of the Regulations and in light of the actions included on the Type II list specified in Section 617.5 of the Regulations.

NOW, THEREFORE, be it resolved by the Board of Education of the District as follows:

Section 1. The District has determined that each of the Projects constitutes a "Type II action" (as the quoted term is defined in the Regulations) because each falls clearly

within the ambit of one or more of the following actions included on the Type II list specified in Section 617.5 of the Regulations:

- (a) “maintenance or repair involving no substantial changes in an existing structure or facility” (617.5(c)(1)); and/or
- (b) “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site” (617.5(c)(2)); and/or
- (c) “routine activity of an educational institution” (617.5(c)(8)); and

Section 2. The Projects are not subject to further review under SEQRA; and

Section 3. Notwithstanding that the Projects are not subject to further review under SEQRA, the School District will continue to comply with guidance issued by the New York State Education Department; and

Section 4. A copy of this resolution shall be provided to the New York State Education Department; and

Section 5. This resolution shall take effect immediately.

STATE OF NEW YORK )  
 ) SS.:  
COUNTY OF ONONDAGA )

I, BERNADETTE FALL, District Clerk of the Jordan-Elbridge Central School District, Onondaga and Cayuga Counties, New York (the "School District"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Board of Education of the School District, held on the \_\_\_ day of \_\_\_\_\_, 2018, including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Board of Education of the School District consists of seven (7) members; that \_\_\_\_\_ ( ) members of the Board of Education were present at such meeting; and, that \_\_\_\_\_ ( ) of such members voted in favor of the above resolution.

I FURTHER CERTIFY that (i) all members of the Board of Education had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Bernadette Fall, District Clerk,  
Jordan-Elbridge Central School District  
Onondaga and Cayuga Counties, New York

(SEAL)



# **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT EMPLOYMENT AGREEMENT**

This Employment Agreement (“Agreement”) is made and entered into by and between the **BOARD OF EDUCATION** (the “Board”) **OF THE JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT** (the “District”) and **TIMOTHY G. SIDDALL** (“Tim Siddall” or the “Guard (School Resource Officer)”).

## **RECITALS**

A. The District’s Superintendent of Schools, Mr. James R. Froio, recommended to the Board that the Board employ a qualified individual to serve the District as an armed Guard (School Resource Officer).

B. The Board concurs with the Superintendent’s recommendation to employ an armed Guard (School Resource Officer).

C. The Onondaga County Personnel Office has verified that the District may hire an armed guard in the Civil Service Title, “Guard 60090,” a non-competitive position in the Labor Class of the Classified Civil Service.

D. Tim Siddall is a retired State Trooper who is duly licensed by the State of New York to work as an armed Guard (School Resource Officer) and otherwise been found by the Superintendent and Board to be eminently qualified to perform the duties of Guard (School Resource Officer) for the District.

E. Tim Siddall has accepted the offer of employment and desires to enter into an agreement specifying the terms and conditions of his employment.

F. Upon the Superintendent’s recommendation, in conformity with the New York Civil Service Law and applicable State and Local Civil Service Rules, and in accordance with a resolution duly moved, seconded, and adopted at a duly convened public Board meeting, the Board appointed Tim Siddall to the Civil Service Title of “Guard” subject to applicable law and the terms and conditions contained in this Agreement.

G. It is acknowledged that a written agreement specifying the terms and conditions of Tim Siddall’s employment by the District will provide the basis for effective communication and future understanding between the parties.

H. The parties have mutually agreed upon the following terms and conditions relative to Tim Siddall’s employment by the District.

**WHEREFORE**, the Board and Tim Siddall desire to enter into this Agreement to establish specified terms of Tim Siddall’s employment by the Board, and hereby agree as follows:

## **TERMS**

### **1. OFFER OF EMPLOYMENT**

The Board offers to employ Tim Siddall as a Guard (School Resource Officer) in the Labor Class of the Classified Civil Service upon the terms and conditions set forth in this Agreement.

### **2. ACCEPTANCE BY TIM SIDDALL**

Tim Siddall accepts the Board's offer of employment as contained in this Agreement and agrees to perform, to the best of his ability, the duties of the position.

### **3. TERM OF EMPLOYMENT**

- (a) Unless terminated sooner pursuant to the terms of this Agreement, and subject to paragraph 4 of this Agreement, this Agreement shall commence on September 5, 2018, following the Board's appointment of Tim Siddall, and shall terminate on June 30, 2019.
- (b) Tim Siddall will be released from his obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the Board at least thirty (30) days prior to his leaving.
- (c) The Board may terminate this Agreement and the employment of Tim Siddall at any time during the term of the Agreement consistent with the provisions of applicable federal, state, or local law.

### **4. GUARD (SCHOOL RESOURCE OFFICER) DUTIES**

- (a) The Guard (School Resource Officer) shall perform duties as prescribed by the Civil Service specification published by the Onondaga County Personnel Department for the position. The Superintendent of Schools or his designee may prescribe additional duties, responsibilities, and work assignments for the Guard (School Resource Officer) insofar as such duties are consistent with the Civil Service specification for the position.
- (b) The Guard (School Resource Officer) is expected to work 40 hours per week during the term of his employment. Tim Siddall's work schedule and the specific hours during which he is to report will be established by the Superintendent of Schools.

**5. COMPENSATION**

Tim Siddall's salary for the period September 5, 2018 through June 30<sup>th</sup>. 2019 shall be Fifty Thousand and 00/100 dollars (\$50,000), less applicable withholding and deductions. Tim Siddall's wages shall be paid in equal installments in accordance with the policy of the Board governing payments of other non-instructional staff members in the District. Expenses for meals, tolls, travel, etc. may be incurred by Tim Siddall, for training, seminars, at the agreed-upon reimbursement, with authorization from the Superintendent of Schools, within budgeted amounts. The Guard (School Resource Officer) will not be eligible for any additional compensation or benefits from the District during his employment.

**6. DEFENSE AND INDEMNIFICATION**

The Board shall defend and indemnify Tim Siddall in accordance with the New York State Education Law Section 3811.

**7. TERMINATION**

This Agreement may be terminated by written agreement between the Board and the Guard (School Resource Officer), or pursuant to the terms set forth in paragraph three (3) above.

**8. WRITTEN AGREEMENT**

This Agreement shall continue in full force and effect for the term expressed herein unless otherwise terminated, amended, or modified in accordance with the provisions of paragraphs three (3) and/or eight (8) of this Agreement, or by an agreement in writing between the parties.

**9. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and contains all agreements between them with respect to the subject matter hereof. This Agreement supersedes all prior agreements in regard to the District's employment of Tim Siddall.

**10. SEVERABILITY**

The invalidity or unenforceability of any provision of the Agreement shall in no way affect the validity of any other provisions.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date(s) set forth below.

**BOARD OF EDUCATION OF THE  
JORDAN-ELBRIDGE CENTRAL SCHOOL  
DISTRICT**

**GUARD (SCHOOL RESOURCE OFFICER)**

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Timothy G. Siddall

**Dated:** \_\_\_\_\_, 2018

**Dated:** \_\_\_\_\_, 2018

**Date of Board of Education Approval:** \_\_\_\_\_

# **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT EMPLOYMENT AGREEMENT**

This Employment Agreement (“Agreement”) is made and entered into by and between the **BOARD OF EDUCATION** (the “Board”) **OF THE JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT** (the “District”) and **EDWARD N. MCILROY** (“Ed McIlroy” or the “Guard (School Resource Officer)”).

## **RECITALS**

A. The District’s Superintendent of Schools, Mr. James R. Froio, recommended to the Board that the Board employ a qualified individual to serve the District as an armed Guard (School Resource Officer).

B. The Board concurs with the Superintendent’s recommendation to employ an armed Guard (School Resource Officer).

C. The Onondaga County Personnel Office has verified that the District may hire an armed guard in the Civil Service Title, “Guard 60090,” a non-competitive position in the Labor Class of the Classified Civil Service.

D. Ed McIlroy is a retired Onondaga County Sheriff’s Deputy who is duly licensed by the State of New York to work as an armed Guard (School Resource Officer) and otherwise been found by the Superintendent and Board to be eminently qualified to perform the duties of Guard (School Resource Officer) for the District.

E. Ed McIlroy has accepted the offer of employment and desires to enter into an agreement specifying the terms and conditions of his employment.

F. Upon the Superintendent’s recommendation, in conformity with the New York Civil Service Law and applicable State and Local Civil Service Rules, and in accordance with a resolution duly moved, seconded, and adopted at a duly convened public Board meeting, the Board appointed Ed McIlroy to the Civil Service Title of “Guard” subject to applicable law and the terms and conditions contained in this Agreement.

G. It is acknowledged that a written agreement specifying the terms and conditions of Ed McIlroy’s employment by the District will provide the basis for effective communication and future understanding between the parties.

H. The parties have mutually agreed upon the following terms and conditions relative to Ed McIlroy’s employment by the District.

**WHEREFORE**, the Board and Ed McIlroy desire to enter into this Agreement to establish specified terms of Ed McIlroy’s employment by the Board, and hereby agree as follows:

## **TERMS**

### **1. OFFER OF EMPLOYMENT**

The Board offers to employ Ed McIlroy as a Guard (School Resource Officer) in the Labor Class of the Classified Civil Service upon the terms and conditions set forth in this Agreement.

### **2. ACCEPTANCE BY ED MCILROY**

Ed McIlroy accepts the Board's offer of employment as contained in this Agreement and agrees to perform, to the best of his ability, the duties of the position.

### **3. TERM OF EMPLOYMENT**

- (a) Unless terminated sooner pursuant to the terms of this Agreement, and subject to paragraph 4 of this Agreement, this Agreement shall commence on September 5, 2018, following the Board's appointment of Ed McIlroy, and shall terminate on June 30, 2019.
- (b) Ed McIlroy will be released from his obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the Board at least thirty (30) days prior to his leaving.
- (c) The Board may terminate this Agreement and the employment of Ed McIlroy at any time during the term of the Agreement consistent with the provisions of applicable federal, state, or local law.

### **4. FINGERPRINTING AND CRIMINAL CLEARANCE**

Before Ed McIlroy commences employment with the District as a Guard (School Resource Officer), the District shall submit his fingerprints to the New York State Education Department ("NYSED") to facilitate a criminal background check and criminal clearance review process by the NYSED, unless an authorized representative of the NYSED informs the District, in writing, that the need for criminal clearance by NYSED is obviated by Ed McIlroy's registration as a security guard with the New York State Department of State in accordance with Article 7-a of New York's General Business Law and the implementing regulations of the Department of State. Ed McIlroy shall not have direct contact with the District's students until criminal clearance is obtained from NYSED, or waived by NYSED, except as explicitly authorized by law

### **5. GUARD (SCHOOL RESOURCE OFFICER) DUTIES**

- (a) The Guard (School Resource Officer) shall perform duties as prescribed by the Civil Service specification published by the Onondaga County Personnel Department for the position. The Superintendent of Schools or

his designee may prescribe additional duties, responsibilities, and work assignments for the Guard (School Resource Officer) insofar as such duties are consistent with the Civil Service specification for the position.

- (b) The Guard (School Resource Officer) is expected to work approximately eight (8) hours per day during the school year and such additional hours outside the school day or other days as needed by the District. Ed McIlroy's work schedule and the specific hours during which he is to report will be established by the Superintendent of Schools.

**6. COMPENSATION**

Ed McIlroy's hourly wage shall be thirty dollars (\$30.00) per hour, less applicable withholdings and deductions, for hours worked during the school day. Additional hours worked over eight (8) hours in a day and/or weekends shall be compensated at the rate of twenty dollars (\$20.00) per hour and shall be paid at an overtime rate of time and half at thirty dollars (\$30.00) per hour, less applicable withholdings and deductions. Ed McIlroy's wages shall be paid in equal installments in accordance with the policy of the Board governing payments of other non-instructional staff members in the District. Expenses for meals, tolls, travel, etc. may be incurred by Ed McIlroy, for training, seminars, or additional services, at the agreed-upon reimbursement and hourly rate, with authorization from the Superintendent of Schools, within budgeted amounts. The Guard (School Resource Officer) will not be eligible for any additional compensation or benefits from the District during his employment.

**7. DEFENSE AND INDEMNIFICATION**

The Board shall defend and indemnify Ed McIlroy in accordance with the New York State Education Law Section 3811.

**8. TERMINATION**

This Agreement may be terminated by written agreement between the Board and the Guard (School Resource Officer), or pursuant to the terms set forth in paragraph three (3) above.

**9. WRITTEN AGREEMENT**

This Agreement shall continue in full force and effect for the term expressed herein unless otherwise terminated, amended, or modified in accordance with the provisions of paragraphs three (3) and/or eight (8) of this Agreement, or by an agreement in writing between the parties.

**10. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and contains all agreements between them with respect to the subject matter hereof. This Agreement supersedes all prior agreements in regard to the District's employment of Ed McIlroy.

**11. SEVERABILITY**

The invalidity or unenforceability of any provision of the Agreement shall in no way affect the validity of any other provisions.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date(s) set forth below.

**BOARD OF EDUCATION OF THE  
JORDAN-ELBRIDGE CENTRAL SCHOOL  
DISTRICT**

**GUARD (SCHOOL RESOURCE OFFICER)**

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Edward N. McIlroy

**Dated:** \_\_\_\_\_, 2018

**Dated:** \_\_\_\_\_, 2018

**Date of Board of Education Approval:** \_\_\_\_\_



# **JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT EMPLOYMENT AGREEMENT**

This Employment Agreement (“Agreement”) is made and entered into by and between the **BOARD OF EDUCATION** (the “Board”) **OF THE JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT** (the “District”) and **DENNIS R. BURLINGAME** (“Mr. Burlingame” or the “Guard (School Resource Officer)”).

## **RECITALS**

A. The District’s Superintendent of Schools, Mr. James R. Froio, recommended to the Board that the Board employ a qualified individual to serve the District as an armed Guard (School Resource Officer).

B. The Board concurs with the Superintendent’s recommendation to employ an armed Guard (School Resource Officer).

C. The Onondaga County Personnel Office has verified that the District may hire an armed guard in the Civil Service Title, “Guard 60090,” a non-competitive position in the Labor Class of the Classified Civil Service.

D. Mr. Burlingame is a retired Syracuse Police Officer who is duly licensed by the State of New York to work as an armed Guard (School Resource Officer) and otherwise been found by the Superintendent and Board to be eminently qualified to perform the duties of Guard (School Resource Officer) for the District.

E. Mr. Burlingame has accepted the offer of employment and desires to enter into an agreement specifying the terms and conditions of his employment.

F. Upon the Superintendent’s recommendation, in conformity with the New York Civil Service Law and applicable State and Local Civil Service Rules, and in accordance with a resolution duly moved, seconded, and adopted at a duly convened public Board meeting, the Board appointed Mr. Burlingame to the Civil Service Title of “Guard” subject to applicable law and the terms and conditions contained in this Agreement.

G. It is acknowledged that a written agreement specifying the terms and conditions of Mr. Burlingame’s employment by the District will provide the basis for effective communication and future understanding between the parties.

H. The parties have mutually agreed upon the following terms and conditions relative to Mr. Burlingame’s employment by the District.

**WHEREFORE**, the Board and Mr. Burlingame desire to enter into this Agreement to establish specified terms of Mr. Burlingame’s employment by the Board, and hereby agree as follows:

## **TERMS**

### **1. OFFER OF EMPLOYMENT**

The Board offers to employ Mr. Burlingame as a Guard (School Resource Officer) in the Labor Class of the Classified Civil Service upon the terms and conditions set forth in this Agreement.

### **2. ACCEPTANCE BY MR. BURLINGAME**

Mr. Burlingame accepts the Board's offer of employment as contained in this Agreement and agrees to perform, to the best of his ability, the duties of the position.

### **3. TERM OF EMPLOYMENT**

- (a) Unless terminated sooner pursuant to the terms of this Agreement, and subject to paragraph 4 of this Agreement, this Agreement shall commence on September 5, 2018, following the Board's appointment of Mr. Burlingame, and shall terminate on June 30, 2019.
- (b) Mr. Burlingame will be released from his obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the Board at least thirty (30) days prior to his leaving.
- (c) The Board may terminate this Agreement and the employment of Mr. Burlingame at any time during the term of the Agreement consistent with the provisions of applicable federal, state, or local law.

### **4. FINGERPRINTING AND CRIMINAL CLEARANCE**

Before Mr. Burlingame commences employment with the District as a Guard (School Resource Officer), the District shall submit his fingerprints to the New York State Education Department ("NYSED") to facilitate a criminal background check and criminal clearance review process by the NYSED, unless an authorized representative of the NYSED informs the District, in writing, that the need for criminal clearance by NYSED is obviated by Mr. Burlingame's registration as a security guard with the New York State Department of State in accordance with Article 7-a of New York's General Business Law and the implementing regulations of the Department of State. Mr. Burlingame shall not have direct contact with the District's students until criminal clearance is obtained from NYSED, or waived by NYSED, except as explicitly authorized by law.

### **5. GUARD (SCHOOL RESOURCE OFFICER) DUTIES**

- (a) The Guard (School Resource Officer) shall perform duties as prescribed by the Civil Service specification published by the Onondaga County Personnel Department for the position. The Superintendent of Schools or

his designee may prescribe additional duties, responsibilities, and work assignments for the Guard (School Resource Officer) insofar as such duties are consistent with the Civil Service specification for the position.

- (b) The Guard (School Resource Officer) is expected to work approximately eight (8) hours per day during the school year and such additional hours outside the school day or other days as needed by the District. Mr. Burlingame's work schedule and the specific hours during which he is to report will be established by the Superintendent of Schools.

**6. COMPENSATION**

Mr. Burlingame's hourly wage shall be thirty dollars (\$30.00) per hour, less applicable withholdings and deductions, for hours worked during the school day. Additional hours worked over eight (8) hours in a day and/or weekends shall be compensated at the rate of twenty dollars (\$20.00) per hour and shall be paid at an overtime rate of time and half at thirty dollars (\$30.00) per hour, less applicable withholdings and deductions. Mr. Burlingame's wages shall be paid in equal installments in accordance with the policy of the Board governing payments of other non-instructional staff members in the District. Expenses for meals, tolls, travel, etc. may be incurred by Mr. Burlingame, for training, seminars, or additional services, at the agreed-upon reimbursement and hourly rate, with authorization from the Superintendent of Schools, within budgeted amounts. The Guard (School Resource Officer) will not be eligible for any additional compensation or benefits from the District during his employment.

**7. DEFENSE AND INDEMNIFICATION**

The Board shall defend and indemnify Mr. Burlingame in accordance with the New York State Education Law Section 3811.

**8. TERMINATION**

This Agreement may be terminated by written agreement between the Board and the Guard (School Resource Officer), or pursuant to the terms set forth in paragraph three (3) above.

**9. WRITTEN AGREEMENT**

This Agreement shall continue in full force and effect for the term expressed herein unless otherwise terminated, amended, or modified in accordance with the provisions of paragraphs three (3) and/or eight (8) of this Agreement, or by an agreement in writing between the parties.

**10. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and contains all agreements between them with respect to the subject matter hereof. This Agreement supersedes all prior agreements in regard to the District's employment of Mr. Burlingame.

**11. SEVERABILITY**

The invalidity or unenforceability of any provision of the Agreement shall in no way affect the validity of any other provisions.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date(s) set forth below.

**BOARD OF EDUCATION OF THE  
JORDAN-ELBRIDGE CENTRAL SCHOOL  
DISTRICT**

**GUARD (SCHOOL RESOURCE OFFICER)**

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Dennis R. Burlingame

**Dated:** \_\_\_\_\_, 2018

**Dated:** \_\_\_\_\_, 2018

**Date of Board of Education Approval:** \_\_\_\_\_

# JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into by and between the **BOARD OF EDUCATION OF THE JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT** (the "Board" or the "Board of Education") and **ROXANNE MILLER** ("Ms. Miller" or the "Treasurer").

## RECITALS:

The Board of Education has offered to continue to employ Ms. Miller as the Treasurer ("Treasurer") for the Jordan-Elbridge Central School District (the "District") upon the terms and conditions set forth in this Agreement;

The parties have mutually agreed upon the following terms and conditions relative to the Treasurer's employment by the District.

**NOW, THEREFORE**, in consideration of the agreements set forth, and other good and valuable consideration, the parties agree as follows:

## TERMS:

### 1. OFFER OF EMPLOYMENT

The Board offers to continue to employ Ms. Miller as the Treasurer upon the terms and conditions set forth in this Agreement.

### 2. ACCEPTANCE BY THE TREASURER

The Treasurer accepts the Board's offer of employment as contained in this Agreement and agrees to perform, to the best of her ability, the duties of the position.

### 3. TERM OF EMPLOYMENT

Unless terminated sooner pursuant to the terms of this Agreement, this Agreement shall commence on July 1, 2018 and terminate on June 30, 2019.

### 4. TREASURER'S DUTIES AND RESPONSIBILITIES

The Board and Superintendent of Schools or his/her designee may prescribe duties, responsibilities, and work assignments for the Treasurer. Such duties shall include but are not limited to keeping records of the finances of the District and implementing and controlling the adopted school budget.

**5. COMPENSATION**

The Treasurer's annual salary shall be increased to the gross amount of eighty-seven thousand five hundred thirty dollars (\$87,530.00), less applicable withholdings and deductions. Such salary shall be paid in equal installments in accordance with the policy of the Board governing payments of other professional staff members in the District.

**6. OTHER BENEFITS**

In addition to the annual compensation in paragraph "5" of this Agreement, the Treasurer shall be entitled to receive benefits as listed below:

(a) Leave Time

- i. Vacation Leave – The Treasurer shall be credited with twenty (20) vacation days without loss of pay for the term of this Agreement. With the approval of the Superintendent, up to one (1) week (a total of five days) of vacation may be taken while school is in session. Vacation requests must be filed with the Superintendent at least two (2) weeks prior to the date(s) requested.

The Treasurer may carry over up to ten (10) unused vacation days, to a maximum of thirty (30) accumulated days into the following school year. In addition, the Treasurer may choose to be reimbursed for up to five (5) unused vacation days to be paid at the Treasurer's per diem salary rate computed at 1/240<sup>th</sup> of the annual salary.

- ii. Sick Leave – During the term of this Agreement, the Treasurer will earn one (1) day of sick leave per month of service, which may be used for personal or immediate family (immediate family being defined as son or daughter, husband or wife, mother, father, sister, brother, or person occupying the position of parent) illness without loss of pay. These days will accumulate, if unused, to a maximum of two hundred fifty (250) days.

If the Treasurer serves a minimum of ten (10) years in this District and officially retires at age fifty-five (55) or older, a retirement allowance will be paid in accordance with the following formula:

Subtract the first 50 days from the Treasurer's accumulated sick leave days. Maximum accumulation is 200 sick leave days. The remaining days are multiplied by \$35.00. The maximum allowance under this section shall be \$7,000 if she has accumulated 200 sick days. Payment will be included in the Treasurer's final paycheck.

- iii. Personal Leave – The Treasurer will be allowed up to two (2) personal days per school year in addition to the regularly allotted sick leave without loss of pay. Whenever possible, requests should be made to the Superintendent at least one (1) week in advance. It is understood that these days will not be used for extending a vacation or holiday period.

At the end of the school year, any unused personal days shall be added to the Treasurer's cumulative sick leave total.

- iv. Bereavement Leave – The Treasurer will be allowed up to five (5) days of absence without loss of pay for any death in the Treasurer's immediate family (immediate family being defined as husband, wife, mother, father, guardian, son, daughter, sister, brother, grandparent, grandchild, and in-laws in each of the above categories). The Treasurer will be allowed one (1) day without loss of pay to attend the funeral for any members of her extended family. The extended family in this case being aunt, uncle, niece, nephew, cousin and in-laws in each of the above categories. Such leave days may not be carried over into the following school year.

Additional leaves without loss of pay for extenuating circumstances relating to death in the immediate family may also be granted by the Board of Education upon request.

- v. Holiday Schedule – The Treasurer shall be entitled to the same paid holiday schedule for District-designated holidays as is provided to other Administrative employees in the District.
- vi. Leave Allowable for Court Attendance – If the Treasurer's presence is required in court on a regular school day, the Treasurer shall be excused for the period demanded by the court without loss of pay. These days of absence are not to be deducted from the Treasurer's accumulated days of sick leave. Any compensation received for such court service shall be paid to the District. Expense allowances received in connection with court service shall not be construed as compensation.

- vii. Leave Allowable for Attendance at Conferences, Professional Meetings, Etc. – On the approval of the Superintendent, the Treasurer may be allowed leave to attend conferences and professional meetings without loss of pay. For conferences in excess of one (1) school day, the Treasurer must make a written request to the Board of Education. Requests should be made at least one (1) month in advance of the requested absence.

~~(b) Vehicle Allowance~~

~~The Board shall provide the Treasurer a vehicle allowance for travel within Cayuga and Onondaga Counties in the amount of Forty One and 66/100 Dollars (\$41.66) per month. This monthly allowance is taxable, and shall be calculated and added to the Treasurer's W-2 as income.~~

(b) Health Insurance

The Board agrees to assume the total cost (one hundred percent (100%)), less a \$500.00 annual contribution by the Treasurer for individual coverage. The Board of Education agrees to assume eighty-five percent (85%) of dependent costs. The terms, conditions, and benefits of the health insurance program shall be the same as the plan provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association Contract.

In order to be eligible for health insurance upon retirement, the Treasurer must be age fifty-five (55) or older, have been employed by the District on a continuous basis for ten (10) years or more immediately preceding her effective date of retirement, and have participated in the health insurance program on a continuous basis for one (1) year or more immediately preceding her effective date of retirement. If the Treasurer meets these eligibility requirements, the Board will continue to pay the same percentage of costs in retirement as it paid in the year immediately preceding her effective date of retirement.

If the Treasurer declines health insurance coverage, the District will pay the Treasurer a \$500.00 stipend. The Treasurer may enroll in the health insurance plan at any time, with a refund to the District if necessary, of any overpayment. The Treasurer must submit proof of health insurance coverage from another source other than the District in order to receive this stipend.

(c) Dental Insurance

The terms and conditions of the dental insurance benefits available to Ms. Miller shall be the same as those provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association contract.



(d) Vision Insurance

The terms and conditions of the vision insurance benefits available to Ms. Miller shall be the same as those provided to the teaching employees of the District pursuant to the Jordan-Elbridge Teachers' Association contract.

**7. INDEMNIFICATION**

In accordance with the New York State Education and General Municipal Laws, the Board agrees to provide legal counsel and to indemnify the Treasurer against all uninsured financial loss arising out of any proceeding, claim, demand, suit or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while the Treasurer is acting within the scope of her employment or at the direction of the Superintendent of Schools or the Board.

**8. OTHER WORK**

The Treasurer shall devote her full time, skill, labor, and attention to the discharge of her duties on behalf of the District during the term of this Agreement; provided, however, she may undertake other work, with or without remuneration, so long as such activities do not interfere with the full and faithful discharge of her duties and responsibilities as specified herein. The Treasurer must receive prior approval from the Superintendent of Schools to engage in other work.

**9. TERMINATION**

- (a) This Agreement may be terminated by written agreement between the Board and the Treasurer.
- (b) The Treasurer will be released from her obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the Board at least sixty (60) days prior to her leaving.
- (c) The Board of Education may terminate this Agreement and the employment of the Treasurer at any time during the term of this Agreement consistent with any applicable provisions of federal, state, or local law.

**10. WRITTEN AGREEMENT**

This Agreement shall continue in full force and effect for the term expressed herein unless otherwise terminated, amended, or modified in accordance with the provisions of paragraph "9" of this Agreement or by an agreement in writing between the parties.



## JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

Transportation: 9 N. Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080  
T: (315) 689-8500 • F: (315) 689-5264 • www.jecsd.org

**Diane M. Miano**

*Transportation Supervisor*

(315) 689-8500 x5601

dmiano@jecsd.org

To: Bernadette Fall  
From: Diane Miano  
Date: June 29, 2018  
Subject: Summer 2018 Transportation Staff

Please send the list below to the Board Of Education for their approval with a starting date of July 9, 2018.

### Bus Drivers

Jennifer Tasso  
Eric Sevak  
Terry Hatt  
Sherry Schreiber  
Jodie Auyer  
Rose Fasci  
Ed Reome

### Substitute Bus Drivers

Audrey Clark – Substitute  
Cheryl Moses  
Robert Horsford  
Robbin Holbrook  
Julie Harrington  
Edward Vander Voort  
David Michel – Starting June 25, 2018  
Adam Rand – Starting on August 27, 2018  
Barbara North  
Mark Procopio

### Monitors

Jean Kopp  
Karen Lovell  
Taylor Schreiber

### Substitute Monitors

Cassandra Kemp  
Jenny Ashby

Training – For new Bus Drivers  
Carmella Karagosian

Thank you,  
Diane

The University of the State of New York  
Education  Department

JAMES FROIO  
JORDAN-ELBRIDGE CSD  
PO BOX 902  
JORDAN, NY 13080

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 05/15/2018, **STEPHEN J RUSSELL** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **STEPHEN J RUSSELL**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

Office of School Personnel Review and Accountability  
NYS Education Department  
89 Washington Avenue  
Albany, NY 12234  
(518)473-2998 -- Fax (518)473-8812  
OSPRA@mail.nysed.gov  
[www.highered.nysed.gov/tcert/ospra/](http://www.highered.nysed.gov/tcert/ospra/)

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The University of the State of New York  
Education  Department

JAMES FROIO  
JORDAN-ELBRIDGE CSD  
PO BOX 902  
JORDAN, NY 13080

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 07/10/2018, **MATTHEW S LEGARE** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **MATTHEW S LEGARE**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
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**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

District Office: 9 Chappell Street, Jordan, NY 13080 • Mail: P.O. Box 902, Jordan, NY 13080  
T: (315) 689-8500 • F: (315) 689-0084 • www.jecsd.org

**James R. Froio**  
*Superintendent*

**Memorandum of Understanding**  
**Between**  
**The Jordan-Elbridge Central School District**  
**And**  
**The Jordan-Elbridge Administrative Group**

**Retirement Health Benefits**

Whereas, David Zehner was not participating in the Jordan-Elbridge Health Care Plan a year prior to retirement. The Jordan-Elbridge Central School District (the "District") and the Jordan-Elbridge Administrative Group (the "Association") have agreed to waive the one-year requirement. David Zehner, will be afforded retirement health care benefits in accordance with the Jordan-Elbridge Administrative Contract. This agreement is non-precedent setting and does not apply to other members of the Administrative Association.

Further, Mr. Zehner will serve as Mark Schermerhorn's mentor from 9/1/2018 to 9/1/2019 at no compensation from the school district.

Jordan-Elbridge Central School District

Jordan-Elbridge Administrative Group

\_\_\_\_\_  
David Gallaro, Board President

\_\_\_\_\_  
David Shafer, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT**

Policy: School Food Service Program  
School District Nutrition Advisory Committee

Policy Number: 5660

Date of Original Policy: 07/10/2002

Date Revision Adopted \_\_\_\_\_

Reviewed by Policy Committee: \_\_\_\_\_

Date of Next Review: \_\_\_\_\_

Replacement of Policy Number: \_\_\_\_\_

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING**

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

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

**Access to Meals**

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING  
(Cont'd.)****Ongoing Staff Training**

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or the District's training program.
- b) Staff training will include ongoing eligibility certification for free or reduced price meals.

**Parent Notification**

Parents/guardians will be notified via robo-call and/or email at the end of each week that a student's meal card or account balance is exhausted and has accrued unpaid meal charges

**Parent Outreach**

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals.
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

**Minimizing Student Distress**

- a) Staff will not publicly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges.

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING  
(Cont'd.)**

**Ongoing Eligibility Certification**

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload at least monthly to maximize free eligibility.
- b) Staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- e) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- f) The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students.

**Prepaid Accounts**

Students/Parents/Guardians may pay for meals in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check payable to Jordan-Elbridge Food Service. Further details are available on the District's webpage at [jecsd.org](http://jecsd.org). Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

*Adoption Date*





# JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT

## Consideration of Employment

Recommendation:				
<b>To:</b>	JE Board Of Education		<b>From:</b>	Mark Schermerhorn, High School Principal
<b>Candidate's Name:</b>	Daniel Stadtmiller			
Appointment Information:				
<b>Start Date:</b>	7/12/18		<b>Position:</b>	<input checked="" type="checkbox"/> Probationary <input type="checkbox"/> P/T FTE: _____
<b>Appointment:</b>	<b>Department:</b>	<b>Position Title:</b>		
	<input checked="" type="checkbox"/> Administration	Director of Health, Physical Education & Athletic		
	<input type="checkbox"/> DO Confidential	_____		
	<input type="checkbox"/> Technology	_____		
	<input type="checkbox"/> Special Programs	_____		
	<input type="checkbox"/> Business Office	_____		
<b>Salary:</b>			<input type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Yearly <input type="checkbox"/> Seasonal
Reason for selection:				
<p>Daniel comes to Jordan-Elbridge from Fulton Central School District. With his strong PE background and ability to work with at-risk students, Dan will be an asset to the school district as the new Director of Health, Physical Education &amp; Athletics.</p> <p>Salary: \$82,000</p>				
<b>Signature:</b>			<b>Date:</b>	
Personnel Information – Provided for new employees and re-appointments if required				
	Attached	On File	Not Required	Verified
Application	✓			
Resume	✓			
Certification	✓			
Fingerprint Clearance	✓			
Civil Service Contracted Appointment Information:				
<b>Civil Service Class:</b>			<b>Probationary Term:</b>	
Certified Contracted Appointment Information:				
<b>Certification(s):</b>	School Building Leader		<b>Status:</b>	Initial
<b>Probationary Start Date:</b>	7/12/2018	<b>End Date:</b>	7/11/2022	
Reviewed by District Clerk:				
<b>Signature:</b>			<b>Date:</b>	7/9/18

The University of the State of New York  
Education  Department

JAMES FROIO  
JORDAN-ELBRIDGE CSD  
PO BOX 902  
JORDAN, NY 13080

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 06/26/2018, **DANIEL R STADTMILLER** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **DANIEL R STADTMILLER**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

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