ORCHARD PARK CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION

REGULAR MEETING
January 8, 2019
Administrative Building
2240 Southwestern Blvd, West Seneca, NY 14224

Board of Education
Members Present: Mr. Ryan Cimo
Dr. Christine Gray-Tinnesz
Mr. Dwight D. Eagan
Mrs. Karen Kane
Mr. Robert J. Mahany
Mr. Dwight D. Mateer
Mr. David Nielsen

Others Present: Mr. Matthew P. McGarrity, Superintendent of Schools
Dr. Lisa Krueger, Assistant Superintendent – Curriculum
Mr. David Lilleck, Assistant Superintendent – Personnel
Mr. Jeffrey Petrus, Assistant Superintendent – Business
Mrs. Cheryl A. Connors, District Clerk

Estimated Audience: 100

Dr. Tinnesz called the meeting to order 7:02 p.m. and led all present in the Pledge of Allegiance.

Suggestions for Changes in the Order of Agenda Items
- Mr. Lilleck requested that 3.3.B.1.1 be removed from Consensus Personnel Appointments.

RECOGNITION

Recognition
- Mr. Cimo announced that the Board is pleased to recognize the Orchard Park Girls Swimming & Diving team for becoming the Section VI Class A champions and the ECIC Swim Meet champions for the third consecutive year. The girls have also just completed their fourth consecutive undefeated ECIC I season breaking several pool records around Western New York. At the Class Meet preliminaries, pool records were set in the 200 Medley Relay, 200 Freestyle Relay, and the 400 Freestyle Relay. Individually, Katie Jones won the 50 Freestyle and Ella Mikulec won the 100 Backstroke. At finals, there were at least three swimmers who placed in the top eight in almost every event. Eleven girls on this team also qualified for the State swim meet.

ANNOUNCEMENTS

Announcements
- Mr. McGarrity spoke about the parent information nights. More than Sad: Suicide Prevention for Parents will be presented on January 15th in the OPHS Auditorium and January 31st in the OPMS Auditorium. Both sessions will run from 6:30-8 p.m. On February 26th we will hold a viewing of the documentary Angst in the OPMS Auditorium at 6:30 p.m. On March 25th we will hold a viewing of the documentary Screenagers followed by panelist discussion at 6:30 p.m. in the OPHS Auditorium.
- Mr. McGarrity also announce that the February 12th Board of Education meeting will be held in the Middle School Auditorium at 7 p.m.
**Presentation - Update on School Safety & SRO**

- Orchard Park Police Chief Pacholec and Orchard Park School Resource Officer Lukowski updated the Board on school safety. Officer Lukowski stated that he continues to work to build relationships in the high school and sees his role as the SRO as ensuring safety, counseling students and working with teachers to help in the classroom (i.e. driving safety tips). Chief Pacholec spoke about the improvements the district has made to enhance safety.

**Public Hearing – Smart Schools Bond**

- Mrs. Eppolito, director of technology and information services, and Dr. Krueger, assistant superintendent, presented information on Phase II of the Smart School Bond. Districts can apply for the Smart Schools Bond funding and use it to make improvements to classroom technology and security infrastructure. Phase II of the Orchard Park plan will be used for the implementation of additional camera coverage in exterior areas and parking lots of all buildings. The camera coverage will also include stairwells in the high school, all corridors at the middle school, playgrounds and athletic fields across the district. The project will also include access control monitoring for doors and the ability to notify visitors and staff that are outside of our buildings when there is a lockdown inside the building. The total cost for Phase II is $770,353.

**Consensus Items**

Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (7-0) to approve the following consensus items:

**Minutes**

- December 11, 2018

**Financial Matters (attachment #1)**

- Treasurer’s Report – November 2018
- Revenue Budget Detail – November 2018
- Appropriation Status Report – December 2018
- Warrant Report – December 2018

**Personnel Considerations**

**RESOLVED THAT,** upon the recommendation of the Superintendent, the Board of Education approves the following Personnel actions:

**Personnel Considerations – Administrators and Teachers**

**Appointments – Probationary and Regular Substitute**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cert Area / Status</th>
<th>Tenure Area</th>
<th>Initial Location</th>
<th>Type / Effective Date</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setera, Rebecca</td>
<td>Behavioral Specialist</td>
<td>Spec Ed / Permanent</td>
<td>Spec Ed</td>
<td>DO</td>
<td>Probatory 01/30/19 - 02/08/23 (New - budget)</td>
<td>18 M (50) pro-rated</td>
</tr>
<tr>
<td>Keem, Lisa</td>
<td>Special Ed Teacher</td>
<td>Stud w/Dis Gr 1-6 / Professional</td>
<td>Spec Ed</td>
<td>MS</td>
<td>(0.5) Part Time 01/28/19 - 06/30/19 (New - budget)</td>
<td>1 M (30) pro-rated</td>
</tr>
<tr>
<td>Mulawka-Baumgartner, Maryanne</td>
<td>Social Worker</td>
<td>School Soc Wkr / Provisional</td>
<td>Soc Wkr</td>
<td>MS</td>
<td>(0.8) Part Time 01/02/19 - 06/30/19 (% amended)</td>
<td>1 M (30) pro-rated</td>
</tr>
</tbody>
</table>

*This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 30123 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.
Appointments – Mentors (Teachers and Others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Activity</th>
<th>Effective Dates</th>
<th>Employee Group</th>
<th>Salary / Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koscielniak, Megan</td>
<td>Mentor for Nicole Jones</td>
<td>2018 - 2019</td>
<td>OPTA</td>
<td>$1,193</td>
</tr>
<tr>
<td>Piacenti, Jamie</td>
<td>Mentor for Lisa Keem</td>
<td>01/28/19 - 06/30/19</td>
<td>OPTA</td>
<td>$1,193 pro-rated</td>
</tr>
</tbody>
</table>

Appointments – Extra Class Activity Advisor (Teachers and Others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Activity</th>
<th>Effective Dates</th>
<th>Employee Group</th>
<th>Salary / Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perillo, Kristen</td>
<td>Literary Magazine (Pulse) Advisor</td>
<td>2018/19</td>
<td>OPTA</td>
<td>$1,420 Group III / Step 1 (Group / Step amended)</td>
</tr>
<tr>
<td>DeWald, Evan</td>
<td>Co-Set Designer for Drama &amp; Musical - Fall (HS) (0.5) amended</td>
<td>2018/19</td>
<td>OPTA</td>
<td>$766 Group III / Step 2</td>
</tr>
<tr>
<td>Roland, James</td>
<td>Robotics Club (MS)</td>
<td>2018/19</td>
<td>OPTA</td>
<td>$1,145 Group IV / Step 1</td>
</tr>
<tr>
<td>Tundo, David</td>
<td>Robotics Club (MS) (Rescind)</td>
<td>2018/19</td>
<td>OPTA</td>
<td>$1,372 Group IV / Step 3</td>
</tr>
</tbody>
</table>

Appointments – Pier Diem Substitutes (Teachers and Others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Activity</th>
<th>Effective Dates</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hury, Alexander</td>
<td>Substitute Teacher</td>
<td>12/11/18</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Keem, Lisa</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Certified</td>
</tr>
<tr>
<td>Warfel, Mary Grace</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Place, Laura</td>
<td>Substitute Teacher/Home Instructor</td>
<td>01/07/19</td>
<td>Certified</td>
</tr>
<tr>
<td>Holliman, Timone</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td></td>
</tr>
<tr>
<td>Thompson, Timothy</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Erlandson, Emil</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td></td>
</tr>
<tr>
<td>D'Angio, Amanda</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td></td>
</tr>
<tr>
<td>Marshall, Zachary</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Johnson, Susan</td>
<td>Substitute Teacher/Home Instructor</td>
<td>01/07/19</td>
<td>Certified</td>
</tr>
<tr>
<td>Ilardi, Nicholas</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Balisteri, Emily</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Evendon, Frani</td>
<td>Substitute Teacher/Home Instructor</td>
<td>01/07/19</td>
<td>Certified</td>
</tr>
<tr>
<td>Kasprzak, Jaclyn</td>
<td>Substitute Teacher</td>
<td>01/07/19</td>
<td>Uncertified</td>
</tr>
</tbody>
</table>
Appointments – Coaching (Teachers and Others)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Activity</th>
<th>Effective Dates</th>
<th>Employee Group</th>
<th>Salary / Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busch, Michelle</td>
<td>Softball - Modified (Rescind)</td>
<td>Spring 2019</td>
<td>OPTA</td>
<td>$3,056 Exp 4 / Step 4</td>
</tr>
<tr>
<td>Asquith, Erin</td>
<td>Softball - Modified</td>
<td>Spring 2019</td>
<td>OPTA</td>
<td>$2,630 Exp 2 / Step 2</td>
</tr>
</tbody>
</table>

Appointments – Summer

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolf, Mary</td>
<td>Social Worker</td>
<td>Up to 12 hours at OPTA §3.3.3</td>
</tr>
</tbody>
</table>

Leaves of Absence (Teachers and Administrators)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Dates</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andros, Elizabeth</td>
<td>Technology Coach (MS)</td>
<td>12/08/18 - 01/17/18 (amend end date)</td>
<td></td>
</tr>
</tbody>
</table>

Position Management (Teachers and Administrators)

- The extension of the effective tenure date for Elizabeth Andros, School Media Specialist tenure area, from 08/28/2022 to 09/20/22 due to unpaid LOA (end date amended).

Resignation and Retirements (Teachers and Administrators)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forster, Linda</td>
<td>Head Bus Driver (BG)</td>
<td>12/31/18</td>
<td>Resignation</td>
</tr>
</tbody>
</table>

Personnel Considerations – Support Staff

Appointments (Support Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position (Initial Location)</th>
<th>Type of Appointment</th>
<th>Effective Date</th>
<th>Compensation (Initial Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Etopio, Sydney</td>
<td>Part-time 10 month Cleaner (B&amp;GR)</td>
<td>Probationary</td>
<td>1/7/19-1/6/20</td>
<td>$15.69/hr Salary G Schedule 4.0 hours/day</td>
</tr>
<tr>
<td>Kast, Denise</td>
<td>Part-time 10 month Cleaner (B&amp;GR)</td>
<td>Probationary</td>
<td>1/7/19-1/6/20</td>
<td>$15.69/hr Salary G Schedule 4.0 hours/day</td>
</tr>
<tr>
<td>Sherry, Charles</td>
<td>Part-time 10 month Cleaner (B&amp;GR)</td>
<td>Probationary</td>
<td>1/7/19-1/6/20</td>
<td>$15.69/hr Salary G Schedule 4.0 hours/day</td>
</tr>
<tr>
<td>Gill, Lynda</td>
<td>Part-time 10 month Teacher Aide (MS)</td>
<td>Probationary</td>
<td>1/28/19-9/27/19</td>
<td>$18.04/hr Salary B Schedule 7.25 hours/day</td>
</tr>
<tr>
<td>Liberatore, James</td>
<td>Part-time 10 month Bus Driver (BG)</td>
<td>Probationary</td>
<td>1/7/19-1/6/20</td>
<td>$18.52/hr Salary G Schedule 5.50 hours/day</td>
</tr>
</tbody>
</table>

Appointments (Support Staff Substitutes)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title Activity</th>
<th>Effective Dates</th>
<th>Civil Service Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grau, Nancy</td>
<td>Support Staff Substitute</td>
<td>2/4/2019</td>
<td>Teacher Aide</td>
</tr>
<tr>
<td>Hury, Alexander</td>
<td>Support Staff Substitute</td>
<td>12/11/2018</td>
<td>Teacher Aide</td>
</tr>
<tr>
<td>Martin, Richard</td>
<td>Support Staff Substitute</td>
<td>1/2/2019</td>
<td>Bus Driver</td>
</tr>
<tr>
<td>Nicholson, Kelli</td>
<td>Support Staff Substitute</td>
<td>1/2/2019</td>
<td>Aide, Clerical, Monitor</td>
</tr>
</tbody>
</table>

Leaves of Absence (Support Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title Activity</th>
<th>Effective Dates</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cirao, Joseph</td>
<td>Part-time 10 month Bus Driver</td>
<td>11/7/2018-11/16/2018</td>
<td>Unpaid leave of absence - medical</td>
</tr>
</tbody>
</table>
Resignations and Retirements (Support Staff)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Dates</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luciano, Cynthia</td>
<td>Part-time 10 month Bus Driver</td>
<td>12/25/18</td>
<td>Retirement 18.50 years of service</td>
</tr>
<tr>
<td>Gill, Lynda</td>
<td>Part-time 10 month School Monitor (EL)</td>
<td>01/27/19</td>
<td>Resignation contingent upon appointment to Part-time 10 month Teacher Aide. See Item No.3.3.B.1.5</td>
</tr>
</tbody>
</table>

Contractual and Other (Support Staff)

- The appointment of Aaron Karaszewski to the Snow Plow Crew for the 2018-2019 school year, per Section 6.9.1 of CBA.

Special Education (attachment #2)

- Recommendation by the Committee on Special Education for Annual Reviews of Seventy (70) Resident Children
- Recommendation by the Committee on Special Education for the Program Review of Seven (7) Resident Children
- Recommendation by the Committee on Special Education for Re-Evaluation of Two (2) Resident Children
- Recommendation by the Committee on Special Education for the Initial Educational Placement of Eleven (11) Resident Children
- Recommendation by the Committee on Special Education for Amendments of Five (5) Resident Children
- Recommendation by the Committee on Special Education for Declassification of Two (2) Resident Children
- Recommendation by the 504 Committee for the Accommodation Plan of Nineteen (19) Resident Children
- Recommendation by the Committee on Preschool Special Education for the Preschool Annual Review of Six (6) Resident Children
- Recommendation by the Committee on Preschool Special Education for the Preschool Program Review of Three (3) Resident Children
- Recommendation by the Committee on Preschool Special Education for the Preschool Initial Educational Placement of Seven (7) Resident Children

Textbook Adoptions


Comments on Consensus

- Mr. Lilleck thanked and congratulated Cynthia Luciano from the transportation department who will be retiring after 18.50 years of dedicated service to the district.
Committee Reports

- A STAP-Comm representative reported on their work to repair a mural and their continued planning for Winter Homecomings activities. The students are also continuing their work on expanding recycling in the high school. Their next meeting is January 14 at 7 pm at the high school.

Discussion

- Final Read of Re-Adoption of Current Policies: 5140 - Administration of the Budget, 6217 - Registration and Professional Development, 7222 - Diploma or Credential Options for Students with Disabilities, 7260 - Designation of Person in Parental Relation, 7512 - Student Physicals and 7522 - Concussion Management – Dr. Krueger reviewed the policies which have been reviewed by the policy committee and presented to the Board for a first read at their December meeting. These policy revisions are recommended updates by Erie 1 BOCES Policy Services legal team, and reflective of changes to NYSED Commissioner’s Regulations, Education Law, or reflect language changes for clarity.

- High School PTO Donation for Outdoor Learning Space – Mr. Petrus stated that the High School PTO would like to donate four thermoplastic coated steel square picnic tables (valued at $4,508.80) for an outdoor learning space.

- Surplus Athletic Department Uniforms – Mr. Petrus stated that the athletic department would like to declare boys JV soccer uniforms (over eight years old & in poor condition) and 25 maroon & white JV/freshman football jerseys as surplus.

- Surplus Transportation Department Vehicles & Equipment – Mr. Petrus stated that the transportation department would like to declare two vehicles and several pieces of transportation equipment as surplus. The items will be auctioned through Auctions International as we have in the past.

- IRS Mileage Reimbursement Rate Change Update – Mr. Petrus shared that effective January 1, 2019, the IRS has changed the standard mileage rate from 54.5 cents per mile to 58.0 cents per mile.

- 4-Year Budget Projection - Mr. Petrus presented a 4-year budget projection. The projection assumes all staffing and programs would remain the same over the next four years. It does not take into account possible retirements, staffing, added security measures, and other programmatic changes. It also estimates state aid revenue, tax cap impact, and expense increases. The current estimated revenue shortfall is $1.8 million based on current tax cap and state aid increase assumptions. Mr. Petrus stated the first draft budget will be presented at the February Board meeting.

Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (-0) to approve the following resolution.

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby adopts the following policies as written:

POLICY 5140 - ADMINISTRATION OF THE BUDGET

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.

c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the Claims Auditor.

**Budget Transfers**

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds between and within functional unit appropriations for teachers’ salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

**Statement of the Total Funding Allocation**

When required by law, the District will annually submit, prior to July 1, to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614
8 NYCRR §§ 170.12(c) and 170.2(l)

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**POLICY 6217 - REGISTRATION AND PROFESSIONAL DEVELOPMENT**

**Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if he or she holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to his or her name and/or address within 180 days of such change may be subject to moral character review.

**Continuing Teacher and Leader Education (CTLE) Credit Hours**

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if he or she holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.
The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Plan. The District will annually certify, in a form and on a time table prescribed by the Commissioner of Education, that the requirements to have a professional development plan for the succeeding school year have been met and that it has complied with the professional development plan for the current school year. The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

**Language Acquisition CTLE and Exemption**

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15 percent of the required hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15 percent of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs. Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELL students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

**CTLE Adjustments**

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause. Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which he or she obtains this certification. The employee must still meet any language acquisition requirements, however.

**Recordkeeping and Reporting Requirements**

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional development it conducts or provides for at least seven years from the date of completion. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders.

Education Law §§ 3006, 3006-a, 3012-d
8 NYCRR Subpart 80-6
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development
POLICY 7222 - DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

The District will provide students with disabilities appropriate opportunities to earn a diploma or non-diploma high school exiting credential in accordance with Commissioner's regulations. Students with disabilities may be eligible for one or more of the following:

Diploma Options
a) Regents Diploma, including with honors, an advanced designation, a career and technical education endorsement, and/or any other designation or endorsement as may be available from time to time.
b) Local Diploma, including any endorsement may be available from time to time.

Existing Credentials Options
a) Career Development and Occupational Studies (CDOS) Commencement Credential, which may be earned as a supplement to a Regents or local diploma or as a student's only exiting.

b) Skills and Achievement Commencement Credential

Specific requirements and detailed information for each diploma and non-diploma high school exiting credential are specified in the Commissioner's regulations and various guidance materials issued by the New York State Department of Education.
8 NYCRR §§ 100.1, 100.2, 100.5, and 100.6

NOTE:
Refer also to Policies #7220 -- Graduation Options/Early Graduation/Accelerated Programs
#7221 -- Participation in Graduation Ceremonies
#7641 -- Transition Services

POLICY 7260 - DESIGNATION OF PERSON IN PARENTAL RELATION

A parent of a minor or incapacitated person may designate another person as a person in parental relation to that minor or incapacitated person for certain health care and educational decisions for a period not exceeding 12 months. However, this parental designation is conditioned upon there being no prior order of any court in any jurisdiction currently in effect that would prohibit the parent from exercising the same or similar authority; and provided further that, in the case where a court has ordered that both parents must agree on education or health decisions regarding the child, a designation in accordance with this law will not be valid unless both parents have given their consent.

The designation of a person in parental relation must be in writing in the form prescribed by law, and must include specified information as set forth in law for designations of 30 days or less, as well as additional information required for designations of more than 30 days. The designation of a person in parental relation may be presented to any school that requires the designation by either the parent or designee. The designation may specify a period of time less than 12 months for which the designation will be valid unless earlier revoked by the parent in accordance with law. However, a designation specifying a period of more than 30 days must be notarized.

If no time period is specified in the designation, it will be valid until the earlier of:
a) Revocation; or
b) The expiration of 30 days from the date of signature if the designation does not meet the requirements for designations of more than 30 days; or
c) 12 months from the date of commencement specified in the designation if the designation meets the requirements for designations of more than 30 days.

Scope of Designation
A designation made pursuant to this law may specify:
a) The treatment, diagnosis, or activities for which consent is authorized;
b) Any treatment, diagnosis, or activity for which consent is not authorized; or
c) Any other limitation on the duties and responsibilities conveyed by the designation.
Form of Designation

Designations in General

A designation of a person in parental relation pursuant to this law must be in writing and include:

a) The name of the parent;
b) The name of the designee;
c) The name of each minor or incapacitated person with respect to whom the designation is made;
d) The parent's signature; and
e) The date of the signature.

The designation may specify a period of time less than 12 months for which the designation will be valid unless earlier revoked by the parent in accordance with Section 5-1554 of General Obligations Law. However, any designation specifying a period of more than 30 days must also conform to the following provisions as set forth in law.

Designations for More Than 30 Days

A designation specifying a period of more than 30 days must also include:

a) An address and telephone number where the parent can be reached;
b) An address and telephone number where the designee can be reached;
c) The date of birth of each minor or incapacitated person with respect to whom the designation is made;
d) The date or contingent event on which the designation commences;
e) The written consent of the designee to the designation; and
f) A statement that there is no prior order of any court in any jurisdiction currently in effect prohibiting the parent from making the designation.

A designation specifying a period of more than 30 days must be notarized.

Revocation of Designation

A parent may revoke a designation by notifying, either orally or in writing, the designee or a school to which the designation has been presented, or by any other act evidencing a specific intent to revoke the designation. A designation shall also be revoked upon the execution by the parent of a subsequent designation. Revocation by one parent authorized to execute a designation shall be deemed effective and complete revocation of a designation pursuant to law.

A designee who receives notification from a parent of any revocation shall immediately notify any school to which a designation has been presented. A parent may directly notify any such school of the revocation. The failure of the designee to notify the school of the revocation will not make the revocation ineffective.

Effect of Designation

a) A designee will possess all the powers and duties of a person in parental relation unless otherwise specified in the designation.
b) A designation will not impose upon a designee a duty to support the child.
c) A designation will not cause a change in the school district of residence of the child for purposes of the Education Law, and during the period of validity of the designation, the child will be presumed to be a resident of the school district in which the parent resided at the time the designation was made.
d) A designation will terminate and be revoked upon the death or incapacity of the parent who signed the designation.
e) The decision of a designee will be superseded by a contravening decision of a parent.

A person who acts based upon the consent of a designee reasonably and in the good faith belief that the parent has authorized the designee to provide the consent, will not be deemed to have acted negligently, unreasonably, or improperly in accepting the designation and acting upon the consent. However, this person may be deemed to have acted negligently, unreasonably, or improperly if her or she has knowledge of facts indicating that the designation was never given, or did not extend to an act or acts in question, or was revoked.
No provision of General Obligations Law Title 15-A will be construed to require designation of a person in parental relation where the designation is not otherwise required by law, rule, or regulation.
Education Law §§ 2 and 3212
Family Court Act § 413
General Obligations Law Title 15-A
Public Health Law §§ 2164 and 2504

POLICY 7512 - STUDENT PHYSICALS
Health Examination and Certification

Health Examination
Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant or nurse practitioner within 12 months prior to the commencement of the school year of the student’s entrance into:
   a) A District school at any grade level;
   b) Pre-kindergarten or kindergarten;
   c) 1st, 3rd, 5th, 7th, 9th and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certifications, and street trades badges.

Health Certificate
Each student must submit a health certificate attesting to the health examination within 30 calendar days after his or her entrance into:
   a) A District school at any grade level;
   b) Pre-kindergarten or kindergarten; and
   c) 1st, 3rd, 5th, 7th, 9th and 11th grades.

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate will be filed in the student's cumulative record. The health certificate must:
   a) Be on a form prescribed by the Commissioner;
   b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
   c) State the results of any test conducted on the student for sickle cell anemia;
   d) State whether the student is in a fit condition of health to permit his or her attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
   e) State the student's body mass index (BMI) and weight status category; and
   f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
      1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
      2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.
A licensed health professional with appropriate training may conduct a scoliosis screening.

**Dental Certificate**

The District will request a dental health certificate from each student at the same time that health certificates are required.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements.

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and

b) State whether the student is in fit condition of dental health to permit his or her attendance at a District school; and

c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:

   1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or

   2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

**Examination by Health Appraisal**

The Director of School Health Services will cause students who are required to, but have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that a student has impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

**District Reporting of BMI and Weight Status Category**

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results on-line using the Department of Health's Health Provider Network secure website. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such survey.
Health Screenings

The District will provide:

a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;

b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Any abnormal results of vision screening examinations requiring a follow up, will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and

c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for such records.

Accommodation for Religious Beliefs

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.

Students in Temporary Housing

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC § 1232g
Education Law §§ 903-905, and 3220
8 NYCRR §§ 136.1, 136.3
NOTE:
Refer also to Policies #5690 -- Exposure Control Program
#5691 -- Communicable Diseases
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses
#7121 -- Diagnostic Screening of Students
#7131 -- Education of Students in Temporary Housing
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7420 -- Sports and the Athletic Program
#7510 -- School Health Services
#7511 -- Immunization of Students
#7522 -- Concussion Management
POLICY 7522 - CONCUSSION MANAGEMENT
The physical and mental well-being of District students is a primary concern. As such, the District supports the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI) that occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

Concussion Management Team (CMT)
The District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the District. The CMT will oversee and implement the District's concussion policy, including the requirement that all school coaches, physical education teachers, nurses, and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to MTBIs. Furthermore, every CMT may establish and implement a program which provides information on MTBIs to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction
Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities will complete a course of instruction every two years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:
- The definition of MTBI;
- Signs and symptoms of MTBI;
- How MTBIs may occur;
- Practices regarding prevention; and
- Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by State Education Department (SED) which include, but are not limited to, courses provided online and by teleconference. The CMT will utilize the District's existing system to document all required training and professional development for District staff. Upon completion of the training, staff will forward their course completion certificate to the appropriate staff for entry into the system. The system will also use an email to remind staff of the need to complete the training each year. Because concussion symptoms may manifest themselves in any setting, all school staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.

Information to Parents and Students
The District will include the following information on MTBIs or concussions in any permission or consent form or similar document that may be required from a parent or person in parental relation for a student's participation in interscholastic sports. Similar information will be provided to all students when they sign up for participation in sports and/or through information provided in physical education, health or mental health classes. Information will include:
- The definition of MTBI;
- Signs and symptoms of MTBI;
- How MTBIs may occur;
- Practices regarding prevention; and
- Guidelines for the return to school and to school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website to this list of information from the SED's and the Department of Health's websites.
Identification of Concussion and Removal from Athletic Activities

The District requires the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity will be removed from the class, game, or activity and must be evaluated as soon as possible by an appropriate health care professional. This removal must occur based on display of symptoms regardless of whether the injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it will be presumed that the student has been injured until proven otherwise. The District will notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

Return to School Activities and Athletics

The student will not return to physical activity (including athletics, physical education class, and recess) until he or she has been symptom-free for at least 24 hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's regulations, the District's Medical Director will give final clearance on a return to activity for extra-class athletics. It is the discretion of the district medical director to accept a private health care provider clearance, or to require the student to complete a gradual return to play protocol prior to permitting the student to return to participation in interscholastic athletics. All authorizations will be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District will follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District will also develop a coordinated communication plan among appropriate staff to ensure that the treating physician's orders for post-concussion management are implemented and followed. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District's Medical Director and other licensed healthcare professionals employed by the District will also formulate a procedure and treatment plan to be utilized by District staff who may respond to students or staff with possible concussions during the school day.

In accordance with SED guidelines, this policy will be both reviewed and updated periodically. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law § 305(42)
8 NYCRR §§ 135.4 and 136.5
Guidelines for Concussion Management in Schools, SED Guidance Document, 2018

Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (7-0) to approve the following resolution.

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby accepts the donation of four thermoplastic coated steel square picnic tables for outdoor learning spaces (valued at $4,508.80) from the High School PTO.
Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (7-0) to approve the following resolution.

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby declares the following athletic uniforms as surplus.

- Boys JV soccer uniforms
- 25 maroon and white JV/freshman football jerseys

Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (7-0) to approve the following resolution.

RESOLVED: That the Board of Education of the Orchard Park Central School District, upon the recommendation of the Superintendent, hereby declares the following equipment and buses as surplus.

- Bus #161: Chevy 30 person capacity bus (2011), Vin# 1GB6G3AG3AG4A1157341 (transmission issues)
- Bus #308: Bluebird 65 person capacity bus (2007), Vin# 1BAKFCKA07F244215 (transmission issues/age)
- 2 shop vacuums (6 years old – losing suction)
- 1 bolt bin (30 years old – bottom rusted out)
- 6 2-way radios (7 years old – cost to update is greater than replacing them)
- 2 upright large jack stands (do not meet new safety requirements)

Adjournment

Motion by Mr. Eagan, seconded by Mr. Nielsen, and unanimously carried (7-0) to adjourn at 8:01 p.m.

Respectfully submitted,

Cheryl A. Connors
District Clerk

Minute Attachments
1. Financials
2. Special Education
3. Textbook Adoptions

Other Meeting Attachments
1. Official Meeting Announcement
2. Meeting Agenda

January 8, 2019