

New Paltz Central School District Board of Education  
**Minutes – October 5, 2016 Workshop Meeting – High School 7:00 PM**

**CALL TO ORDER**

CALL TO ORDER

The Public Meeting was called to order at 7:01 PM by Aimee Hemminger, Board President.

**BOARD MEMBERS PRESENT:**

QUORUM CHECK

Brian Cournoyer  
Alison Easton  
Steven Greenfield  
Aimee Hemminger  
Michael O'Donnell  
Sophia Skiles  
Matthew Williams

**ALSO PRESENT:**

Michelle Martoni, Assistant Superintendent for Educational Programs  
Richard Linden, Assistant Superintendent for Business  
Meghan Febbie, Director of Pupil Personnel Services  
Barbara Clinton, Principal, New Paltz Central High School  
Dusti Callo, District Clerk  
Student Representative  
Members of the Public and Press

**ROLL CALL** The roll was called as reflected above.

ROLL CALL

**PLEDGE TO THE FLAG**

PLEDGE

**AGENDA CHANGES**

AGENDA CHANGES

Motion made by Sophia Skiles and seconded by Alison Easton to move the Capital Project Update and the External Audit Report to follow the Student Representative Report. Motion to accept the changes to the agenda as amended carried 7 to 0 with 7 members voting.

**SPOTLIGHT ON PROGRAM**

SPOTLIGHT ON PROGRAM

New Paltz High School, Computational Thinking and Application-Alexis Mallory- High School Technology Teacher, Joseph Haas-High School Math Teacher, Jennifer Cone-High School Art/Technology Teacher and students.

Computer Programming students Maya Crystal, Ann Khan, Julian Lewis, Layla Mosbacher, Philip Dorman and Tara Linneman shared their projects with the board, described what they have learned and how it has benefited them in other areas of their studies.

**PUBLIC COMMENTS**

PUBLIC COMMENT

None.

**STUDENT REPRESENTATIVE REPORT**

STUDENT REP

➤ Student Representative: Jennie Mele

New Paltz High School Senior and Student Representative Jennie Mele reported on the start of the new school year including Club News, Guidance meetings with seniors, College Night, Fall Sports, Spirit Week and Pep Rally, Homecoming, Community Lunch, Marching Band and the Fall drama, *Can't Take it With You*. Jennie also reported that the choir will have the opportunity to work with Vassar Doubles who will be providing a clinic for learning acapella techniques. Jennie reported that the switch to 5 lunch periods has helped to ease the long lines and students are getting their lunches faster and have time to eat.

**BOARD COMMUNICATIONS**

BOARD COMMUNICATION

➤ Capital Project Update: Bill Wisbauer, Tetra Tech Architects and Louis Rodriguez, The Palombo Group

Louis Rodriguez from the Palombo Group provided a verbal update to the board regarding the construction status of the Capital Project. Bill Wisbauer was unable to attend.

- External Audit Report- Andrew Arias - Cooper-Arias, LLP,

### 8.1 Request for Approval to Accept the External Audit Report for the 2015-2016 Fiscal Year

Motion made by Alison Easton and seconded by Matthew Williams to approve the following resolution:

Recommendation – that the following resolution be approved: BE IT RESOLVED that the Board of Education accept the 2015-2016 External Audit Report as presented by the accounting firm of Cooper-Arias, LLP, Certified Public Accountants. Motion carried 7 to 0 with 7 members voting.

## SUPERINTENDENT'S REPORTS & DISCUSSION ITEMS

## SUPT REPORT

### ➤ SUPERINTENDENT'S COMMENTS

Assistant Superintendent Michelle Martoni shared the following comments on behalf of Superintendent, Maria C. Rice.

- **Comment 1:** Incorporating food from local farms into school breakfast and lunch offerings provides an opportunity for students to enjoy the nutritional benefits of locally grown food and helps support the local farm community. This has long been a goal of the New Paltz CSD. NYS Department of Agriculture's Farm to School program recently released a competitive grants opportunity inviting proposals that will increase the capacity of schools to procure and to serve local produce in their school meals programs. This grant program gives schools the financial resources to make connections with growers, distributors and their schools. Ulster County BOCES will be writing this grant on behalf of its component school districts. In addition, the district will be participating in a second opportunity through the Ulster 2020 initiative of the Ulster County School Boards. I am hopeful one of these consortium will be successful in receiving a grant.
- **Comment 2:** Bill Weinstein has been keeping us informed on the status of the South Putt Corners Road Project. He contacted Andrew Emrich at Ulster County Department of Public Works for a status update and found that:
  - Property assessments have been finished, and the county has written to property owners about purchase of their property and are awaiting their responses. They will follow-up to complete this phase.
  - All the money for the project is still in place.
  - The project is on schedule and should finish by the original deadline - sometime in 2017.
- **Comment 3:** Recently the New Paltz Rescue Squad and the New Paltz Police Department requested the use of the district's baseball field for a fund raiser. They were raising funds to buy AEDs to be strategically placed in the Town and Village of New Paltz. They were of course approved to use the baseball field at the high school for this purpose, but the condition of the field was not in baseball order as the district was not using it at that time. Since we are not allowed to use tax payer money to condition and line the fields, the New Paltz Police Department purchased and dropped of the necessary materials, and John Bartells, Tommy Hasbrouck, Jay Codington, and Steve Wills, all members of the district's maintenance staff volunteered their time to get the field in shape. I would like to publicly thank them for their time and effort on this project.

### ➤ SUPERINTENDENT'S REPORTS

- K-12 Guidance Plan: Meghan Febbie, Director of Pupil Personnel Services, Guidance Counselors, Elementary Social Workers

Following the presentation of the K-12 Guidance Plan, board members asked that moving forward, parents and students at all building levels be made aware of available programs and resources and that full outreach occurs regarding the Bridge the Gap Program and other programs for students of color.

### 7.1 Request for Approval of 2016-2017 K-12 Guidance Plan

Motion made by Brian Cournoyer and seconded by Alison Easton to approve the following:

Recommendation that the New Paltz Central School District Board of Education, approve the following resolution:

BE IT RESOLVED, that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, approve the 2016-2017 K-12 Guidance Plan as presented.

Motion carried 7 to 0 with 7 members voting.

- Multi-Sensory Instruction: Michelle Martoni, Assistant Superintendent for Educational Programs

**BOARD COMMUNICATIONS**  
(continued)

**BOARD COMMUNICATION**

- UCSBA Legislative Committee Representative Appointments
  - Brian Cournoyer
  - Steven Greenfield

Board President, Aimee Hemminger announced the appointment of Brian Cournoyer and Steven Greenfield as the New Paltz Board of Education Representatives for the Ulster County School Boards Association (UCSBA) Legislative Committee.

- Board Position Paper/Resolution Follow-Up Procedure: Michael O'Donnell

**8.2 Request for Approval of Follow-Up Procedure to Position Paper and Position Resolutions**

Motion made by Alison Easton and seconded by Brian Cournoyer to approve the following:

Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District, upon the recommendation of the Legislative Action Committee, Chaired by Michael O'Donnell, approve the following follow-up procedure to Position Paper and Position Resolutions that have been distributed to various entities and request a response: If after a period of one month after receipt of the Position Paper and Position Resolutions requesting a response, the entity/entities to whom the position paper and/or Board Resolution where feedback is requested does not reply to the Board of Education, the New Paltz Central School District Clerk will send a letter explaining to such entity/entities advising that the Board is waiting to receive their response to the original letter and position, a copy of which will be included with the letter. This follow up will continue for a total of three months, after which time the District Clerk will cease in attempting to get a reply and the entity will be considered as non-responsive.

Motion carried 7 to 0 with 7 members voting.

- Code of Conduct-Dress Code: BOE Discussion and Recommendation for Health Advisory Committee (HAC)

During a discussion by the members of the board, members described the type of language they would like to see removed and added to the Dress Code portion of the Code of Conduct. As the board representative of the Health Advisory Committee (HAC), Aimee Hemminger was asked to take the feedback from the board regarding the Dress Code to the HAC subcommittee charged with recommending changes to the Code of Conduct. Ms. Hemminger will report back to the board for further discussion after the HAC subcommittee meets and works on the changes to the language of the Dress Code.

**COMMITTEE REPORTS**

**CMTE REPORTS**

- FACILITIES COMMITTEE-Steven Greenfield, Chair
- AUDIT COMMITTEE-Alison Easton, Chair
- POLICY COMMITTEE-Brian Cournoyer, Chair
- LEGISLATIVE COMMITTEE-Michael O'Donnell, Chair

**MINUTES OF MEETING**

**MINUTES**

Motion made by Alison Easton and seconded by Brian Cournoyer that the Board of Education approve the following resolution: BE IT RESOLVED: that the New Paltz Central Schools Board of Education accept the minutes of the Regular Business Meeting of September 21, 2016. Motion carried 7 to 0 with 7 members voting.

**PERSONNEL (CONSENT AGENDA)**

**PERSONNEL**

Motion made by Alison Easton and seconded by Steven Greenfield that the Board of Education approve the following personnel (consent agenda) resolution:

**11.1 Non-Instructional Resignation for the Purpose of Retirement**

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby accept the resignation of the following non-instructional employee for the purpose of retirement:

<b>Name</b>	<b>Title</b>	<b>Effective Date</b>	<b>Years in District</b>
Gail Anderson	Teacher Aide	09/30/2016	30

The board thanked Ms. Anderson for her service to the district. Motion carried 7 to 0 with 7 members voting.

Motion made by Alison Easton and seconded by Steven Greenfield that the Board of Education approve the following personnel (consent agenda) resolutions, items 11.2 through 11.8:

**11.2 Instructional Appointment-Substitutes**

Recommendation that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following substitute teachers with remuneration as per rates established at the July 13, 2016 Organizational Meeting:

Name	Effective Dates
Saundra Kaufman	10/6/16 – 6/30/17
Melissa Feldman	10/6/16 – 6/30/17

**11.3 Instructional Appointment-Mentors**

Recommendation that the New Paltz Central School District Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following instructional employee as a mentor for the 2016/2017 school year with remuneration as per NPUT contract:

Name
Sonja Nosovsky

**11.4 Non-Instructional Resignation**

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby accept the resignation of the following non-instructional employee:

Name	Title	Effective Date
Frank Hilton	School Bus Attendant	09/16/2016

**11.5 Non-Instructional Appointments - Substitutes**

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following employees:

Name	Title	Effective Date	Salary
Frank Hilton	Substitute School Bus Driver	09/19/2016	\$ 20.00/hr
Heather MacLean	Substitute School Registered Nurse	09/22/2016	\$100.00/day
Laura Bryant	Substitute Teacher Aide	09/22/2016	\$11.00/hr
Sara Morabito	Substitute Teacher Aide	09/26/2016	\$11.00/hr
Elaine Purdy	Substitute School Bus Attendant	09/26/2016	\$11.00/hr
Stephanie DeStefano	Substitute School Bus Attendant	09/26/2016	\$11.00/hr

**11.6 Non-Instructional Appointments**

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following employees:

Name	Title	Effective Date	Salary
Laura Bryant	Teacher Aide	10/06/2016	\$13.50/hr
Karyn Morehouse	Lighting and Sound Coordinator	10/06/2016	\$25.00/hr
Frank Hilton	School Bus Driver	10/06/2016	\$26.00/hr
Dawnn Morris	School Bus Driver	10/07/2016	\$26.00/hr

**11.7 Advisorships**

The New Paltz Central Schools Board of Education upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following advisors for the 2016/2017 school year, with remuneration as per NPUT contract:

Name	Title	Stipend
Kim Sturgis	MS Student Council Co-advisor	\$ 740
Kristen Conrad	MS Student Council Co-advisor	\$ 740
Valerie Hughes	MS Newspaper (Mirror)	\$2,050
Tom Chervenak	MS Reflections	\$1,480
Kim Sturgis	MS Yearbook Co-advisor	\$1,025
Valerie Hughes	MS Yearbook Co-advisor	\$1,025
Kim Sturgis	MS Art Club	\$2,050
Mary Holmes	MS Drama Club	\$ 920
Laura Bryant	MS Drama Club Assistant	\$ 920
Sonja Nosovsky	MS School of Rock Co-Advisor	\$1,585
Willaim Halpern	MS School of Rock Co-Advisor	\$1,585
William Halpern	MS All County Chorus	\$1,480

Sonja Nosovsky	MS All County Band	\$2,050
Ralph Schroer	HS All County Band	\$2,050
Nicile Foti	HS All County Choir	\$ 920
Nancy Owen	HS Drama Club	\$3,170
Cathy Law	HS Environmental Club	\$1,480
Souad Kurzban	HS Freshman Class Co-advisor	\$ 740
Antoinette Russolello	HS Freshman Class Co-advisor	\$ 740
Joanna Arkans	HS Gay/Straight Alliance Co-advisor	\$1,025
Lisa St. John	HS Gay/Straight Alliance Co-advisor	\$1,025
Joel Neden	HS Newspaper	\$1,480
Linda Sutton	HS Junior Class	\$3,170
Ralph Schroer	HS Marching Band	\$3,490
Kathryn Stewart	HS Math Club	\$ 920
Albert Cook	HS Mock Trial	\$3,170
Stephannie Costello	HS National Honor Society Co-advisor	\$1,025
William DeFino	HS National Honor Society Co-advisor	\$1,025
Todd Martin	HS Open Studio in Art	\$2,050
Shannan Magnetico	HS Peer Leadership	\$2,050
Lisa St. John	HS Poetry Club	\$ 920
Joseph Dolan	HS Senior Class – Co-advisor	\$1,585
Bonne Masseo	HS Senior Class – Co-advisor	\$1,585
Marc Knittel	HS Snow Club – Co-advisor	\$1,025
Todd Martin	HS Snow Club – Co-advisor	\$1,025
Jessica Peterson	HS Sophomore Class	\$1,480
Nancy Owen	HS Musical	\$3,170
Renee Salamone	HS World Language Club	\$1,480
Alexis Mallory	HS Yearbook – Co-advisor	\$1,056
Todd Martin	HS Yearbook – Co-advisor	\$1,056
Krista Pachomski	HS Yearbook – Co-advisor	\$1,056
Kara Seim	HS Youth for Unity – Co-advisor	\$ 460
Albert Cook	HS Youth for Unity – Co-advisor	\$ 460
E. Justin Seweryn	HS Science Olympiad	\$2,050

### 11.8 Coaching Appointments

The New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following coaches for the 2016/2017 school year, with remuneration as per NPUT contract:

<b>Name</b>	<b>Title</b>	<b>Stipend</b>
Stuart Robinson	Varsity Boys Basketball	\$4,680
Brooke Frey	JV Girls Basketball	\$3,280
Mark Pizzarello	Modified Girls Basketball	\$2,340
Mark Ruoff	Nordic Ski Assistant	unpaid
Ann Gregory	Varsity Nordic Ski	\$4,680
Joseph Foti	Varsity Boys Swim Assistant	unpaid
Donald Bartlett	Varsity Boys Indoor Track	\$3,860
Ryan Pullman	Varsity Wrestling	\$4,680
Frank Ciliberto	Wrestling Assistant	unpaid
Christopher Brooker	Wrestling Assistant	unpaid

Motion to approve items 11.2 through 11.8 carried 7 to 0 with 7 members voting.

**OLD BUSINESS**

**OLD BUSINESS**

**12.1 Resolution to Adopt the District’s APPR Plan Document for Classroom Teachers and Building Principals Covered Under Education Law Section 3012-d**

Motion made by Alison Easton and seconded by Brian Cournoyer that the Board of Education approve the following resolution:

Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education hereby adopts its Annual Professional Performance Review (“APPR”) Plan for classroom teachers and building principals covered under Education Law Section 3012-d for the 2016-17 school year and thereafter, as approved by the State Education Department, which shall remain in full force and effect until such time as the negotiable provisions of a subsequent APPR Plan are agreed upon and approved by the Commissioner of Education.

Motion carried 7 to 0 with 7 members voting.

**NEW BUSINESS**

**NEW BUSINESS**

**13.1 Request for Approval of Committee on Special Education Recommendations and Student Placements**

Motion made by Alison Easton and seconded by Matthew Williams that the Board of Education approve the following resolution:

Recommendation - that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District approve the Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) recommendations and student placements. 14497, 12427, 13971, 14430, 14286, 12466, 14541, 14387, 10650, 10677

Motion carried 7 to 0 with 7 members voting.

**13.2 Request for Acceptance of Award from NPCSD Foundation for Student Enhancement**

Motion made by Alison Easton and seconded by Sophia Skiles that the Board of Education approve the following resolution:

Recommendation – that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby accept funds from the New Paltz Central School District Foundation for Student Enhancement (the “Foundation”) in the amount of \$2,000 representing a grant awarded by the Foundation to the High School for use by the New Paltz Central School District for the Digital Drawing project. The Board of Education further directs the District Clerk to send a letter of appreciation to the Foundation for their donation.

Motion carried 7 to 0 with 7 members voting.

**13.3 Board Appointments-Correcting Resolution**

Motion made by Alison Easton and seconded by Brian Cournoyer that the Board of Education approve the following resolution:

Recommendation – that the New Paltz Central School District Board of Education does hereby approve the following correcting resolution previously approved at the July 13, 2016 Organizational Meeting:

BE IT RESOLVED, that the Board of Education appoint the individual listed below to the designated Board appointments through the Organizational Meeting of the Board of Education, July 2017:

- Lenape Elementary School Dignity for All Coordinator – Coordinator of Student Support Services assigned to the Elementary Schools
- Duzine Elementary School Dignity for All Coordinator – Coordinator of Student Support Services assigned to the Elementary Schools

Motion carried 7 to 0 with 7 members voting.

**13.4 Request for Approval of Inter-Municipal Agreement Between Town of New Paltz and New Paltz Central School District**

Motion made by Alison Easton and seconded by Steven Greenfield that the Board of Education approve the following resolution, as amended:

Recommendation – that the New Paltz Central School District Board of Education does hereby approve the following:

**WHEREAS**, the School District owns a 1995 GMC C7H chassis equipped with a 50 foot Altec bucket unit, which is surplus and of no use to the School District, and which would be of benefit to the Town of New Paltz (“Town”); and

**WHEREAS**, the Town owns a 1992 International 4900 series dump truck, equipped with an 11 foot plow and an 8 yard sander which was used by the Town Highway Department, and which is surplus and of no use to the Town and would be of benefit to the School District; and

**WHEREAS**, the School District and Town wish to enter into an intermunicipal agreement pursuant to Article 5-G of the General Municipal Law to permit the exchange of the above described vehicles, which are determined to be of substantially equal value;

**THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares the 1995 GMC C7H chassis equipped with a 50 foot Altec bucket unit to be surplus and of no use to the School District; and

**BE IT FURTHER RESOLVED** that the Board is hereby authorized to execute an Intermunicipal Agreement with the Town of New Paltz, as presented to the Board at this meeting, for the exchange of the above-described vehicles and to execute any additional documents in furtherance of such transaction. A copy of the Intermunicipal Agreement shall be incorporated by reference within the minutes of this meeting.

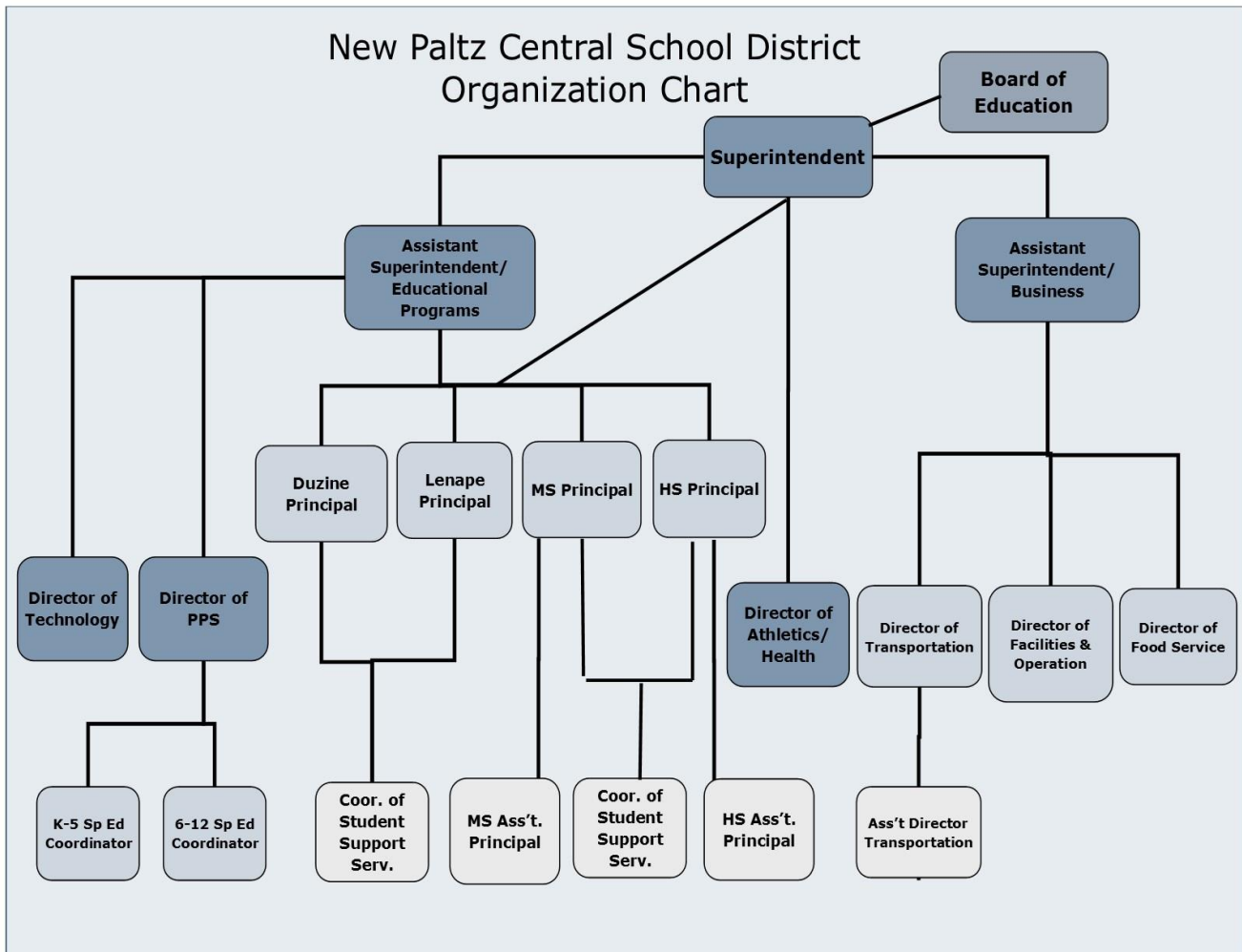
*Board member Steven Greenfield praised the collaborative efforts of the Town and Village of New Paltz as well as the New Paltz School District. Mr. Greenfield and board members expressed that they look forward to similar efforts in the future on behalf of the taxpayers of the New Paltz community.*

Motion carried 7 to 0 with 7 members voting.

**13.5 First Reading of Policy 4212 NPCSD Organizational Chart**

Approved:

POLICY 4212 New Paltz CSD Organizational Chart



### 13.6 First Reading of Policy 5683 Emergency Drills

2008 2016  
1 of 3

Policy 5683  
Non-Instructional/Business Operations

#### **SUBJECT: FIRE DRILLS, BOMB THREATS AND BUS EMERGENCY DRILLS**

##### **Fire (Evacuation) Drills**

The administration of each school building shall provide instruction for and training of students, and staff through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire drills shall be held at least ~~twelve (12)~~ eight (8) times in each school year; eight (8) of these shall be held between September 1 and December 31. At least one-third (1/3) of all such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one (1) of the ~~twelve (12)~~ eight (8) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of these drills shall be held during the first week of summer school.

##### **After-School Programs**

The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

##### **Lock-Down Drills**

Lock-down drills shall provide instruction for and training of students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is for schools to practice their ability to put the building into a protective posture as quickly as possible, including clearance of hallways, locking of doors and staff and students taking positions out of sight.

Lock-down drills shall be held at least four (4) times throughout the school year.

##### **Evacuation or Shelter in Place-Bomb Threats**

###### **School Bomb Threats**

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat - location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines. Specific procedures can be found in the building level school plan, as required by [project Safe Schools Against Violence in Education \(SAVE\)](#).

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

##### **Police Notification and Investigation**

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan. Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.



**Implementation**

The Board of Education directs the Superintendent or his/her designee to develop administrative regulations to implement the terms of this policy. Additionally, such regulations are to be incorporated in the District-wide School Safety Plan and the building level school safety plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building level school safety plans; and the annual updating of the District-wide and building level school safety plans, by July 1, as mandated pursuant to law and/or regulation.

**Bus Emergency Drills**

The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first seven (7) days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. No drills shall be conducted when buses are on routes.

Students who ordinarily walk to school shall also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.

Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:

- a) Safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;
- b) The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;
- c) Orderly conduct as bus passengers.

**Instruction on Use of Seat Belts**

When a school bus is equipped with seat safety belts, the District shall insure that all students who are transported on such school bus owned, leased or contracted for by the District or BOCES shall receive instruction on the use of seat safety belts. Such instruction shall be provided at least three (3) times each year to both public and nonpublic school students who are so transported and shall include, but not be limited to:

- a) Proper fastening and release of seat safety belts;
- b) Acceptable placement of seat safety belts on students;
- c) Times at which the seat safety belts should be fastened and released; and
- d) Acceptable placement of the seat safety belts when not in use.

Education Law Sections 807, 2801-a and 3623

Penal Law Sections 240.55, 240.60 and 240.62

8 New York Code of Rules and Regulations (NYCRR) Sections 155.17, 156.3(f), 156.3(g) and 156.3(h)(2)

Adopted: ~~7/16/08~~

Revised:

**OTHER DISCUSSION**

Steven Greenfield asked that a Board Discussion regarding the requirements for participation in after school activities by students with disabilities versus regular education students be placed on the comeback list.

**OTHER DISCUSSION**

**PUBLIC COMMENTS**

None.

**PUBLIC COMMENT**

**ADJOURN**

Motion made by Alison Easton and seconded by Brian Cournoyer that the Board adjourn at 9:48 PM.  
Motion carried 7 to 0 with 7 members voting.

**ADJOURN**

Respectfully submitted,

\_\_\_\_\_  
Dusti Callo  
District Clerk

Minutes - Workshop Meeting  
10/05/2016