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To: District Superintendents of BOCES  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

From: Kathleen R. DeCataldo

Subject: Recent Amendments to Education Law §2801-a Regarding Pandemic Planning

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to **adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease**. The legislation (S.8617-B/ A.10832) amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are "substantially consistent" with the provisions of section 27-c of the Labor Law.

The effective date of the law is September 7, 2020, with operation plans required to be established and functional within 30 days of that date. However, the Governor's Approval Memo indicates there will be a technical chapter amendment to this bill which will push out the date the plans are due to **April 1, 2021**. Note that there may be additional changes added to the language at that time.

For your information, a summary of the requirements is provided below. District officials may include any relevant content developed for the District Re-Opening Plan in the Public Health Emergency Continuation of Operations Plan. District officials should consult with their school attorney regarding the best strategy for amending the current board - approved District Safety Plan and adopting an amended plan that includes the additional required information.

As per section 27-c of the Labor Law, the operations plan must include, but is not limited to:

- a. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should

anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles *as essential for this purpose*.

- b. A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.
- c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.
- d. Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.
- e. Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:
  - o Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
  - o The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.
- f. Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.
- g. Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

Once drafted, the plan must be presented to recognized or certified representatives of the employer's employees, who shall be granted an opportunity to review the plan and make recommendations. The Governor's press release states that "[p]lans must be submitted to unions and labor management committees within 150 days," presumably requiring that the plans be shared by **February 4, 2021**.

The employer must consider and respond to such recommendations in writing within a reasonable timeframe. A copy of the final version shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan.

**Definitions:**

**"Personal protective equipment"** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

**"Public employer" or "employer"** shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

**"Contractor"** shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

**"Essential"** shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

**"Non-essential"** shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

**"Communicable disease"** shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

**"Retaliatory action"** shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

If you have questions, please contact the Office of Student Support Services at [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov) or (518) 486-6090.

## Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. **Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

### Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

### Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

### Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### Prevention/Mitigation:

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Your County Department of Health, Bureau of Infectious Diseases.
  - Public Health Consultation and Immediate Reporting: XXX-XXX-XXXX
  - *Coronavirus Hotline: 888-364-3065*
  - *Fax: XXX-XXX-XXXX*
  - *Weekend/After-hours Consultation and Reporting: XXX-XXX-XXXX*
- The Your County Department of Health may monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.

- The **(Fill-in Title of Individual)** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on **(Insert Date of Review)** for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

### (1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** – brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by each department which includes Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security (these are examples). **Actual information can be found in Appendix C, Essential Employee Worksheets, page 45.**

Human Resources Essential Positions (Example Table)				
Title	Description	Justification	Work Shift	Protocol

## **(2) Protocols Allowing Non-Essential Employees to Telecommute (This is an example – fill in your own)**

### **Ensure Digital Equity for Employees**

- **Mobile Device Assessments:**
  - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
  - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

### **Technology & Connectivity for Students - Mandatory Requirements:**

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
  - Identify students' technology needs to include adaptive technologies
  - Use the Asset Tracking Management System procedures to check out all mobile devices
  - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
  - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see "Instructional Packets" heading on the Remote Instruction Schedule page.

### (3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Nassau BOCES is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. **Actual information can be found in Appendix C, Essential Employee Worksheets, page .**

### Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at **(Fill in Location)** with the alternate at **(Fill in Location)** and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

○	List Name	Title	Number
○	List Name	Title	Number
○	List Name	Title	Number
○	List Name	Title	Number
○	List Name	Title	Number

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at [www.nassauschoolemergency.org](http://www.nassauschoolemergency.org) or FEMA website. *We are also recommending that all District-wide School Safety Team members, administrators, principals, nurses and others take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.*

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. (The table below is an example – fill in your own information).

School/Program	COVID-19 Safety Coordinator/Administrator	Contact #
High School		
Middle School		
Elementary School		
Administration		

**SOUTH LEWIS CENTRAL SCHOOL DISTRICT**  
**PUBLIC HEALTH EMERGENCY CONTINUATION OF OPERATIONS PLAN**

*(Amendment to the South Lewis Central School  
District-Wide School Safety Plan Dated October 1, 2020)*

This Public Health Emergency Continuation of Operations Plan has been developed in accordance with NYS Legislation S.8617-B/A.10832 amending subdivision 2 of Section 2801-a of New York Education Law. It amends the South Lewis Central School District-Wide School Safety Plan dated October 1, 2020 to include protocols for responding to a declared public health emergency involving a communicable disease.

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

**Prevention/Mitigation**

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.



### Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

### Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### Prevention/Mitigation:

- We will work closely with the Lewis County Public Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Lewis County Public Health, 7785 N. State Street, Suite 2, Lowville, NY 13367.
  - Public Health Consultation and Immediate Reporting: 315-376-5453
  - *Coronavirus Hotline: 888-364-3065*
- Lewis County Public Health may monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent of Schools, Douglas Premo, will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Business Administrator, Building and Grounds Supervisor, Food Service Manager, Transportation Supervisor, Public Information Officer and Curriculum Coordinator will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

This Public Health Emergency Continuation of Operations Plan has been developed with input from the South Lewis Teachers' Association and South Lewis School Related Personnel as required by New York State Labor Law Section 27-C.

The Plan addresses the required components in the sections as noted below:

- A list and description of positions and titles considered essential with justification for that determination.
- The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

## (1) ESSENTIAL SCHOOL POSITIONS AND TITLES

In the event of a declared public health emergency involving a communicable disease, the District must ensure that essential functions are continued without disruption.

The District has developed a list and description of positions and titles considered essential in the event of a state ordered reduction of in-person workforce, as well as a justification for such consideration for those positions that would be required to be on-site or in district to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Human Resources Essential Positions (Example Table)		
Title	Description	Justification

A worksheet has been completed for each department and is attached as **Appendix A**, Essential Employee Worksheets.

## (2) Protocols Allowing Non-Essential Employees to Telecommute

Through assigning certain staff to work remotely and by staggering work shifts, the District can decrease crowding and density on site or in district. Non-essential employees able to accomplish their functions remotely will be enabled to do so to the greatest extent possible.

Working remotely requires:

- Identification of staff who will work remotely,
- Assignment of remote work, and
- Identifying the resources necessary in order for the staff to work remotely.

### Ensure Digital Equity for Employees

- **Mobile Devices:**

- District employees who require devices in order to maintain operational functions as well as instructional services will be provided with a computing device to be utilized for remote work.
- Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
  - Staff have been surveyed in order to determine reliable internet access in their place of residence. Those who do not have reliable internet that will enable remote work will be assessed on a case by case basis to determine if they will require District provided internet access.
  - Conduct a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

To the extent practicable, essential staff may be assigned to remote work for part of their work week to reduce exposures.

### **(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, South Lewis Central School is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

### **Protection (Preparedness):**

We have collaborated with our partners to assure complementary efforts. We have invited representatives from Lewis County Public Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at the District Office with the alternate at the specific building affected and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

<b>ICS Role</b>	<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Incident Commander	Douglas Premo	Superintendent	315-348-2508
Public Information Officer	Douglas Premo	Superintendent	315-348-2508
Liaison Officer	Chad Luther, Judith Duppert, Christine Sobel or Christopher Villiere	Building Principal	315-348-2500
Safety Officer	Barry Yette	Business Admin	315-348-2503

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
High School	Chad Luther – Principal	315-348-2520
Middle School	Judith Duppert - Principal	315-348-2570
Glenfield Elementary	Christine Sobel – Principal	315-348-2620
Port Leyden Elementary	Christopher Villiere – Principal	315-348-2660

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community.

Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO), Douglas Premo, Superintendent of Schools, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The District will utilize Peachjar, SchoolMessenger, email, telephone and other communication methods as appropriate. We have tested/exercised our communication systems throughout the school year.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authority for the district:
    - Superintendent of Schools – Douglas Premo**
    - Business Administrator – Barry Yette**
    - Building and Grounds Supervisor – Richard Poniktera**
    - Transportation Supervisor – Andrew Krokowski**
    - Food Service Manager – Steven Fuller**
  - Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system.
  - The Business Office is essential for maintaining overall function and facilities operation. We have also established the ability to maintain these essential functions off-site from remote locations as follows: The Business Office financial software is cloud-based and may be accessed by all employees involved with the essential functions via a secure internet connection. A VPN has been designated for the Business Administrator. Technology devices will be deployed for remote work as deemed necessary.
  - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Building and Grounds Supervisor or back-up designee will keep the business office informed of such status and determine the appropriate staffing level in order for District buildings to be maintained. Teachers may be asked to assist in cleaning classrooms between student groups. If necessary, the District may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. *At no time will products not approved by the school district be utilized.*
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work

closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)
- On-line instruction; on-line resources; on-line textbooks
- Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings, etc.

We have obtained input from curriculum and instructional technology staff in development of these strategies.

#### **(4) Obtaining and Storing Personal Protective Equipment (PPE)**

##### **PPE & Face Covering Availability:**

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Teach and reinforce use of face coverings among all staff.
- We have authorized all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

##### **PPE Supply Management**

- The Business Administrator is working with programs to determine the overall PPE needs of the District. Centralized purchasing will be used when possible.

##### **Response:**

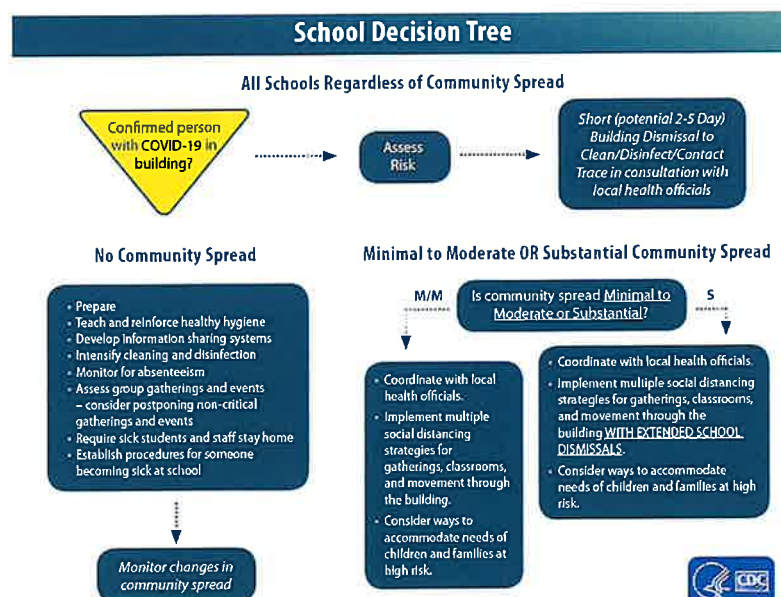
The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with Lewis County Public Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Administrator will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The School Business Administrator will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Building and Grounds Supervisor will meet with staff and monitor ability to maintain essential function. Sanitizing procedures will be reviewed with teachers. The Building and Grounds Supervisor will work closely with the Business Administrator or designee to implement different phases of the Plan as necessary.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at Jefferson-Lewis BOCES.

## (5) Preventing Spread, Contact Tracing and Disinfection

### Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:





**CDC and NYSDOH Recommendations:**

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

**Return to School After Illness:**

Schools must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

### **Staff Absenteeism**

- Instructional staff will call their building principal when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

### **Employee Assistance Program (EAP)**

- The District Office will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

### **Medical Accommodations**

- The Superintendent of Schools will handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent in writing to the Superintendent of Schools.

### **New York State Contact Tracing Program**

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. They will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the flu season. Your caller ID will say "NYS Contact Tracing" (518-387-9993).

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

#### **Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

**Classroom/Therapy Rooms:**

South Lewis Central School will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

**Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, the Building and Grounds Supervisor will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.

- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Positive Academic Support Solution (PASS) Rooms.
- Related Services Spaces.
- Shared computer keyboards and mice.
- Shared desktops.
- Shared telephones.

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by the Building and Grounds Department.
- South Lewis Central School ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

**Trash removal:**

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

**(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary: The Edge Hotel (866-348-4211).

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing

learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.

- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Building and Grounds Supervisor, and Curriculum Coordinator will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

## SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).

### I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

### 1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

### 2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

### 3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to <a href="http://www.hhs.gov/pandemicflu/plan">www.hhs.gov/pandemicflu/plan</a> ).

### 4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.



#### 4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



### APPENDIX A - Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors.
- 6.

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	District Leadership	On-site district-wide oversight and leadership	7:00 AM – 3:00 PM	
Building/Grounds Supervisor	Supervisor of Custodial/Cleaning Staff	Custodians and Cleaners must be supervised in their work regardless of education program	7:00 AM – 3:00 PM	
Cleaners and Custodians	Cleaning and Repairs	On-going cleaning and repairs as needed	7:00 AM – 3:00 PM	
Maintenance	Building Maintenance	Oversight of building systems and immediate response to issues	7:00 AM – 3:00 PM	
Building Principals	Building Leadership	On-site building oversight and leadership	7:00 AM – 3:00 PM	
Keyboard Specialists	Office Support	Answer Phones and operate the office with principals	7:00 AM – 3:00 PM	
IT Director	Technology	Oversight of all technology functions	7:00 AM – 3:00 PM	
Food Service Manager	Meal Services	Meal delivery and/or pick-up	7:00 AM – 3:00 PM	
Food Service, Cook, Baker	Meal Services	Meal Preparation	7:00 AM – 3:00 PM	
Transportation Supervisor	Transportation Support	Organization of any needed transportation needs	7:00 AM – 3:00 PM	

Mechanics	Fleet Maintenance	Maintenance of transportation fleet	7:00 AM – 3:00 PM	
Bus Drivers	Transportation Needs	Transportation, delivery, pick-up needs	7:00 AM – 3:00 PM	
Business Administrator	Financial	On-going needs for financial systems to operate	7:00 AM – 3:00 PM	
Treasurer & Account Clerks	Financial	Payroll and other financial system operations	7:00 AM – 3:00 PM	
Safety Monitor/Aide	Visitor Management	Management of visitors	7:00 AM – 3:00 PM	
Nurses	Health and Wellness	Health and medical support for on-site staff	7:00 AM – 3:00 PM	
Curriculum/Data Coordinator	System Collaboration	Coordination of all systems within the district (financial, student management, communications, etc.)	7:00 AM – 3:00 PM	



## BOARD OF COOPERATIVE EDUCATIONAL SERVICES

20104 STATE ROUTE 3  
WATERTOWN, NY 13601

(315) 779-7000 OR (315) 377-7000

800-456-3456

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Stephen J. Todd, Chief Executive Officer  
Patricia L. LaClair, District Clerk  
William Dealing, Treasurer

TO: Component District Board of Education Members and Trustees  
Component District Clerks

FROM: Patricia L. LaClair, Clerk of the Board of Cooperative Educational Services

DATE: January 19, 2021

RE: Nominating Procedures and Minimum Qualifications for Individuals Interested in  
Seeking Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of  
Cooperative Educational Services

In keeping with Section §1950 of Education Law, I am forwarding this notification that the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (B.O.C.E.S.) **will accept nominations until March 23, 2021, for three (3) vacancies on the BOCES Board.** The term of office for three (3) of the vacancies is three (3) years beginning on July 1, 2021 and concludes on June 30, 2024. The three (3) candidates receiving the highest number of votes cast will be elected to the BOCES Board. Component district Boards of Education and Trustees will vote on the election and proposed 2021-2022 BOCES administrative budget April 21, 2021 at meetings held in their individual districts. **Please note the deadline for receipt of nominations is Tuesday, March 23, 2021.**

### Eligibility Criteria for Candidates for Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

- must be able to read and write
- must be at least 18 years of age or older
- must be a citizen of the United States
- must not have been convicted of a felony or have been adjudged an incompetent
- must be and have been a resident of the supervisory district for at least one year prior to the election but need not be a taxpayer
- may be the only member of his/her family serving on the Board of Cooperative Educational Services
- may not be an employee of a school district in the Jefferson-Lewis-Hamilton-Herkimer-Oneida Supervisory District
- may not be an employee of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services
- may not simultaneously hold another incompatible public office
- must not have been removed from a school district office within one year of election
- may not be a resident of a component school district which currently has a resident serving on the BOCES whose term will not expire on June 30, 2021.

#### Serving the following school districts:

ADIRONDACK • ALEXANDRIA • BEAVER RIVER • BELLEVILLE HENDERSON • CARTHAGE • COPENHAGEN • GENERAL BROWN • INDIAN RIVER • INLET  
LaFARGEVILLE • LOWVILLE • LYME • SACKETS HARBOR • SOUTH JEFFERSON • SOUTH LEWIS • THOUSAND ISLANDS • TOWN OF WEBB • WATERTOWN

*"Equal Opportunity / Affirmative Action Employer"*

For this election, candidates may **not** reside in Adirondack, Beaver River, Belleville Henderson, Carthage, South Lewis or Watertown City school districts

Individuals from the following school districts **are eligible** to be candidates for this election: Alexandria, Copenhagen, General Brown, Indian River, Inlet, LaFargeville, Lowville, Lyme, Sackets Harbor, South Jefferson, Thousand Islands or Town of Webb

Eligible persons must be nominated by resolution of a Board of Education of a component school district. In 1993, Education Law §1950 was amended to emphasize the need for unrepresented Boards to make nominations.

**A certified copy of a resolution nominating a person for a seat on the BOCES must be received by the BOCES Clerk of the Board by the close of the business day on Tuesday, March 23, 2021.**

Attachments:

- 2021 planning calendar for the vote on the 2021-2022 BOCES administrative budget and election of members to the Board.
- Listing of current members of the BOCES and their districts of residence.
- Listing of current members of the BOCES whose terms will expire on June 30, 2021.

cc: Component Superintendents  
Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of  
Cooperative Educational Services

**Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative  
Educational Services  
Planning Calendar  
Vote on Administrative Budget/Election of Members to the Board  
2021**

July 8, 2020	<ul style="list-style-type: none"><li>Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services meets and adopts the following resolutions: Designation of April 14, 2021, 7:00 p.m. as the date for the BOCES Annual Meeting to be held at the BOCES Central Administration Building, 20104 State Route 3, Watertown, NY 13601</li><li>Designation of April 21, 2021 as the date on which component school district Boards of Education vote on the BOCES tentative administrative budget and election of members to the BOCES.</li></ul>
February 22, 2021	BOCES Clerk of the Board forwards notice to Clerks of component school district Boards of Education specifying nominating procedures, qualifications of candidates and timeline of election requirements. (minimum of 60 days prior to election)
March 23, 2021	<b>Deadline</b> for certified nominations of candidates for election to the Board of Cooperative Educational Services from component school districts to be received by the BOCES Clerk. BOCES proposed administrative, capital and program budgets will be available for inspection by the public during regular business hours (8:00 a.m.-4:30 p.m.), in the Office of the District Superintendent, BOCES Central Administration Building located at 20104 State Route 3, Arsenal Street, Watertown, New York. Copies will also be available upon request at the district offices of each component school district. (minimum 30 days prior to election)
April 01, 2021	Public legal notice of Annual Meeting is published in official designated newspapers. (Ed Law §1950 [4] [b] [4]). (minimum 14 days prior to Annual Meeting)  Public notice and copies of 2021-2022 proposed budget mailed to each component district and board/trustee member.
April 08, 2021	BOCES Clerk of the Board mails ballots to Clerks of component school district Boards of Education to be used in voting on the tentative 2021-2022 administrative budget and election of members to the BOCES. (minimum 14 days prior to election)
April 14, 2021	<b>BOCES Annual Meeting: BOCES Central Administration Building, Watertown, NY, 7:00 p.m.</b>
April 21, 2021	<b>Component school districts vote on tentative 2021-2022 administrative budget and elect members to the Board of Cooperative Educational Services.</b>
April 21, 2021	Component school districts notify BOCES of results of budget vote and election in their districts. BOCES Clerk notifies candidates of election results.
April 22, 2021	BOCES Clerk of the Board notifies school district Clerks of the results of the budget vote and election.
May 12, 2021	Results of the April 21, 2021 vote on the BOCES administrative budget and election of members to the Board are entered into the minutes of the meeting of the Board of Cooperative Educational Services. BOCES Board vote on 2021-2022 administrative, capital and program budgets.
June 1, 2021	BOCES submits operating plans and budget to the Commissioner of Education.

**Members of the Jefferson-Lewis-Hamilton-  
Herkimer-Oneida Board of Cooperative Educational Services  
whose terms expire on June 30, 2021**

Name

District

Sandra Young-Klindt  
25325 State Route 180  
Dexter, NY 13634  
**TERM EXPIRES: 2021**

General Brown Central School District

Lynn A. Murray  
31721 NYS Route 12  
Copenhagen, NY 13626  
**TERM EXPIRES: 2021**

Copenhagen Central School District

Michael F. Young  
5344 Clinton Street  
Lowville, NY 13367  
**TERM EXPIRES: 2021**

Lowville Academy & Central School District

Updated 1/05/2021

Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of  
Cooperative Educational Services

**Current Board Members**

Peter Monaco, President  
135 Smith Street  
Watertown, NY 13601  
**TERM EXPIRES: 2022**

Sandra Young Klindt, Vice President  
25325 State Route 180  
Dexter, New York 13634  
**TERM EXPIRES: 2021**

Alice M. Draper  
13876 Bishop Street  
Adams, NY 13605  
**TERM EXPIRES: 2023**

Jennifer L. Jones  
6510 LeFevre Street  
Beaver Falls, NY 13305  
**TERM EXPIRES: 2022**

Michael J. Kramer  
105 Hutton Heights  
Boonville, NY 13309  
**TERM EXPIRES: 2022**

Barbara A. Lofink  
322 South James Street  
Carthage, NY 13619  
**TERM EXPIRES: 2023**

Lynn A. Murray  
31721 NYS Route 12  
Copenhagen, NY 13626  
**TERM EXPIRES: 2021**

Grace H. Rice  
7469 Penny Settlement Road  
Port Leyden, New York 13433  
**TERM EXPIRES: 2023**

Michael F. Young  
5344 Clinton Street  
Lowville, New York 13367  
**TERM EXPIRES: 2021**

**School District of Residence**

Watertown City School District

General Brown Central School District

Belleville Henderson Central School District

Beaver River Central School District

Adirondack Central School District

Carthage Central School District

Copenhagen Central School District

South Lewis Central School District

Lowville Academy and Central School  
District



*South Lewis Senior High School*


**TURIN, NEW YORK 13473**

Telephone (315) 348-2520

Mr. Chad Luther  
High School Principal

Mr. Douglas Premo  
Superintendent of Schools

**Memorandum**

To: Mr. Douglas Premo  
From: Mr. Chad Luther   
Subject: Item Disposal  
Date: 1/19/21

Please see the attached email from Mr. Rachael Howard asking for approval to discard 8 stools from her classroom. The stools are in poor condition and have been fixed many times, leaving them unable to be repaired any further. These stools are not safe for students to sit in.

**RACHAEL HOWARD**

Broken Stools

January 14, 2021 at 9:03 AM

CHAD LUTHER

Mr. Luther,

I have 8 broken stools that have been welded and repaired numerous times (there is not much to weld to any longer) that I'd like to retire/discard. Is this a possibility?

Thank you,

**Mrs. Rachael R. Howard**

**South Lewis Agricultural Education & FFA**

South Lewis Central School District

P.O. Box 10 | 4264 East Road

Turin, NY 13473

(315) 348-2520 Ext. 3105

[rhoward@southlewis.org](mailto:rhoward@southlewis.org)

**Subject:** FW: Obsolete Canon and HP printers and copiers. Permission requested to be sold/disposed  
**Date:** Wednesday, February 3, 2021 at 1:52:16 PM Eastern Standard Time  
**From:** DOUGLAS PREMO  
**To:** KATHERINE ACKERMAN

For BOE agenda...

Douglas Premo  
Superintendent of Schools  
South Lewis Central Schools  
P.O. Box 10  
4264 East Road  
Turin, NY 13473  
Office – 315-348-2500  
Fax – 315-348-2510

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**From:** BARRY J YETTE  
**Sent:** Wednesday, February 03, 2021 1:47 PM  
**To:** DOUGLAS PREMO  
**Subject:** Obsolete Canon and HP printers and copiers. Permission requested to be sold/disposed

Canon (1) IRADV4225  
1. IRADV4225  
1. IRADVC7260  
1. IRADV6555I.

HP (14) Laserjet MFP M527  
HP (4) Laserjet 700 color MFP M775

TOTAL 22 items

**Barry J. Yette**  
Business Administrator  
South Lewis CSD  
PO Box 10  
Turin, NY 13473  
w(315)348-2503 c(315)796-2487

The best part of working in a school is that everything you do matters. The hardest part of working in a school is that everything you do matters. Every. Single. Day.

# **STUDENT INTERSHIP AGREEMENT**

## **BETWEEN**

**South Lewis Central School District**

## **AND**

**UTICA COLLEGE**

**THIS STUDENT INTERSHIP AGREEMENT**, dated the 14th day of January, 2021, is entered into by and between South Lewis Central School District, located at 4264 County Road 43 PO Box 10, Turin, NY 13473, (hereinafter "SCHOOL"), and **UTICA COLLEGE**, an educational corporation operating pursuant to an absolute Charter granted by the Regents of the University of the State of New York, 1600 Burrstone Road, Utica, New York 13502 (hereinafter "COLLEGE").

**WHEREAS**, COLLEGE maintains Programs which awards graduate and undergraduate degrees in the field of Education (the "UC Educational Programs"); and

**WHEREAS**, as a prerequisite to the granting of said degrees in Education, and as part of the student's educational experience leading to certification by the State of New York, matriculated students at COLLEGE are required to perform field experiences, practical experience and/or student teaching experiences (collectively, the "Student Teacher Experience") as part of their degree requirements and future certification by the State of New York; and

**WHEREAS**, COLLEGE shall be responsible for curriculum planning, admission, administration, matriculation requirements of students as required by law and accrediting agencies in the UC Educational Programs operated by the COLLEGE; and

**WHEREAS**, the SCHOOL employs certain certified teachers and has the facilities for the instruction of Student Teacher Experiences of said students; and

**WHEREAS**, SCHOOL recognizes the need for and desires to aid in the educational development of the students, and is willing to make its school and teachers available for such purposes; and

**WHEREAS**, SCHOOL shall provide the appropriate teachers, tasks and learning experience to provide the appropriate Student Teacher Experience through mutually agreed upon educational objectives and guidelines; and

**WHEREAS**, by executing this Agreement, COLLEGE and SCHOOL propose to further the following Objectives: (1) to provide a Student Teacher Experience in terms of related instruction for students enrolled in the UC Educational Programs; and (2) to improve the overall UC Educational Program by providing opportunities for learning experiences that will progress the student to advanced levels of performance; and

**WHEREAS**, the parties desire to set forth their respective rights and responsibilities under this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual benefits bestowed upon the parties to this Agreement, the amount and sufficiency of which are hereby acknowledged, it is agreed as follows:

**1. TERM:**

This Agreement shall commence at 12:00 a.m. on the 11th day of February, 2021, and terminate at 11:59 p.m. on the 31<sup>st</sup> day of July, 2022, unless sooner terminated in accordance with the terms and provisions of this Agreement.

**2. UC EDUCATIONAL PROGRAM PLACEMENT**

a. During the term of this Agreement, COLLEGE may place students at the SCHOOL for the designated Student Teacher Experience. The exact start date and completion date for each Student Teacher Experience shall be mutually agreed upon at least thirty (30) days prior to the start date of the Student Teacher Experience, unless otherwise mutually agreed upon between the parties.

b. The number of students who participate each semester in the Student Teacher Experience shall be mutually agreed upon at least forty-five (45) days prior to the start date of the Student Teacher Experience, unless otherwise agreed between the parties in writing.

c. At least one (1) month prior to the commencement of each students' individual Student Teacher Experience, COLLEGE and SCHOOL will develop a student plan (hereinafter the "Plan") which shall include, but not be limited to: the length of the Student Teacher Experience, the learning objectives of the Student Teacher Experience, COLLEGE'S faculty point of contact, SCHOOL's point of contact, and the details of the goals and objectives of the Student Teacher Experience for each student. The Plan shall be executed by the SCHOOL, COLLEGE and student and shall be considered **Exhibit B** to this Agreement for purposes of the individual student.

d. Neither party shall discriminate against any student, officer, employee, agent, and/or any party on the basis of age, race, creed, color, ethnic or national origin, religion, sex, pregnancy or pregnancy-related conditions, mental or physical disability, sexual orientation, military status, genetic characteristics or information, citizenship status, marital status, familial status, domestic violence victim status, previous criminal convictions or any other protected category under applicable local, state or federal law, rule or regulation.

e. Unless otherwise stated in this Agreement, students and faculty, employees, officers and/or agents of COLLEGE shall not be considered employees or agents of SCHOOL for any purposes, including, but not limited to, of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding and/or Social Security, because of their participation in the Student Teacher Experience. Unless otherwise stated in this Agreement, students of COLLEGE, and faculty, employees, officers and/or agents of SCHOOL shall

not be considered employees or agents of COLLEGE for any purposes, including, but not limited to, of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding and/or Social Security, because of their participation in the Student Teacher Experience. Each student participating in the Student Teacher Experience at the SCHOOL is there to receive educational experience as a part of his or her academic curriculum in the UC Educational Program. COLLEGE shall be responsible for establishing all curriculum obligations and said Student Teacher Experience shall be performed under supervision of the designated teacher at the SCHOOL pursuant to the Plan. SCHOOL shall retain the ultimate and sole responsibility for the supervision and operation of the Student Teacher Experience while the student is participating in the Student Teacher Experience at the SCHOOL.

f. To the extent applicable to the scope of the Student Teacher Experience, COLLEGE, its participating students and/or COLLEGE faculty and/or employees shall not be considered "Business Associates" as that term is defined under the Health Insurance Portability and Accountability Act of 1996, and any amendments thereto (hereinafter "HIPAA"). Students and/or on-site faculty participating in the Student Teacher Experience shall be considered as members of the SCHOOL's "workforce" for the limited purpose of, and as that term is defined by, HIPAA, pursuant to 45 CFR §160.103, and any amendments thereto.

g. The SCHOOL, COLLEGE and its faculty instructors and other employees will comply with all applicable state and federal laws, rules and regulations regarding patient privacy and data security, including, but not limited to, the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, codified at 42 U.S.C. §1320 through d-8 ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA") and New York State Education Law Section 2-d. The SCHOOL and COLLEGE will inform Students of their obligation to comply with all applicable state and federal laws, rules and regulations regarding privacy including, but not limited to, HIPAA, FERPA and New York State Education Law Section 2-d. COLLEGE will inform Students that they are required to comply with all SCHOOL policies and procedures provided to COLLEGE by SCHOOL regarding the confidentiality of information and the use of all such information.

### **3. COLLEGE RESPONSIBILITIES:**

a. Subject to any applicable laws, rules or regulations, including, but not necessarily limited to, the applicable mandates and restrictions of HIPAA and FERPA, including any respective amendments thereto, COLLEGE shall supply or require student, as a condition of participation in the Student Teacher Experience, to supply reasonable and necessary information requested by SCHOOL to further the student's participation in the Student Teacher Experience. Such information, if in addition to the requirements set forth herein, shall be mutually agreed upon and set forth in each individual student's Plan or as set forth on attached Exhibit A.

b. COLLEGE shall place students in the Student Teacher Experience who have satisfactorily completed the prerequisite didactic portion of the UC Educational Program to participate in said Student Teacher Experience.

c. To the extent permitted by law and not otherwise covered by applicable insurance, COLLEGE agrees to indemnify and hold SCHOOL, its officers, employees and/or agents harmless from and against all third-party claims, demands, costs and expenses (including reasonable attorneys' fees and disbursements) and liabilities for bodily injury and property damage for or in connection with any negligent act or omission of COLLEGE, its officers, employees or agents acting within the scope of their duties arising from this Agreement, unless such act or omission was caused by SCHOOL or was under the control or direction of SCHOOL. This provision shall survive termination of this Agreement for a period of three (3) years from the date of termination of this Agreement.

d. COLLEGE shall require student(s), as a condition of participating in said Student Teacher Experience, to:

- (i) Follow the administrative policies, standards, and practices of the SCHOOL which have been provided to the COLLEGE and the student during the Student Teacher Experience. SCHOOL shall provide COLLEGE and student(s) with copies of any such rules, policies and/or regulations prior to the commencement of the Student Teacher Experience. Unless otherwise required by law, COLLEGE shall have no liability for any acts, omissions, or negligence with respect to such rules, policies, or regulations if SCHOOL fails to provide said documents;
- (ii) Provide their own transportation and living arrangements regarding the Student Teacher Experience;
- (iii) Report to SCHOOL on time and follow all established regulations during the regularly scheduled operating hours of SCHOOL;
- (iv) Obtain prior written approval of SCHOOL and the COLLEGE before publishing any material relating to the Student Teacher Experience; and
- (v) Keep all confidential information obtained during the Student Teacher Experience confidential and comply with all policies and regulations of COLLEGE and SCHOOL, as well as all local, state and federal laws, including but not limited to the provisions of HIPAA, FERPA and New York State Education Law.

f. To the extent it is determined COLLEGE is a third party contractor under New York Education Law §2-c and §2-d, COLLEGE shall act in good faith in negotiating an addendum to this Agreement with SCHOOL as is required pursuant to New York Education Law §2-d(5).

#### **4. SCHOOL RESPONSIBILITIES:**

a. SCHOOL shall maintain complete records and reports on each student's performance and provide an evaluation of said student to COLLEGE on forms provided by COLLEGE. SCHOOL agrees to treat all student records and information obtained from COLLEGE, student and/or

otherwise obtained by SCHOOL, confidentially, in accordance with and subject to the provisions of FERPA. SCHOOL further agrees:

- (i) to use any "personally identifiable information" (as defined by FERPA) from student records only to meet the purpose(s) of the Student Teacher Experience or as required by applicable law, and for the duration of the Student Teacher Experience, as outlined in this Agreement;
- (ii) to limit any disclosures of such personally identifiable information only to individuals in SCHOOL or COLLEGE who have a legitimate interest in the information consistent with their duties and the scope of the Student Teacher Experience or as otherwise required or allowed by this Agreement, applicable law, subpoena or court order;
- (iii) to have in place controls and procedures, subject to inspection upon reasonable notice by COLLEGE, to ensure the protection of such personally identifiable information; and
- (iv) to return to COLLEGE all such personally identifiable information of student when the information is no longer needed for said purpose of study and destroy such personally identifiable information no later than six (6) months from the student's completion of the Student Teacher Experience or as mutually agreed to by the parties in writing.

b. SCHOOL shall, on reasonable request, permit the inspection of the SCHOOL, services available for Student Teacher Experience, student records, and such other items pertaining to the Student Teacher Experience by COLLEGE or SCHOOL, or by both, charged with the responsibilities for accreditation of the curriculum.

c. Upon COLLEGE's request, SCHOOL shall designate and submit in writing to COLLEGE the name and professional and academic credentials of all persons employed by SCHOOL who they anticipate working with COLLEGE students in the Student Teacher Experience to ensure compliance with New York State Education Law and accreditation requirements.

d. SCHOOL shall notify COLLEGE in writing of any change or proposed change of the Student Teacher Experience coordinator.

e. To the extent permitted by law and not otherwise covered by applicable insurance, SCHOOL agrees to indemnify and hold COLLEGE, its officers, employees and/or agents harmless from and against all third party claims, demands, costs and expenses (including reasonable attorneys' fees and disbursements) and liabilities for bodily injury and property damage for or in connection with any negligent act or omission of SCHOOL, its officers, employees or agents acting within the scope of their duties arising from this Agreement, unless such act or omission was caused by COLLEGE or was under the control or direction of COLLEGE. This provision shall survive termination of this Agreement for a period of three (3) years from the date of termination of this Agreement.



f. Unless exigent or public safety circumstances exist, SCHOOL shall give COLLEGE at least three (3) business days notice of any proposed removal of a student participating in the Student Teacher Experience to attempt a mutually agreeable resolution of the matter. In the event of immediate removal of a student due to actual or threatened public safety concerns or other exigent circumstances, SCHOOL agrees to meet with COLLEGE in good faith and within a mutually agreeable time after any such removal to attempt a resolution of the matter.

**5. LIABILITY INSURANCE COVERAGE/CLAIMS:**

(a) Each party shall purchase and maintain, or show existing proof of, general liability insurance with minimum limits of one million dollars (\$1,000,000.00) each person/three million dollars (\$3,000,000.00) each occurrence, combined bodily injury and property damage covering the insured Party and the activities of its faculty, employees, officers and agents, if necessary or required. Said insurance shall be occurrence-based liability insurance (or the equivalent combination of claims made-based insurance with appropriate "tail" coverage). Each party shall provide the other annually with suitable insurance certificates to indicate such coverage and also include a thirty (30) day notice to the other of an event of cancellation, non-renewal or material change with respect to each policy.

(b) If required by the SCHOOL, each student shall provide proof of liability insurance for the Student Teacher Experience in the minimum amounts of one million dollars (\$1,000,000.00) per claim/three million dollars (\$3,000,000.00) aggregate, and their own health insurance coverage, prior to commencing the Student Teacher Experience. This insurance must be maintained throughout the Student Teacher Experience. Upon request, a certificate of liability insurance coverage will be supplied to the SCHOOL prior to the student's arrival.

(c) Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it, which could result in a claim for indemnification, defense and/or contribution pursuant to the terms of this Agreement. This section shall survive the termination of this Agreement.

**6. TERMINATION OF AGREEMENT:**

Either party may terminate this Agreement on one hundred and twenty (120) days prior written notice to the other party. Any student enrolled in the Student Teacher Experience and who is not in material breach of the terms of this Agreement at the time such notice is given, shall be permitted to complete said Student Teacher Experience despite said notice.

**7. GOVERNING LAW:**

This Agreement shall be deemed to have been executed and delivered in the State of New York and shall be governed by and construed in accordance with the laws of the State of New York, without reference to choice of law rules or principles. All disputes arising out of this Agreement shall be resolved by a court of competent jurisdiction in the State of New York, and both parties consent to the exclusive jurisdiction and venue of the state and federal courts of the County of Oneida in the State of New York.

**8. NOTICE:**

Whenever, under the terms of this Agreement, notice is required or permitted to be given by any party or to any other party, such notice shall be deemed to have been sufficiently given if written, deposited in the United States mail, in a properly stamped envelope, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given at the address hereinafter set forth. Either party may change its respective address by written notice in accordance with this paragraph.

If to SCHOOL:

South Lewis Central

Attn: Douglas Premo

4264 East Road

PO Box 10

Turin NY 13473

With a copy to:

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

If to COLLEGE:

Utica College

Att: Andrew Beakman, Esq.

V.P. Legal Affairs/General Counsel

1600 Burrstone Road

Utica, New York 13502

**9. MODIFICATIONS:**

This Agreement may not be amended or modified in any manner except by an instrument in writing signed by the Parties.

**10. SEVERABILITY:**

In the event any provision hereof shall be held for any reason to be illegal, invalid or unenforceable, such provisions shall be considered severable and the illegality, invalidity or unenforceability of any provision shall not affect the validity of any other provision, which shall continue in full force and effect, provided that the unenforceable or invalid provision is not material to the overall purpose or operation of this Agreement. If necessary in order to make the Agreement legal, valid and enforceable, the parties shall meet to confer upon an amendment or modification to the Agreement.

**11. WAIVER:**

The waiver by either party of a breach of any provision contained herein shall be in writing and shall in no way be construed as a waiver of any succeeding breach of such provision or the waiver of the provision itself. Any failure of a party to enforce that party's right under any provision of this Agreement shall neither be construed, nor act, as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

**12. ASSIGNMENT:**

Neither party may assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of the other party.

**13. HEADINGS:**

The section headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

**14. MISCELLANEOUS:**

a. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all such counterparts together shall constitute one and the same Agreement.

b. This Agreement shall not be construed against either party because it may be responsible for drafting it or any provision therein.

c. The parties making, executing and delivering this Agreement have not been induced by any representations, statements, warranties or agreements other than those expressly set forth herein.

**15. FORCE MAJEURE:**

Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption in service resulting, directly or indirectly, from events or actions wholly beyond either parties' control, including, but not limited to, so called Acts of God (other than medical or mental disability), governmental orders or directives, civil or military authority, acts of public enemy, war, fires, explosions, earthquakes, floods, tornadoes, hurricanes, failure of transportation, strikes, or other such work interruptions of a similar nature beyond the reasonable control of either party.

**16. ENTIRE AGREEMENT:**

This Agreement, including any exhibits and addenda attached hereto, contains the sole and entire Agreement of the parties with respect to the subject matter hereof and no oral statement or written matter prior to the date of the Agreement shall have any force or effect.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF**, this Agreement has been executed by the parties hereto on behalf of the academic programs of COLLEGE and SCHOOL named below.

**SCHOOL**

South Lewis Central School District  
4264 County Road 43 PO Box 10  
Turin, NY 13473

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

**UTICA COLLEGE**

1600 Burrstone Road  
Utica, NY 13502-4892

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

THIS CONTRACT WAS INITIATED BY: Utica College Office of Educator Preparation  
[UCeducation@utica.edu](mailto:UCeducation@utica.edu) / 315.792.3815

**EXHIBIT A**

Information Required by SCHOOL regarding Student

**EXHIBIT B**

Individual Student's Plan

(to be separately determined for each Student)

2021-22 Music Department Budget

Description	Budget	Budget	Budget	Change	% Diff
	2019-20	2020-2021	2021-2022		
Equipment	2500	0	0	0	0%
Contractual	20175	19700	19500	-200	-1%
Mat & Supp	13524	13000	13000	0	0%
Textbooks	795	250	879	629	252%
Auditorium	5000	5000	5000	0	0%
Total	41994	37950	38379	429	1%

# 2021-22 Health Phys Ed Budgets

## Health Budgets

	2019-20	2020-21	2021-22	\$ Diff	% Diff
Equipment	1,725	0	1000	1,000	100%
Contractual	22,000	22,000	22,000	0	0%
Mat & Supplies	5,302	4,932	1,747	-3,185	-65%
BOCES	8,800	0	8,320	8,320	100%
<b>TOTAL</b>	<b>37,827</b>	<b>26932</b>	<b>33067</b>	<b>6,135</b>	<b>23%</b>

## PE Budgets-Mat & Supplies

Elementary	1153	971	738	-233	-24%
Middle School	4834	362	548	186	51%
High School	443	811	789	-22	-3%
<b>TOTAL</b>	<b>6430</b>	<b>2144</b>	<b>2075</b>	<b>-69</b>	<b>-3%</b>

<b>Athletics</b>	<b>156,879</b>	<b>162,175</b>	<b>158,649</b>	<b>(3,526)</b>	<b>-2%</b>
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<b>GRAND TOTAL</b>					
<b>Heath, PE, Athletics</b>	<b>201136</b>	<b>191251</b>	<b>193971</b>	<b>2540</b>	<b>1%</b>



## 2021-22 Athletic Budget

[illegible]

## 2021-22 Technology Budget

	2019-2020	2020-2021	2021-2022	Difference	% Difference
<b>Instructional Technology</b>					
Computer Hardware	20,000	20,000	20,000	-	0%
Computer Software	21,000	21,000	21,000	-	0%
Contractual	2,500	2,500	2,500	-	0%
Materials & Supplies	28,000	18,000	31,000	13,000	72%
Distance Learning	5,000	5,000	5,000	-	0%
ITC Equipment				-	
Furniture				-	
Cyber Security	-	3,000	3,000	-	0%
Admin Equipment	-	3,000	0	(3,000)	-100%
Multi-year Purchases	100,000	100,000	100,000	-	0%
				-	
	176,500	172,500	182,500	10,000	6%

2021-22 Buildings Grounds Budget

Account Code	Description	Budget 2019-20	Budget 2020-21	Budget 2021-22	Change	% Change
A1620.400	Sewer	\$ 14,000	\$ 15,000	\$ 15,000	\$ -	0%
A1620.400	Trash	\$ 26,500	\$ 26,500	\$ 24,000	\$ (2,500)	-9%
A1620.400	Other - Building	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%
A1620.400	Electricity	\$ 310,000	\$ 300,000	\$ 285,000	\$ (15,000)	-5%
A1620.400	Repairs	\$ 55,000	\$ 45,000	\$ 45,000	\$ -	0%
A1620.400	Telephone	\$ 38,000	\$ 35,000	\$ 35,000	\$ -	0%
A1620.400	Water	\$ 20,000	\$ 20,000	\$ 18,000	\$ (2,000)	-10%
A1620.500	Material & Supplies	\$ 140,000	\$ 150,000	\$ 150,000	\$ -	0%
A1620.500	Fuel - Heating	\$ 307,000	\$ 297,000	\$ 267,000	\$ (30,000)	-10%
A1621.200	Equipment	\$ 40,000	\$ 10,000	\$ 10,000	\$ -	0%
A1621.400	Energy - Performance	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%
A1621.400	Other - Exterior	\$ 55,000	\$ 45,000	\$ 45,000	\$ -	0%
A1621.500	Material & Supplies	\$ 35,000	\$ 32,000	\$ 30,000	\$ (2,000)	-6%
	<b>Totals</b>	\$ 1,140,500	\$ 1,075,500	\$ 1,024,000	\$ (51,500)	-5%

2021-22 Transportation Budget

Account Code	Description	Budget 2019-20	Budget 2020-21	Budget 2021-22	Change	% Change
A5510.200	Buses *****	\$ 314,250	\$ 356,485	\$ 372,664	\$ 16,179	5%
A5510.200	Equipment	\$ -	\$ -		\$ -	0%
A5510.400	Bus Driver Training	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
A5510.400	Insurance	\$ 64,000	\$ 64,000	\$ 64,000	\$ -	0%
A5510.400	Miscellaneous	\$ 17,000	\$ -	\$ 6,200	\$ 6,200	100%
A5510.400	Towing	\$ 500	\$ 500	\$ -	\$ (500)	-100%
A5510.400	License	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0%
A5510.400	Repairs	\$ 7,000	\$ 10,000	\$ 10,000	\$ -	0%
A5510.400	Conferences	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
A5510.490	BOCES	\$ 4,000	\$ 7,000	\$ 7,000	\$ -	0%
A5510.500	Material & Supplies	\$ 7,500	\$ 6,000	\$ 6,000	\$ -	0%
A5510.500	Gasoline/Diesel	\$ 205,000	\$ 185,000	\$ 150,000	\$ (35,000)	-19%
A5510.500	Tires	\$ 10,000	\$ 12,000	\$ 10,000	\$ (2,000)	-17%
A5510.500	Oil	\$ 3,600	\$ 3,600	\$ 3,000	\$ (600)	-17%
A5510.500	Parts	\$ 40,000	\$ 45,000	\$ 38,000	\$ (7,000)	-16%
A5510.500	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
A5510.500	Cleaning Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%

## 2021-22 Transportation Budget

A5510.500	Hand Tools	\$	1,000	\$	1,000	\$	1,000	\$	-	0%
A5530.400	Garage - Contractual	\$	3,500	\$	4,500	\$	4,500	\$	-	0%
A5530.400	Garage - Electricity	\$	12,000	\$	15,000	\$	15,000	\$	-	0%
A5530.400	Garage - Telephone	\$	3,000	\$	3,000	\$	3,000	\$	-	0%
A5530.400	Repairs	\$	4,000	\$	4,000	\$	4,000	\$	-	0%
A5530.500	Materials & Supplies	\$	1,500	\$	1,500	\$	1,500	\$	-	0%
A5530.500	Fuel Oil	\$	23,000	\$	23,000	\$	23,000	\$	-	0%
A5530.500	Cleaning Supplies	\$	1,000	\$	1,000	\$	1,000	\$	-	0%
								\$	-	
	TOTALS	\$	727,250	\$	747,985	\$	725,264	\$	(22,721)	-3%

2021-2022 Special Education Budget

			2019/20	2020/21	2021/22	Difference	% Change
<b>CSE- Office</b>							
	Evaluations		5000	2500	2500	0	0%
	Equipment		0	0	0	0	0%
	Contractual		1800	1800	1800	0	0%
	Materials & Supplies		500	500	500	0	0%
	<b>TOTAL</b>		7300	4800	4800	0	0%
<b>SPECIAL EDUCATION</b>							
	Equipment		5000	2500	2500	0	0%
	Contractual		8500	8500	8500	0	0%
	Textbooks		1300	800	300	-500	-63%
	Materials & Supplies		6000	6500	5000	-1500	-23%
	<b>TOTAL</b>		20,800.00	18,300.00	16,300.00	-2000	-11%
<b>PSYCHOLOGIST</b>							
	Equipment		0	0	0	0	0%
	Contractual		1300	1300	800	-500	-38%
	Materials & Supplies		1000	2000	2000	0	0%
	<b>TOTAL</b>		2300	3300	2800	-500	-15%
<b>GRAND TOTAL</b>			30,400	26,400	23,900	-2500	

2021-22 Elementary School Budget

Account	2019-20	2020-21	2021-22	Difference	% Change
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Materials	28000	18000	18000	0	0%
Contractual	750	750	750	0	0%
Textbooks	13000	13000	13000	0	0%
Totals	41750	31750	31750	0	0%

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District wide	6000	6000	6000	0	0%
Materials	2500	2500	2500	0	0%
Contractual	2500	2500	2500	0	0%
Textbooks				0	
Totals	11000	11000	11000	0	0%

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Materials	1126	1126	1126	0	0%
Books	4016	4016	4016	0	0%
Magazines	1076	1076	1076	0	0%
AV	670	670	670	0	0%
Totals	6888	6888	6888	0	0%

Art	1150	1150	1150	0	0%
Guidance	600	600	600	0	0%
MAP	350	350	350	0	0%
Totals	2100	2100	2100	0	0%

<b>Grand Total</b>	<b>61738</b>	<b>51738</b>	<b>51738</b>	<b>0</b>	<b>0%</b>
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2021-22 Middle School Budget

		2019-20	2020-21	2021-22	Difference	% Change
Office Contractual		900	900	900	0	0%
Office Materials		2000	1000	1100	100	10%
<b>Total</b>		<b>2900</b>	<b>1900</b>	<b>2000</b>	100	5%
Classroom Contractual	MAP	0	0	0	0	0%
	English	0	0	0	0	0%
	FCS	1000	1000	0	-1000	-100%
	Spanish	0	0	0	0	0%
	Math	0	0	0	0	0%
	Technology	0	0	0	0	0%
	Science	0	0	0	0	0%
	Social Studies	0	0	0	0	0%
<b>Total</b>		<b>1000</b>	<b>1000</b>	<b>0</b>	-1000	-100%
Classroom Textbooks	English	9775	9800	12400	2600	27%
	Math	4200	4900	4800	-100	-2%
	Science	1200	600	850	250	42%
	FCS	0	175	175	0	0%
	Guidance	2000	2300	2300	0	0%
	Social Studies	4800	1200	1100	-100	-8%
	Spanish	0	0	175	175	100%
<b>Total</b>		<b>21975</b>	<b>18975</b>	<b>21800</b>	2825	15%
Classroom Materials	English	900	800	700	-100	-13%
	FCS	2070	1600	2000	400	25%
	Spanish	200	590	200	-390	-66%
	Math	1100	700	1000	300	43%



2021-22 Middle School Budget

	Health	420	390	200	-190	-49%
	Technology	2000	2050	2550	500	24%
	Science	750	750	650	-100	-13%
	Social Studies	175	190	150	-40	-21%
	Art	850	850	850	0	0%
	Students Supplies	2500	2500	2500	0	0%
	Academic Banquet	3000	3000	3000	0	0%
<b>Total</b>		<b>13965</b>	<b>13420</b>	<b>13800</b>	<b>380</b>	<b>3%</b>
Guidance	Contractual	0	790	750	-40	-5%
	Mat & Supplies	3550	2000	1600	-400	-20%
<b>Total</b>		<b>3550</b>	<b>2790</b>	<b>2350</b>	<b>-440</b>	<b>-16%</b>
<b>Grand Totals</b>		<b>43390</b>	<b>38085</b>	<b>39950</b>	<b>1865</b>	<b>5%</b>

2021-22 High School Budget

		2019-20	2020-21	2021-22	Change	% Change
Office Contractual		4000	4000	4000	0	0%
Office Materials		6500	6500	6500	0	0%
School Supplies		3000	3000	3000	0	0%
<b>Total</b>		<b>13500</b>	<b>13500</b>	<b>13500</b>	<b>0</b>	<b>0%</b>
Classroom Equipment	Technology	15000	0	0	0	0%
<b>Total</b>		<b>15000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Classroom Contractual	Curriculum	5000	0	5000	5000	100%
	Agriculture	225	225	225	0	0%
	English	0	0	0	0	0%
	Technology	0	0	0	0	0%
	Math	0	0	0	0	0%
	Business	0	0	0	0	0%
	Science	400	400	400	0	0%
<b>Total</b>		<b>5625</b>	<b>625</b>	<b>5625</b>	<b>5000</b>	<b>800%</b>
Classroom Textbooks	Home & Careers	3600	0	0	0	0%
	Business	200	500	500	0	0%
	English	1600	200	2000	1800	900%
	Math	0	0	0	0	0%
	Science	6300	11500	1000	-10500	-91%
	Social Studies	0	0	0	0	0%
	Spanish	0	1200	0	-1200	-100%
	AP(College Texts)	2000	2000	2000	0	0%
<b>Total</b>		<b>13700</b>	<b>15400</b>	<b>5500</b>	<b>-9900</b>	<b>-64%</b>
Classroom Materials	English	0	200	100	-100	-50%
	Business	500	500	500	0	0%
	Agriculture	2200	2200	2200	0	0%
	Home & Careers	3000	3000	1600	-1400	-47%

2021-22 High School Budget

	Spanish	200	200	200	0	0%
	Health	500	500	500	0	0%
	Math	6000	200	1800	1600	800%
	Technology	4000	3000	2500	-500	-17%
	Science	2700	2000	800	-1200	-60%
	Social Studies	0	0	0	0	0%
	Art	3600	4000	4000	0	0%
	AIS	0	0	0	0	0%
<b>Total</b>		<b>22700</b>	<b>15800</b>	<b>14200</b>	<b>-1600</b>	<b>-10%</b>
Guidance	Contractual	3000	3000	3000	0	0%
	Tuition Reimbursement	15000	15000	15000	0	0%
	Materials and Supplies	1300	2000	2000	0	0%
<b>Total</b>		<b>19300</b>	<b>20000</b>	<b>20000</b>	<b>0</b>	<b>0%</b>
Library	Materials	3500	1500	3500	2000	133%
	Books	4000	2000	4000	2000	100%
	Magazines	500	500	500	0	0%
	AV/Ebooks	2000	1000	2000	1000	100%
	Contractual	0	0	0	0	0%
<b>Total</b>		<b>10000</b>	<b>5000</b>	<b>10000</b>	<b>5000</b>	<b>100%</b>
Robotics/FLL		<b>3000</b>	<b>3000</b>	<b>3000</b>	<b>0</b>	<b>0%</b>
<b>Grand Totals</b>		<b>102825</b>	<b>73325</b>	<b>71825</b>	<b>-1500</b>	<b>-2%</b>