

**Owen D. Young Central School District**  
**Board of Education Meeting**  
**April 19, 2023**  
**6:30 PM**

*The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.*

**AGENDA**

I. Call to Order - 6:30 p.m. – Library

II. Pledge to the Flag

III. Agenda:  
a. Review 4-19-23 agenda

IV. Minutes:  
a. Review April 3, 2023 minutes

V. Privilege of the floor

Persons wishing to speak should first be recognized by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic that they wish to discuss. Multiple persons addressing similar comments are required to be addressed by one spokesperson.

Topics must be addressed one at a time with each individual's comments limited to three (3) minutes for a total of twelve (12) minutes designated for the public comment session limited to topics listed on the agenda. Such limits may be reduced or expanded for a particular meeting by a simple majority of the Board.

The Board of Education and administration will consider all comments and will not comment or answer any questions before examining and evaluating relevant information. Once the Board of Education and administration have examined relevant information they may so choose to provide comment/response at the subsequent meeting during Routine Business, entitled “*Response to Privilege of the Floor*”.

VI. Guest Presentations  
a. None

VII. Executive session: Personnel  
To discuss items related to the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person; and to discuss student issues.

- VIII. New Business
  - a. Vote to approve the BOCES administrative Budget
  - b. Vote for members of the BOCES Board of Education
  - c. Vote to approve proposed 2023-2024 budget for public vote
  - d. Approve Library Proposition for proposed 2023/24 Tax Levy
  - e. Approve Memorandum of Understanding with Business Manager Seifried regarding 2022/23 vacation days.
  - f. Approval of Business Manager Contract Resolution for 2023-2026
  
- IX. Routine Business
  - a. Approve Poll Workers Jane Klump, Sue Jordan, Bonnie Nestle
  - b. Approve Designated Chief Election inspector Bonnie Nestle
  
- X. Policies
  - Approve 1<sup>st</sup> Reading Policy Number 7004 – Admission of Non-Resident Students.
  
- XI. Board Forum
  - a. President's Report
  - b. Round Table
  
- XII. Administrative Reports and Recommendations
  - a. Principal's Report
    - a. Discipline report –March 2023
  
  - b. Business Official's Report
    - a. Property Tax report card
  
- XIII. CSE/CPSE Recommendations: 4-19-23
  
- XIV. Personnel Actions:
  - a. Dated 4-19-23
  
- XV. Adjournment

**Owen D. Young Central School District  
Board of Education Meeting**

**April 3, 2023**

*The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.*

**Minutes**

President Marshall called the meeting to order at 6:30pm. Those present were led in the Pledge of Allegiance.

Present: Quendryth Marshall; President	Holly Pullis; Vice President	Ethan Durham; Trustee
Paul Kennerknecht; Trustee	George Mower; Trustee	Brennan Fahey; Superintendent
Fred Seifried; Treasurer	Jenn Jones; District Clerk	Sandy Sherwood; BOCES Superintendent
Richard Dando; Teacher	Trinity Darling; Student	Bob Teel; Student
Max Pullis; Student	Ranen Durham; Student	

The Board reviewed the April 3, 2023 Agenda and the March 13, 2023 Minutes. A typo was found and fixed on the minutes.

Mr. Dando led a presentation from the Ag/Tech program with Max Pullis and Ranen Durham to share various activities and learning experiences with the Board. Activities included field trips to Morrisville State College, Roedale Farm, and FFA events. On these trips students toured and learned about bio-engineering, power-line and cell tower building programs, agritourism, agriculture technology and equipment, animal husbandry, and more. The recent success with Ag-Literacy Week was discussed, as well as other Ag/Tech programs that are happening in ODY classrooms. This includes various pieces of equipment such as a 3D printer and a lathe, as well as projects such as residential wiring, building book cases, engravings, aquaponics and hydroponics, hatching of chicks, building a greenhouse and more.

Mrs. Sherwood discussed the BOCES Capital project and the various renovations and reorganizing that will be happening. She referred to the drawing from the architects to aid her explanations. She also detailed the process of searching for a new superintendent, where Herkimer BOCES is within the process, and the challenges and rewards of the Superintendent position.

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the Treasurer's Report for February 2023. **MOTION CARRIED 5:0**

Upon a motion by Trustee Kennerknecht, seconded by Trustee Mower, the Board approved items a-c listed below.

- a. Approve the 2023-24 BOCES service requests **MOTION CARRIED 5:0**
- b. Approve Municipal Cooperation Agreement with Herkimer County School Health Consortium.  
RESOLVED, that the Board of Education of the Owen D. Young Central School District hereby approves the amended and restated Municipal Cooperative Agreement to Provide Health Benefits, effective July 1, 2023, among the Member Districts of the Herkimer County Schools Health Insurance Consortium, and authorizes the BOARD PRESIDENT, Quendryth Marshall to execute the agreement on behalf of the Owen D Young Central School District.
- c. Approve three-year contract (2023/24, 2024/25 & 2025/26) for administrative computer services (copiers) with Oneida-Madison BOCES.

**RESOLUTION OF THE BOARD OF EDUCATION FOR  
THE OWEN D YOUNG CENTRAL SCHOOL DISTRICT**

**WHEREAS**, the Board of Education of the Owen D Young Central School District desires to enter into a 3 year contract with the Madison-Oneida BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 602-7710 Administrative Computer Services.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of the Owen D Young Central School District agrees to enter into a contract with the Madison-Oneida BOCES for the provision of said services to the District not to exceed \$37,110.00 plus related borrowing fees, plus Regional Information Center support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education, for a period of 3 year(s); 2022-23, 2023-24, 2024-25.

President Marshall and the Board discussed the STEM reports that were submitted by teachers for this meeting. It was noted that the Science Fair will be happening this year.

President Marshall shared updates from the Booster Club, including the progress on the Athletic Banquet.

The Board discussed the school's nonresident student policy and the criteria for successful applications; students are accepted based on class size, a student's academic performance and behavior.

Vice President Pullis commended the Drama club on their performances over the weekend. She also shared information from the start of baseball season, the Ag-Literacy program, and the BOCES Annual meeting.

The Board discussed looking into having a student representative as a non-voting member of the Board. It was agreed that they did not want to look into it for the coming year, but that they would like more information.

The Board discussed the Maintenance report that was submitted, commenting on an issue with the tractor, the gym basketball hoops, 2 bathrooms being locked to allow for closer student supervision, and the Teacherage boiler.

Superintendent Fahey updated the Board on the Capital Project progress; a tentative schedule of trades workers has been submitted and a Project Manager has been assigned.

The Board asked when the next long-term facilities report is due. It was answered that the survey is conducted every 5 years and the last survey was 2-3 years ago.

The Board discussed another round of advertising for bus drivers as well as additional forums to advertise through/on.

Mr. Seifried updated the Board on the Cafeteria balance and how the demo of the gas bus went.

Mr. Seifried reviewed updated numbers for the proposed budget, noting that it is an increase of 8% from last year, but that the tax increase will still be 2%.

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board entered Executive Session at 9:05pm. The Board exited Executive Session at 10:04pm. **MOTION CARRIED 5:0**

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the CSE/CPSE recommendations dated April 3, 2023. **MOTION CARRIED 5:0**

Upon a motion by Trustee Kennerknecht, seconded by Trustee Mower, the Board approved the Personnel Report dated April 3, 2023. **MOTION CARRIED 5:0**

Upon a motion by Trustee Kennerknecht, seconded by Trustee Mower, the Board adjourned the meeting at 10:06pm.

Respectfully submitted,

\_\_\_\_\_  
Jenn Jones; District Clerk

**Upcoming Events**

<b>April</b>		<b>May</b>	
31/1	School Musical 7:00 pm Willy Wonka Jr.	2-4	Grades 3-8 Math Assessments
3	Board of Education Meeting 6:30 Library	8	Annual Budget Hearing – 6pm Library
7-14	NO SCHOOL Spring Recess	8	Board of Education Meeting – Immediately after Budget hearing in Library
19	BOCES Budget Vote	12-13	NYSSMA Recital 6:00
19-21	Grades 3-8 ELA Assessments	16	Annual School Budget Vote – Noon til 8pm
		17	NYSSMA Recital 6:00
		19	Early Dismissal – 11:30 Superintendent’s Conference Day
		19	Kindergarten Registration & Screening 12-3pm
		27	Junior Prom at Beardslee Castle
		29	NO SCHOOL Memorial Day

**PERSONNEL REPORT; April 3, 2023**

As recommended by Superintendent Brennan Fahey, the Board approve the appointments and accept the resignations, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

1. Appointments:

a. Name:	Terri Steinbacher	b. Name:	Erin Folts
Position:	New Teacher Mentor (Edwards)	Position:	Summer Program Teacher
Effective Dates:	March 1, 2023- June 30, 2023	Effective Dates:	July 1, 2023 – August 31, 2023
Salary:	Stipend Per Contract	Salary:	\$25.00 per hour

2. Substitute cleaners:

a. Name:	Luke Doxtater	b. Name:	Carri Clements
Position:	Part-time Night Cleaner	Position:	Part-time Night Cleaner
Effective Dates:	July 1, 2022 – June 30, 2023	Effective Dates:	July 1, 2022 – June 30, 2023
Salary:	\$14.50 per hour	Salary:	\$14.50 per hour
c. Name:	Patrick Doody		
Position:	Part-time Night Cleaner		
Effective Dates:	July 1, 2022 – June 30, 2023		
Salary:	\$14.50 per hour		



To: Component School District Clerks

From: Shawn Maxson  
Clerk of the Herkimer BOCES

Date: March 27, 2023

Re: **Ballot for the Election of Members to the Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services and Vote on the 2023-2024 Proposed BOCES Administrative Budget**

---

April 19, 2023, has been designated as the date when component school boards will meet to vote on the annual election of members to the Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services and to vote on a resolution regarding the approval or disapproval of the proposed 2023-2024 Administrative Budget. Attached please find a ballot for the election to occur during an open session of your meeting. The members of the Board of Education of each component school district, by resolution, may cast one (1) vote for each vacancy to be filled.

Also included in this mailing is the required certification to be completed by the Clerk designating the outcome of your Board's vote regarding the approval or disapproval of the 2023-2024 proposed BOCES Administrative Budget. Once again, each of your Board members should cast a vote on the Administrative Budget with the highest number of votes determining your Board's approval or disapproval.

C/ Sandra Sherwood, District Superintendent  
Component Superintendents

Enclosures

**Herkimer-Fulton-Hamilton-Otsego**  
**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**BOCES BOARD ELECTION BALLOT**

There are four [4] vacancies on the Board of Cooperative Educational Services board of education to be filled at the annual election scheduled for April 19, 2023. The Board of Education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law §1950 (2-a). The district clerk or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" in the box to the left of the name of each candidate for whom a vote has been cast and by completing the certification below. Candidates are listed with their address and school district of representation.

**PLEASE CHECK A MAXIMUM OF FOUR BOXES BELOW**

Three [3] – Three-Year Terms of Office (July 1, 2023– June 30, 2026)

One [1] – One-Year Term of Office (July 1, 2023 – June 30, 2024) [Frankfort-Schuyler]

Michele Szarek  
120 MacArthur Road  
Cold Brook, NY 13324

Poland CSD – incumbent

Ronald Loiacono  
573 Meeting House Road  
West Winfield, NY 13491

Mount Markham CSD – incumbent

James (Bob) Schmid  
707 Military Road  
Dolgeville, NY 13392

Dolgeville CSD – incumbent

Kathleen Sarafin  
409 Second Avenue Ext.  
Frankfort, NY 13340

Frankfort-Schuyler CSD – incumbent

I, \_\_\_\_\_ District Clerk of the \_\_\_\_\_ School District do hereby certify that at a public meeting held on April 19, 2023, the Board of Education of the \_\_\_\_\_ School District adopted a resolution casting its vote or votes in the annual election of members of the Board of Cooperative Educational Services for the person or persons indicated on the above ballot.

\_\_\_\_\_  
Signature – District Clerk

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

Return this ballot to Shawn Maxson by 10am on April 20, 2023 via email [smaxson@herkimer-boces.org] or fax 315.867.2002

**Approval/Disapproval**  
**2023-2024 BOCES Administrative Budget**  
**\$3,985,465**

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_  
School District do hereby certify that at a public meeting held on April 19, 2023, the Board of  
Education of the \_\_\_\_\_ School District adopted a resolution  
**approving/disapproving** (*circle one*) the 2023-2024 Administrative Budget of the Herkimer-Fulton-  
Hamilton-Otsego Board of Cooperative Educational Services, as distributed to component districts at  
each Board presentation at a recent board meeting.

# of Board members present \_\_\_\_\_

# of **yes** votes \_\_\_\_\_

# of **no** votes \_\_\_\_\_

# of abstentions \_\_\_\_\_

\_\_\_\_\_  
Signature – District Clerk

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date







# Jordanville Public Library



**189 Main Street, P.O. Box 4 Jordanville, NY 13361 315-858-2874 [jordanville@midyork.org](mailto:jordanville@midyork.org)**

Owen D. Young School District  
Mr. Brennan Fahey, Superintendent  
P.O. Box 125  
Van Hornesville, NY 13475

Dear Superintendent Fahey:

The Jordanville Public Library was chartered in 1954 on the basis of serving the Public School District of Owen D. Young Central School and the Township of Warren. Currently over 900 school district residents are registered library users. As your partner in education, we promote reading readiness for the preschooler and provide resources and accessibility for school-age students working on homework, literacy, and research. We also promote 21st-century learning skills with technology and promote life-long learning. Our role as a school-based library is to both enhance, support and complement classroom learning.

Yet because libraries lack taxing power of their own, our resources do not begin to meet the needs of the community in terms of enhancing our technology inventory from new computers to upgrades necessary to maintain up-to-date WIFI versions for the 21st century and for maintaining our robust WIFI-lending program. Recently our payroll expense has dramatically increased due to the New York State mandate increasing minimum wage. Our operating budget also has seen recent increases due to the rise in heating oil and inflationary expenses.

As Trustees we continue our stewardship of the Jordanville Public Library. We are actively continuing to make capital improvements that are both necessary to maintain and repair the library, so it will continue to endure and support our community and patrons long into the future. The Trustees of the Jordanville Public Library request that a proposition be placed on the 2023 - 2024 school district budget ballot seeking a 4.9% tax increase. We look forward to working with you for the successful passage of our proposition on the upcoming budget ballot.

Respectfully submitted,

Lisa M. Wilber  
President, Board of Trustees

Cc Owen D. Young School Board - ATTN: Mrs. Marshall (President)  
Business Administrator  
Encl Proposition for Ballot



# Jordanville Public Library



189 Main Street, P.O. Box 4 Jordanville, NY 13361 315-858-2874 [jordanville@midyork.org](mailto:jordanville@midyork.org)

## **JORDANVILLE PUBLIC LIBRARY PROPOSITION**

Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Owen D. Young Central School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, in the amount \$32,150 which is an increase of 4.9% or \$1,529 more from the levy of \$30,621 in effect from 2022-2023.

Upon approval and vote of the taxpayers we are requesting the amount of \$32,150 which shall be paid to the Jordanville Public Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Owen D. Young Central School District.

YES \_\_\_\_\_

NO \_\_\_\_\_

---

## STUDENTS

### ADMISSION OF NON-RESIDENT STUDENTS

#### I. Admission Requests

- A. Non-resident families who wish to enroll children in the Owen D. Young Central School District shall submit a request in writing to the Superintendent.
- B. The following general conditions apply to all non-resident student enrollment requests:
  - a. There is sufficient space to accommodate the non-resident student;
  - b. No increase in the size of faculty or staff will be necessary;
  - c. Parents/guardians must work out transfer conditions with the home school district or provide their own transportation;
  - d. Preference will be given to children of faculty and staff
  - e. A non-resident student's continued attendance will be dependent on a student maintaining a 75 average in all subjects and compliance with the District's Code of Conduct and Student Attendance Policy in grades 6-12.
    - i. A student who is denied continued attendance in the District for disciplinary reasons is entitled to due process procedures for a student disciplinary hearing in accordance with the provision of the Education Law Section 3214.
    - ii. A student who is denied continued attendance for academic or attendance purposes shall be entitled to an informal conference with the Superintendent before any decision is made to terminate a student's attendance during or at the end of the school year for this reason.
  - f. All rules and regulations in effect for District students will be applicable to non-District students; and
  - g. Tuition may be charged to families of non-resident students in accordance with formulas approved by the State Education Department.
  - h. Non-resident students will not be considered after grade 9 unless previously having attended ODY or under special circumstances determined by the superintendent.

## POLICY

### STUDENTS

Draft 7/5/22

7004

#### ADMISSION OF NON-RESIDENT STUDENTS

- C. Although the Superintendent may make a recommendation to the Board on the issue of whether admission should be granted, the Board of Education shall have final approval on all non-resident student enrollment requests.

#### II. Tuition-Paying Students

##### A. Future Students

The children of families who have signed a contract to buy or build a residence in the School District may be enrolled for the semester in which they expect to become students. Non-resident tuition shall be charged, payable in advance, with an adjustment to be made when the family becomes a resident in the District.

##### B. Foreign Students

Students from other nations who are living with District residents may be enrolled at the discretion of the District. In accordance with federal law, a foreign student who attends a public secondary school under an F-1 Visa must reimburse the school district for the full unsubsidized per capita cost of providing education at the school during the students attendance. The administration is authorized to file with the U.S. Department of Homeland Security the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the district in accordance with the Student and Exchange Visitor Information System (SEVIS).

##### C. Other Non-resident Students

Non-resident students other than those affected by the above provisions may be accepted as tuition-paying students at the discretion of the Board of Education on an annual basis provided the general conditions listed above are met. Requests should be submitted to the Superintendent.

#### III. Non-Tuition Students

##### A. Former Students

Students of any grade who move from the Owen D. Young Central School District during the school year may be given permission to finish the semester in which the move occurs.

## POLICY

Draft 7/5/22

7004

### STUDENTS

#### ADMISSION OF NON-RESIDENT STUDENTS

Students who move from the District after completion of the first semester of the year preceding his/her anticipated graduation year may be given permission to remain in the Owen D. Young Central School District until graduation.

#### B. Foreign Exchange Students

Only foreign exchange students participating in a recognized Student Exchange Program under a J-1 Visa may attend District schools without payment of tuition. The administration is authorized to file with the U.S. Department of Homeland the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the district in accordance with the Student and Exchange Visitor Information System (SEVIS).

#### IV. Proof of Residency

Such documentary or sworn proof as shall be required by the administration or Board of Education must be furnished prior to the admission of any child residing in the District with a person not his parent or who is the child of a non-resident. The admission of homeless children and youth will be in accordance with law.

#### V. Reservation of Claims

Should a material misstatement of fact be made and relied upon by any administrator or the Board of Education in admitting a non-resident student without tuition, the Board of Education shall be entitled to recover the costs of instruction for the time the student was not authorized to attend a school in the District from the person having made the misstatement or from a person of parental relation to the student.

#### VI. Tuition Fees

- A. Where applicable, tuition fees are computed according to a formula established by the Commissioner of Education.
- B. Tuition of individual non-resident students shall be computed in advance at the time of enrollment. Methods of payment (e.g., monthly) may be arranged in the District Office and approved by the Superintendent. Non-resident status is contingent upon timely payment of tuition fees as established by the Board of Education.

POLICY

STUDENTS

Draft 7/5/22  
7004

ADMISSION OF NON-RESIDENT STUDENTS

VII. Legal Residence

Parents who maintain more than one residence but whose legal residence for the purposes of voting or filing income taxes is within the District are eligible to send their children to District schools. However, school tax payments of non-residents who own assessable property in the District will be deducted from any tuition charges levied against such non-resident students.

---

Owen D. Young Central School District

Legal Ref: 8 USC Chapter 12; Ed Law Sections 1709(13), 2045 and 3202, 8 NYCRR Section 174.2

Adopted: 07/04/14

Revised: 04/10/17



# Regulation

Draft 04.19.2023

STUDENTS

7004.1

## NON-RESIDENT STUDENT AGREEMENT

In Consideration of my admission as a non-resident student for the 202\_ - 202\_ school year, the following assurances are given:

- I have read the Student Code of Conduct, and I am familiar with its contents;
- I will comply with the Code of Conduct and, if I do not do so, I understand that my non-resident student status may be revoked by the Superintendent after notification to me of my infraction and an opportunity to be heard;
  - In addition, I understand to continue attending Owen D. Young CSD I must maintain a minimum of a 75 average in all subjects.
- I understand that if the required tuition payment is not paid when due, my non-resident status may be terminated by the Superintendent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

The undersigned understands that the tuition charge for admission of \_\_\_\_\_  
(name of student) is \$ \_\_\_\_\_ for the 202\_\_ - 202\_\_ school year. I/We promise to pay such sum as follows:

I/We understand that, if payment is not made as promised, the Superintendent may terminate non-resident status of \_\_\_\_\_ (name of student), and the school district may take appropriate action to collect such sum.

If the district terminates the non-resident student status because of failure to comply with the Student Code of Conduct and agreed upon conditions of attendance, I/We understand that full tuition is still due and that there will be no refund of any monies paid.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s)

\_\_\_\_\_  
Parents(s)/Guardian(s)

Owen D. Young Central School District  
Approved by the Superintendent: 01/09/17, \_\_\_\_\_

# Regulation

Draft 04.19.2023

STUDENTS

7004.1

## NON-RESIDENT STUDENT AGREEMENT

In Consideration of my admission as a non-resident student for the 202\_ - 202\_ school year, the following assurances are given:

- I have read the Student Code of Conduct, and I am familiar with its contents;
- I will comply with the Code of Conduct and, if I do not do so, I understand that my non-resident student status may be revoked by the Superintendent after notification to me of my infraction and an opportunity to be heard;
  - In addition, I understand to continue attending Owen D. Young CSD while in grades six through twelve, I must maintain a minimum average of 75 in all subjects.
- I understand that if the required tuition payment is not paid when due, my non-resident status may be terminated by the Superintendent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

The undersigned understands that the tuition charge for admission of \_\_\_\_\_  
(name of student) is \$ \_\_\_\_\_ for the 202\_\_ - 202\_\_ school year. I/We promise to pay such sum as follows:

I/We understand that, if payment is not made as promised, the Superintendent may terminate non-resident status of \_\_\_\_\_ (name of student), and the school district may take appropriate action to collect such sum.

If the district terminates the non-resident student status because of failure to comply with the Student Code of Conduct and agreed upon conditions of attendance, I/We understand that full tuition is still due and that there will be no refund of any monies paid.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s)

\_\_\_\_\_  
Parents(s)/Guardian(s)

=====

Owen D. Young Central School District  
Approved by the Superintendent: 01/09/17, \_\_\_\_\_



# Discipline Report

March 2019-March 2023

	March 2019	March 2020	March 2021	March 2022	March 2023
Did not abide with school rules	7	7	0	15	20
Inappropriate behavior	1	1	1	12	16
Disrespectful to Staff Member	0	4	0	3	5
Disruption of Education	6	0	1	4	3
Insubordination	6	3	1	1	9
Missed or skipped class	0	4	0	6	0
Inappropriate Language	1	0	0	0	1
Uncooperative	0	0	8	0	0
Destruction or damage to school property	0	0	0	1	0
Late to Class	2	1	0	1	1
Violation of COVID-19 safety protocols	0	0	0	0	0
Uncooperative	0	1	1	1	1
Inappropriate use of cell or electronic device	0	0	1	2	0
Misuse of computer account	0	0	0	0	0
Left class without permission	0	1	0	0	1
Excessive Talking	0	1	0	0	7
Lying	0	0	0	2	5
Threats	1	1	0	0	0
Profanity or Gestures	0	0	0	0	0
Fighting	0	0	0	2	0
Unexcused absences	0	0	0	0	0
Frequently Late to Class	0	0	0	0	0
Theft	0	0	0	0	0
Threatening to harm staff	0	0	0	0	0
8. Use, Possession, or Sale of Drugs	0	0	0	0	0
Driving/Riding/Parking infraction	0	0	0	0	0
Inappropriate attire	0	0	0	0	0
Smoking	0	0	0	0	0
Inappropriate display of affection	0	0	0	0	0
Pass abuse	0	0	0	0	0
Sexual Harassment	0	0	0	1	0
Skipped or missed detention	0	0	0	0	0
<b>Total Offenses:</b>	<b>24</b>	<b>24</b>	<b>13</b>	<b>51</b>	<b>69</b>



**Owen D. Young CSD; BOE Activity Report**  
**IT Department**  
**April 2023**  
**Oleg Verenich**

**Student Updates**

Addressed Device Repair Requests  
Supported Student Password Resets  
Supported Student Device Network

**Teacher Updates**

Supported Teacher Password Resets  
Supported Instructional Software  
Supported ClassLink Launchpad for Students and Teachers

**Classroom Updates**

Reviewed Wireless Network SSID's  
Obtaining Quotes for Classroom Technology Upgrades under REAP and ESSER Grants

**District Updates**

Received Server for Day Automation Capital Project BAS Server  
Reviewed Switches in Server Room  
Reviewed Warranty End Dates for Current Servers  
Reviewed and Processed District Multi-Year Digital Printer Plan





# Madison-Oneida

Board of Cooperative Educational Services

Lead • Partner • Innovate • Excel

## LABOR RELATIONS & POLICY OFFICE

Phone: 315.361.5522 ♦ Fax: 315.361.5595

JUSTIN R. MURPHY, Director of Labor Relations and Policy Services, [jmurphy@moboces.org](mailto:jmurphy@moboces.org)

KRISTINE A. KIPERS, Labor Relations Specialist, [kkipers@moboces.org](mailto:kkipers@moboces.org)

STEPHEN L. PEARCE, Labor Relations Specialist, [spearce@moboces.org](mailto:spearce@moboces.org)

KIMBERLY A. KOLCH, Labor Relations Specialist, [kkolch@moboces.org](mailto:kkolch@moboces.org)

ANDREW V. LALONDE, Labor Relations Specialist, [alalonde@moboces.org](mailto:alalonde@moboces.org)

DAVID M. PELLOW, Labor Relations Specialist, [dpellow@moboces.org](mailto:dpellow@moboces.org)

CARRIE C. REILLY, Labor Relations Specialist, [creilly@moboces.org](mailto:creilly@moboces.org)

JULIA F. DEPIETRO, Paralegal, [jdepietro@moboces.org](mailto:jdepietro@moboces.org)

KATHLEEN L. PARKER, Senior Office Specialist, [kparker@moboces.org](mailto:kparker@moboces.org)

*You have received a copy of this Update because your District/BOCES subscribes to our Board Policy Service.*

**April 10, 2023**

## USE OF VIDEOCONFERENCING FOR BOARD MEETINGS

---

### **Why have we prepared this update?**

Prior to the COVID-19 pandemic, Districts/BOCES were allowed to have meetings via videoconferencing where certain requirements were met under Public Officers Law §103. This included the requirement that the notification of the meeting include the locations where Board members appearing via videoconferencing, so that the public could attend at those locations if they chose.

During the pandemic, executive orders allowed Boards to hold wholly virtual meetings with certain regulations. Those executive orders have since expired. In their place, the legislature added New York State Public Officers Law §103-a to allow Boards of Educations to offer virtual board meetings when members cannot be present due to “extraordinary circumstances”. This new law also includes requirements for who counts towards a quorum and other modifications for those Districts/BOCES who choose to adopt this manner of meeting.

According to the Committee on Open Government, which is responsible for interpreting the Open Meetings Law, the new POL §103-a does not change the authority that educational agencies have to conduct Board meetings via videoconferencing prior to 2022.

## How Do the Two Procedures Differ?

We have attached a chart that compares the requirements that educational agencies must meet to exercise their authority under Section 103 and their separate authority under Section 103-a.

There are two **key differences** between the two procedures:

- **Extent of Public Access:** an educational agency may proceed under Section 103 if members of the public will be admitted to each and every physical location where a Board member is located when accessing the meeting by videoconference; whereas, videoconferencing may be used under Section 103-a as long as the public is given access to one or more physical locations where the quorum of Board members is present, and
- **Justification for Videoconferencing:** no special reason is necessary to use videoconferencing under Section 103, whereas “extraordinary circumstances” must impede the ability of a Board member to attend the physical meeting location in order to proceed under Section 103-a.

## An Educational Agency May Use Neither, Either, or Both Procedures

An educational agency may choose to conduct all of its Board meetings the “old school” way, with Board members expected to attend at the designated physical location, and the public given access at that location. An educational agency choosing this approach should review any existing Board Policy that is applicable, but probably does not have to take any additional action at this time.

An educational agency that wishes to retain the option to proceed with videoconferencing under Section 103 (Public Access at All Locations/No Special Reason) need not adopt a specific Board Policy, but we recommend that any existing Board Policy on Board Meetings be revised to explicitly authorize the use of videoconferencing in compliance with Section 103. The enclosed Template Policy offers one version of such language.

An educational agency that wishes to retain the option to proceed with videoconferencing under Section 103-a (Limited Public Access/Extraordinary Circumstances) must adopt a resolution after holding at least one public hearing. The public hearing requirement can be met by including an agenda item for public discussion of the use of videoconferencing at one meeting, and taking Board action at the next Board meeting. A resolution adopting the required Board Policy satisfies the resolution requirement. Again, the enclosed Template Policy offers one version of language to accomplish this goal.

An educational agency can retain the option to use either of the procedures in appropriate circumstances by adopting appropriate language as shown in the enclosed Template Policy.

## What are the recommended actions for Districts/BOCES?

- **Option 1:** If your District/BOCES has chosen not to offer the ability for Board members to appear via videoconferencing for “extraordinary circumstances” and continue with the procedure in place pre-pandemic, **no further action is required**. You do not need to notify the Policy Service if the District/BOCES is not making changes.

- **Option 2:** If your District/BOCES would like to include the option for videoconferencing under the new law, Public Officers Law 103-a, the following actions must take place:
  1. Contact Kati Parker ([kparker@moboces.org](mailto:kparker@moboces.org)) or Julia DePietro ([jdepietro@moboces.org](mailto:jdepietro@moboces.org)) to prepare the revised policies for presentation to the Board. If your current policies differ from our template, please call or email and we will consult with you regarding making comparable changes to your existing policy.
  2. Schedule a public hearing and pass a Board Resolution authorizing the use of videoconferencing pursuant to Public Officers Law 103-a following the hearing.
  3. Once the Resolution has passed, adopt any revised Policies that address holding meetings via videoconferencing.
  4. After the Board approves the Policies, take these three steps:
    - a. Advise Kati Parker ([kparker@moboces.org](mailto:kparker@moboces.org)) of the Policy numbers, revisions and Board action date, and we will update your Policy manual and your online policy; and
    - b. Identify which district staff are affected by the Policies or accountable for implementing the Policies and inform them of the revisions. This includes providing a copy of the new/revised Policies to all employees affected.
    - c. Post any notices to the District/BOCES website, as required.
  5. The District/BOCES should put into place any necessary procedures that comply with the Board Resolution and Public Officers Law. This includes but is not limited to ensuring procedures are in place so that notices, documents, minutes, and recordings are posted timely and as required.

If you have additional questions or concerns, please feel free to contact our office. Thank you.



**Two Paths to Conducting Board Meetings By Videoconference  
A Comparison of Sections 103 and 103-a of the Public Officers Law**

	Public Access to All Locations (Section 103)	Public Access to Limited Locations (Section 103-a)
Must a Board of Education conduct meetings by videoconference?	No. A Board of Education may choose to conduct all of its meetings in the traditional manner, with all Board members expected to physically attend at the designated location, with standard public notice and public access under the Open Meetings Law.	
Must a Board of Education adopt a policy or take other action concerning videoconference meetings?	There is no requirement that a Board of Education adopt a policy before using videoconferencing as authorized by Section 103. It is only necessary that all of the statutory requirements described below be met. However, we <b>recommend</b> that any Board Policy addressing meeting procedures be revised to reflect how the Board will comply with Section 103, as reflected in the enclosed Draft Policy.	To use videoconferencing as authorized by Section 103-a, a Board of Education <b>must</b> adopt a resolution after a public hearing, and must adopt a policy and procedures that are consistent with Section 103-a. The policy and procedures must be posted on the educational agency's website. The enclosed Draft Policy illustrates one way to do this.
Must there be special circumstances to justify conducting a Board meeting by videoconference?	No. As long as the public notice and public access requirements of Section 103 are met, it does not matter why videoconferencing is used to conduct a particular meeting.	Yes. The Section 103-a authorization can only be used if the remote appearance of a Board member is necessitated by "extraordinary circumstances" that preclude the Board member's physical attendance at the primary meeting location. "Extraordinary circumstances" include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event.
What must be included in the public notice of the Board meeting if videoconferencing will be used?	Under both options, when videoconferencing is used for a Board meeting, the public notice must inform the public: <ul style="list-style-type: none"> <li>• that videoconferencing will be used;</li> <li>• where the public can view and/or participate and identify the physical location or locations where the public can attend; and</li> </ul>	



	<ul style="list-style-type: none"> <li>• where required documents and records will be posted or available.</li> </ul> <p>Members of the public must have the opportunity to view the meeting and participate in real time. Public comments/participation should be allowed under the same rules or procedures that a person would participate at a physical location (i.e. time limits, manner in addressing the Board, etc.).</p>	
Must the public be allowed to attend the meeting from wherever a Board member is located when videoconferencing is used?	Under Section 103, a member of the public must be able to attend the meeting at any location where a Board member is connecting to the meeting.	Under Section 103-a, a member of the public must be given access to the location of the physical meeting where the quorum requirement will be met.
How is a quorum determined when a Board meeting is held with videoconferencing?	Under Section 103, if proper public notice has been given and members of the public are admitted to any location where a Board member is located, all Board members joining by videoconference count toward a quorum.	Under Section 103-a, only the Board members attending the meeting at the primary physical location or other locations open to the public can be counted toward a quorum.
Which Board members can vote when a Board meeting is held with videoconferencing?	Under Section 103, if proper public notice has been given and members of the public are admitted to any location where a Board member is located, all Board members joining by videoconference may vote.	Under Section 103-a, if a quorum of Board members is present at the primary physical location or other locations open to the public, then those Board members attending by videoconference may vote.
Are there special requirements for keeping minutes when a Board meeting is held with videoconferencing?	Under Section 103, there are no special requirements.	Under Section 103-a, the minutes must identify which members attended remotely.
Must the Board meeting be recorded if videoconferencing is used?	Section 103 does not address this.	Section 103-a requires that whenever videoconferencing is used recordings must be posted or linked on the educational agency's website within five (5) business days following the meetings and remain available for at least

		five (5) years. Recordings must be transcribed upon request.
Must an educational agency maintain an official website if it uses videoconferencing to conduct Board meetings?	Section 103 does not require this.	Under Section 103-a, an educational agency using the "extraordinary circumstances" authorization for videoconferencing <b>must</b> maintain an official website.
What documents must be available to the public before a Board meeting conducted with videoconferencing?	The same requirements of Public Officers Law 106 apply when using either option of videoconferencing and for having in person meetings. In 2021 POL §106 was modified to require District/BOCES Boards to post records and documents scheduled to be discussed during an open meeting, such as any proposed resolutions, laws, rules, regulations, policies, or any amendments thereto, must be made available upon request to the extent practicable at least twenty-four (24) hours prior to the meeting. If these documents are requested, Districts/BOCES may provide copies for a reasonable fee. (See, Public Officers Law §106)	
What steps must be taken to make the Board meeting accessible to the public when videoconferencing is used?	<p>Districts/BOCES using this technology must allow access to those members of the public with disabilities consistent with Americans with Disabilities Act (ADA), as amended, and its guidelines. Disability has the same meaning in the ADA as it is defined in Section 292 of the Executive Law. Examples of some of the technologies that a Board could use to achieve compliance include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Sign language interpreters</li> <li>• Captioning</li> <li>• Audio descriptions</li> <li>• Use of enhanced audio and video equipment</li> <li>• Screen readers or enlargements app</li> </ul>	

---

## SCHOOL BOARD OPERATIONS

### REGULAR BOARD MEETINGS

#### I. Statement of Policy

Board of Education (the Board) meetings shall be open to the public except those portions of the meetings which qualify as executive sessions. Any official convening of a public body for the purpose of conducting public business and a “public body” is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees.

#### II. Notice of Meeting

- A. For Board meetings scheduled at least one week in advance, public notice shall be given at least seventy-two (72) hours before the meeting and shall also be conspicuously posted on the District/BOCES website.
- B. For Board meetings scheduled less than a week in advance, public notice shall be given at a reasonable time before the meeting in accordance with the Open Meetings law and shall also be conspicuously posted on the District website.
- C. The \_\_\_\_\_ District/BOCES shall post, notice of the time and place of the meeting and, if applicable, the web address to view the livestream, conspicuously on the District’s internet website.
- D. Regular monthly meetings of the Board shall take place on the day and time designated by the Board at the Organizational Meeting, except as modified at subsequent meetings of the Board. The Board shall make all reasonable efforts to ensure that meetings are held in facilities that can accommodate members of the public who wish to attend and that permit barrier-free access to the physically handicapped.
- E. It is the responsibility of the (District) Superintendent to prepare the agenda and review it with the Board President for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Friday before each regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, the request should be made to the (District) Superintendent so that it can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, a request shall be addressed to the (District) Superintendent. The (District) Superintendent shall present the matter to the Board.



## POLICY

Draft 4.10.2023  
2300

### SCHOOL BOARD OPERATIONS

#### REGULAR BOARD MEETINGS

- F. Agency records available to the public and any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is on the Board's agenda for the meeting shall be made available, upon request, at least twenty-four (24) hours prior to the meeting during which the records will be discussed. Copies of these records may be made available for a reasonable fee. If applicable, the records shall be posted on the website to the extent practicable at least twenty-four (24) hours prior to the meeting.

#### III. Option 1 – Use of Videoconferencing from Locations Where the Public Can Attend

- A. If and when videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used; where the public can view and/or participate in the meeting; where required documents and records will be posted or available; and identify the physical location(s) for the meeting where the public can attend.
- B. Board meetings that are broadcast or that use videoconferencing shall use technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines.

#### III. Option 2 – Use of Videoconference from a Private Location When Extraordinary Circumstances Exist

- A. When a member or members are unable to be present at a meeting due to extraordinary circumstances, the Board has opted to allow for the member or members to appear via videoconferencing pursuant to Public Officers Law 103-a. In order to comply with the law, the Board has adopted a resolution authorizing the use of videoconferencing.
- B. The Board shall maintain a website and post this Policy and any additional written procedures governing member and public attendance on the District/BOCES website.
- C. A minimum number of members must be present to fulfill the quorum requirement in the same physical location or locations where the public can attend.
- D. Members of the Board shall be physically present at meetings unless a member is unable to be physically present at a public meeting location due to extraordinary circumstances, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
- E. The Board shall provide an opportunity for the public to attend, listen and observe meetings in at least one physical location at which a Board member participates.

POLICY

Draft 4.10.2023  
2300

SCHOOL BOARD OPERATIONS

REGULAR BOARD MEETINGS

- F. Except in the case of executive sessions, Board members appearing virtually shall be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
- G. The Board shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized. The Board shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.
- H. Each Board meeting conducted using videoconferencing shall be recorded. The recordings shall be posted or linked on the public website of the public body within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter. Recordings shall be transcribed upon request.
- I. Board meetings that are broadcast or that use videoconferencing shall use technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines.

IV. Duties of the District Clerk

The District Clerk shall notify the members of the Board in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

V. Postponing a Meeting

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

VI. Attendance of the Superintendent

The Superintendent shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern the evaluation, employment status, and salary determination of the Superintendent. The Board may request the attendance of additional persons as it desires.

POLICY

SCHOOL BOARD OPERATIONS

Draft 4.10.2023  
2300

REGULAR BOARD MEETINGS

---

\_\_\_\_\_ Central School District  
Cross Ref: 2303, Minutes  
Legal Ref.: NYS Education Law §§1606, 1708, 1709 and (CITY) 2504; Public Officers Law  
§§102, 103, 103-a (*video conferencing*), 104; and General Construction Law §41  
Adopted: \_\_\_\_\_



SCHOOL BOARD OPERATIONS

BOARD OF EDUCATION MEETING MINUTES

I. Policy Statement

The minutes of Board of Education (the Board) meetings are a legal record of the activities of the Board. The minutes of all Board meetings shall be kept by the District Clerk of the \_\_\_\_\_ District (the District), or in their absence, by the (District) Superintendent or designee. The minutes shall be complete and accurate and stored in a minutes file.

II. Contents

- A. The minutes of each meeting of the Board shall consist of a record or summary of all motions, proposals, resolutions, and other matters formally voted upon and any action taken by the Board, including the vote itself.
- B. If using videoconferencing for a meeting, the minutes will reflect which members appeared virtually.

III. Availability

- A. Minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction. If the District/BOCES maintains a website, minutes shall be posted on the website within two (2) weeks from the date of the meeting.
- B. If Choosing Videoconferencing for Members under Extraordinary Circumstances (i.e. Option 2) -

When videoconferencing is used from a private location pursuant to Policy \_\_\_\_\_, Regular Board Meetings, the video recordings shall be posted or linked on the District/BOCES website within five (5) business days following the meeting. The recordings shall remain available on the website for a minimum of five (5) years. Recordings shall be transcribed upon request.

IV. Executive Session

- A. Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record or summary of the final determination of such action, the date, and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

- B. If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session and, if the District/BOCES maintains a website, posted or linked online.

---

District/BOCES

Legal Ref.: NYS Public Officers Law §106; 103-a (*video conferencing*)

Adopted: \_\_\_\_\_