

**CLYMER CENTRAL SCHOOL**  
**Board of Education**  
**Organizational Meeting and Regular Meeting**  
**H. S. Library**  
**Date: July 7, 2015**  
**Time: 4:00 PM**

Call To Order

Pledge to the Flag

Election of Officers (President & Vice President)

Presentation: Kids Hope

Administration of Oath of Office of District Clerk by Superintendent

Administration of Oath of Office to Board members and Superintendent by District Clerk

Board Appointment of Officials:

Tax Collector – (Wendy Waite)

District Treasurer (Annette Rhebergen) - \$4477.15

District Clerk – (Kristin Irwin) - \$2500.00

Claims Auditor – (Dianne Einink) - \$1843.25

Other Appointments:

District External Auditor (R.A. Mercer) - \$12,600.00

School Insurance Coverage – Deuink Insurance Agency - \$47,242.00

Student Accident Insurance Coverage – Deuink Insurance Agency – \$7791.62

Asbestos Designee (Supt. of Buildings and Grounds)

Director of Special Education- (Emily Harvey)

Alternate CSE/CPSE Chairperson-(Sonja DuBois)

Title IX Compliance Officer (Edward Bailey)

Section 504 Coordinator –Secondary (Lori Svenson)

Section 504 Coordinator- Elementary (Corey Rhodes)

School Attorney Lundberg & Gustafson  
\$170.00 per hr.

Hodgson & Russ

Hourly Rates	\$252 – for partners
	\$238 – for senior associates
	\$215 – for associates
	\$115 – for legal assistants
	\$168 – law clerks

Harris Beach

Hourly Rates	\$235 – for partners
	\$215 – for associates
	\$205 – consultants
	\$95 – paralegals

**Health Assistant (Ginna Newton)**

**Records Access Officer (Annette Rhebergen)**

**Treasurer of Extra-class Activities Account (Kristin Irwin)**

**Deputy Treasurer of Extra-class Activities Account (Edward Bailey)**

**Appoint Co-Directors of Physical Education (Superintendent & Irvin King)**

**Appoint Dignity Act Coordinator – (Edward Bailey & Sonja DuBois)**

**Homeless Liaison – (School Counselor)**

**Title I Grants (Lynne Bemis)**

**Title I Coordinator (Sonja DuBois)**

**Newsletter Editor – Lisa Perry - \$300.00 per issue**

**Appoint Judy Heidler as substitute caller at the rate of \$6000 per yr. through 2017-18.**

**Deputy District Treasurer – Brynne Hinsdale**

**Bonding of Personnel:**

**Tax Collector - \$2 million**

**District Treasurer - \$1 million**

**District Clerk - \$25,000**

**Treasurer of Extra-class Activities Account - \$25,000**

**Claims Auditor - \$25,000**

**Designations:**

**Official Depository for District Funds: Community Bank, N.A.**

**Other Banks used by District: MBIA (NY Class), Key Bank, Chase**

**Official District Newspaper: Jamestown Post Journal**

**Authorizations:**

**Person to Certify Payrolls: Superintendent**

**School Purchasing Agent: Superintendent**

**Substitute School Purchasing Agent: School Business Official**

**Attendance at All Conferences, Conventions, etc. with Designated Expenses: Superintendent**

**Establish 2 Petty Cash Funds in the Amount of \$100 each – 1-Principal, 1-Superintendent**

**Designate the Authorized Signatures on Checks: Treasurer**

**Superintendent to Approve Unlimited Budget Transfers up to \$25,000.**

**Superintendent to Approve and Review Journal Entries**

**Superintendent to apply for Grants in Aid**

**Wire Transfers – Brynne Hinsdale and Annette Rhebergen**

**Investments – School Business Official**

Use of Credit Card – Superintendent, School Business Official

Payment in advance of audit of claims for public utility service, postage, freight and express charges

**Other Items:**

Establish Mileage Reimbursement Rate: \$.40/ Mile (State \$.57.5 per mile)

Establish Bus Mileage Rate: \$1.00 per mile for community groups

Set the Official Date and Time for Regular Board Meeting – Second Monday at 4:00 – unless otherwise scheduled

Appoint Board Members to the Following Committees:

Transportation  
Buildings and Grounds  
Internal Auditor (Chairperson of Audit Committee)  
Negotiations  
Cafeteria  
Board Policies

Appoint Members to the Committee on Special Education for 2015-2016

CSE Chairperson – Emily Harvey

As Appropriate:

Principal	School Psychologist
Parent Advocate	Special Education Teacher
General Education Teacher	Service Provider(s)
School Nurse	Guidance Counselor
Student	Parent
School Physician	

Appoint Members to the Committee on Pre-school Special Education for 2015-2016

CPSE Chairperson – Emily Harvey

Chautauqua County Health Department

As Appropriate:

Parent Advocate	General Education Teacher
Service Provider(s)	Special Education Teacher
School Nurse	Pre School Teacher
Parent	Student
School Physician	

Appoint Legislative Liaison for NYSSBA/CCSBA

Re-adopt Clymer Central School Board Policies and Code of Ethics

Adopt return Check Charge - \$18.00

Adopt Resolution for employees medical exam

Re-Adopt Mission Statement

We will provide all students the  
opportunity to learn today so they may  
contribute to a better tomorrow.

Establish Tuition Rate – Grandfathered students - \$200.00

Set Substitute Rates - Non-Certified - \$80.00

Certified - \$80.00

Registered Nurse - \$80.00

Bus Driver - \$13.17 pr. hr.

**Approve Participation in National School Lunch Program**

**Approve Cafeteria Lunch prices for 2015-2016**

Student Breakfast - \$1.25  
UPK-8 Lunch - \$1.90  
9-12 Lunch - \$2.00  
Adult Lunch - \$3.78 including tax

**Approve Maintenance Agreements and Contracts**

Employee Assistance Program - \$2475.00  
Smart/Edge - \$23,877.00  
Simplex Grinnell - \$8,480.00 fire alarm, access control and intrusion  
Simplex Grinnell - \$789.00 for monitoring  
Energy Enterprises - \$295.00 per mon. for auditing/counseling  
Ronco – Telecenter 21 - \$2,623.20  
MATV - \$3,039.48  
Telephone – \$8484.96  
AVST- 5367.80 for three years  
VeraSmart - \$588.13  
Schindler Elevator Corporation - \$2040.00 annually for elevators (2)  
Comfort Pest Control – 13 visits @ \$45.00 per visit  
Chaut. Transportation -  
Sara Sullivan – Physical Therapist - \$60.00 per hr.  
Kim Phillips – Occupational Therapist  
Dr. Kurt Lund - \$6500. Per yr. plus \$20.00 per bus driver for 19A physicals  
Municipal Solutions - \$1,900.00 / \$125.00 per hr.  
Call One Now – BOCES – not to exceed \$750.00  
US Bank Lease - \$247.50 per mo.  
“ “ “ \$288.00 per mo.  
\$334.14 per mo.  
\$390.14 per mo.  
Alps Elevator - \$555.00 (state inspection)  
Mark Summers – FFA land lease - \$200.00  
FSC Systems LLC - \$230.00 annually for monitoring bus garage alarm system  
FSC Systems LLC - \$322.00 Fire Alarm Service Agreement  
JCC College Connections – fees & tuition as billed  
Erie 2 BOCES Workers Compensation Consortium – based on audited payrolls  
Lakeshore Employee Testing Services -  
Credit Card Limits: Chase Ink \$5000.  
Sears Com. One \$1000.  
Windstream Long Distance - \$.05  
School Dude: \$817.00  
Chautauqua County School Boards Association Membership Dues - \$950.00

**Sign Conflict of Interest Statements**

**Approve Occasional Drivers:**

Ed Bailey, Lynne Bemis, Irvin King, Daland Perry, Lisa Perry, Marc Heiser, Pam Morton, Scott Neckers, Dan White, Ray Shrout, Dave VanEarden, Kathleen Whitmore, Annette Williams, Sue Crandall, Cheryl Burk, Dave Bodamer

**Regular Meeting**

**Amendments to the Agenda**

**Public Comment**

**Consent Items**

Approve Minutes of Previous Meeting  
Approve Treasurer’s Report  
Approve Audit Report  
Approve CSE Recommendation(s)

**Old Business**

**Second Reading of the following Policies:**

- School Food Service Program #5660
- Weapons in School and the Gun-Free Schools Act #7360
- Prohibition of Weapons on School Grounds #3411
- Use of School District Trademarks and Service Marks #5673
- Testing Misconduct and Mandatory Reporting Requirements #6112
- Alcohol, Tobacco, Drugs and Other Substances (Students) #7320
- Information Security Breach and Notification #5672
- Employee Grievances #6122

**New Business**

**First Reading of the following Policy:**

- Sports and the Athletic Program #7420

**Accept the 2014-2015 Extra-Curricular Activity Fund Final Report**

**Approve the Bond Resolution; Acquisition and Financing of School Buses and Related Equipment**

**Approve the Aaction Environmental Services Inc.**

- Required Air Monitoring for the Asbestos Abatement Project-\$4,250.00

**Approve excising for discard the following items:**

- 1 Epson Digital Projector with case – No Clymer # - AW90920559C
- 3 Radio-Cassette-CD Players – 1 SONY – No Clymer # – 2 Califone - 1 No Clymer #  
(Serial # EL64604) - 1 Clymer # 1768
- 1 Ektagraphic round slide tray
- 1 Califone 5270 AV Cassette Player/Recorder – Clymer # 1134
- 2 Sharp Cassette Recorders – 1 No Clymer # – 1 Clymer # 564
- 3 Eiki Model 7070A CD/Cassette Recorders – 1 No Clymer # (Serial # 248438) - 1 Clymer #  
3010 – 1 No Clymer # (Serial # 229039)
- 1 Totevision VHS player - Clymer # 429
- 1 Eiki Overhead Projector – Clymer # 0739/(New # 1131)
- 1 JVC VCR – Clymer # 1333 (New # 1955)
- 1 SONY Mavica Camera – Ser. # 606328
- 1 Canon Elura Video Camcorder - Ser. # 2920331425
- 1 SONY Handycam – No Clymer # - Ser. # Unknown (Can't see numbers.)
- 1 Panasonic Videocamera – Ser. # E41A17652 A
- 1 Portable Screen

**Personnel Action**

**Approve Resignation of Molly Woodfield as Special Education Teacher effective June 25, 2015.**

**Reports**

- Board Reports
- Administrative Reports
- Business Office Reports
- Superintendent's Report

**Adjournment**

The regular monthly meeting of the Clymer Central School Board of Education was held on Monday, June 8, 2015 in the H. S. Library.

Present: Mr. Mike Schenck  
Mrs. Linda Bemis  
Mrs. Willowe Neckers  
Mr. Edward Mulkearn  
Mr. Norman Upperman

Staff: Mr. Bert Lictus  
Mr. Edward Bailey  
Mrs. Sonja DuBois  
Mrs. Annette Rhebergen  
Mrs. Carole Siverling

Guests: Sue Watrous, Kristin Irwin, Amanda Stapels, Matt Kindberg, Brandon Stoddard, Alexis Wojcicehowski, Samantha Dascomb, Cheryl Burk, Laura Murphy, Lori Svenson, Scott Aikens, Sara Fisher, Albert Bensink, Jenelle Ingalls, Erin Passenger – Corry Journal Reporter

Mr. Schenck called the meeting to order at 4:00 PM.

Call to Order

Mr. Schenck asked everyone to stand for the pledge to the flag.

Pledge

Albert Bensink and Jenelle Ingalls presented each Board member and Administration With a 2015 Yearbook from the Student Council.

Presentations

Mr. Bailey presented the Mentors/Mentees:

Brandon Stoddard and Matt Kindberg  
Alexis Wojcicehowski and Samantha Dascomb  
Lori Svenson and Cheryl Burk

All mentees were very appreciative of the support that they have been given.

Mr. Aikens gave an overview of the Agricultural Dept. He is a first year teacher in this area and is also thankful for all of the support that has been given to him. He has 65 students in the program with 32 students in FFA. He will be attending two separate Trainings this summer.

Mrs. Watrous presented the Board with a fact sheet that showing percentage and costs For the cafeteria. Mrs. Watrous is asking for an increase in the price of lunches and Breakfasts for the 2015-16 school year.

On a motion by Mrs. Neckers and a second by Mr. Upperman, the Board voted 5-0 to Approve the increase in cafeteria prices for the 2015-16 school year as follows:

Cafeteria Prices

Lunches UPK-8 - \$1.90  
Lunches 9-12 - \$2.00  
Breakfast UPK-12 - \$1.25

<p>Mr. Schenck asked for additions or deletions to the agenda. There were 4 additions:</p> <ol style="list-style-type: none"> <li>1. Accept resignation from Sarah Klinczar</li> <li>2. Accept resignation from Daniel Klinczar</li> <li>3. Approve Deb Jones as Summer Computer Assistant</li> <li>4. Approve to liquidate the Tax Certiorari fund</li> </ol>	<p><u>Add/Delete To Agenda</u></p>
<p>On a motion by Mrs. Bemis and a second by Mr. Upperman, the Board voted 5-0 to Approve the following consent items:</p> <ol style="list-style-type: none"> <li>1. Minutes of May 11 and 19, 2015</li> <li>2. Auditor's report for May</li> <li>3. Treasurer's report for April</li> <li>4. CSE and CPSE Recommendations</li> </ol>	<p><u>Consent Items</u></p>
<p>On a motion by Mrs. Neckers and a second by Mr. Upperman, the Board voted 5-0 to Set the reorganizational meeting for July 7, 2015 at 4:00 PM.</p>	<p><u>Reorgan. Mtg</u></p>
<p>On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to Approve M &amp; T Bank lockbox proposal for \$3801.60.</p>	<p><u>Lockbox</u></p>
<p>On a motion by Mrs. Neckers and a second by Mrs. Bemis, the Board voted 5-0 to Approve the initial AS-7 Contract with BOCES for the 2015-16 school year.</p>	<p><u>BOCES AS-7</u></p>
<p>On a motion by Mr. Upperman and a second by Mr. Mulkearn, the Board voted 5-0 to Approve \$5,278.00 to be appropriated to 2015-16 from 2014-15 for asbestos removal as a result of water damage that must be done in the summer. This amount was received from the insurance company.</p>	<p><u>Asbestos Removal</u></p>
<p>On a motion by Mrs. Neckers and a second by Mrs. Bemis, the Board voted 5-0 to Nominate Christine Schnars to the NYSSBA Board of Directors.</p>	<p><u>NYSSBA Bd.</u></p>
<p>First reading of the following policies:</p> <ul style="list-style-type: none"> <li>School Food Service Program #5660</li> <li>Weapons in School and the Gun-Free Schools Act #7360</li> <li>Prohibition of Weapons on School Grounds #3411</li> <li>Use of School District Trademarks and Service Marks #5673</li> <li>Testing Misconduct and Mandatory Reporting Requirements #6112</li> <li>Alcohol, Tobacco, Drugs and Other Substances (Students) #7320</li> <li>Information Security Breach and Notification #5672</li> <li>Employee Grievances #6122</li> </ul>	<p><u>Policies</u></p>
<p>On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to Approve the liquidation of the tax certiorari reserve to the General Fund as of 6-30-15 As there is no pending litigation.</p>	<p><u>Tax Cert.</u></p>
<p>On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to Approve granting Annette Williams tenure in the Special Education tenure area</p>	<p><u>Tenure Williams</u></p>

effective 9/1/15.

On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to Approve granting Laura Murphy tenure in the Art tenure area effective on 9/1/15.

Tenure Murphy

On a motion by Mrs. Neckers and a second by Mrs. Bemis, the Board voted 5-0 to Approve granting Sally Smith tenure in the Teacher Assistant tenure area effective 9/1/15.

Tenure Smith

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Approve the following substitute:

Substitutes

Breanna Summers – Teacher Aide

On a motion by Mr. Upperman and a second by Mr. Mulkearn, the Board voted 5-0 To Approve the following list of coaches:

Coaches

Athletic Director	Scott Neckers
Fall	
Cross Country Assistant Coach	Ray Shrout
Volleyball Varsity	Velvet Persons
Volleyball JV	Julie King
Football Assistant coaches	Dave Bodamer
Marc Heiser	

Winter	
Boys Varsity Basketball	Dan White
Boys J.V. Basketball	Dave Bodamer
Boys Jr. High Basketball	Ray Shrout
Girls Varsity Basketball	Scott Neckers
Girls J.V. Basketball	Irv King
Girls Jr. High Basketball	Ray Shrout
Bowling (Boys & Girls)	Lynne Bemis

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 To Approve individuals for summer school and rates of pay:

Summer School

Teacher: Annette Williams \$35 an hr.  
Teacher Assistant: Annette Wilson \$15.25 an hr.  
Teacher Aide: Bonnie Jackson \$10 an hr.  
Teacher Aide: Kathy Crowell \$10 an hr.  
Nurse: Rebecca Jordan \$30 an hr.  
Speech Therapy: Kristy Catanese \$35 an hr.  
OT: Kim Phillips per contract  
PT: Sara Sullivan per contract

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0

Class/Club



To Approve the following Class and Club Advisors:

<u>Advisor</u>	<u>2015 – 2016</u>
12th Grade	Matt Kindberg Cheri Burk
11th Grade	Scott Neckers Carrie Shampoe
10th Grade	Samantha Dascomb
9th Grade	Kay McElwain
8th Grade	Marc Heiser
7th Grade	David VanEarden
Yearbook	Lisa Perry
FBLA	Lisa Perry
FFA	Scott Aikens
AFS	Carrie Shampoe
Student Council	Brandon Stoddard
NHS	Carrie Shampoe
Marching Band	TBA
Senior Play	Samantha Dascomb Alexis Bonetti
SADD	Kathleen Whitmore
Environmental	Kathleen Whitmore David VanEarden
Drill Team	Luissa Witkowski
Trap Club	David VanEarden

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0  
To Approve Dawn Kin to clean buses not to exceed 60 hrs. at \$10.20.

Summer Bus  
Cleaning

On the motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0  
To Approve hours for routing fo the 2015-16 school year for Dawn Kin and Judy Heiser  
Not to exceed 20 hrs. each at \$10.20 per hr.

Summer Bus  
Routing

On the motion by Mrs. Neckers and a second by Mrs. Bemis, the Board voted 5-0  
To Approve summer cleaner at \$8.75 per hr.: Barb Howden

Summer Cleaner

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0  
To Approve Deb Jones as Summer Computer Assistant and at her daily rate. Hours not  
To exceed 376.

Summer Computer  
Assistant

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0  
To Approve the resignation of Sara Klinczar, Reading Teacher effective on 6/30/15.

Resignation  
S. Klinczar

On the motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0  
To Approve the resignation of Daniel Klinczar, Instrumental Music Teacher  
effective on 6/30/15.

Resignation  
D.Klinczar

Mrs. Linda Bemis stated that it has been a pleasure being a member of the Board Of Education for the past 10 years. She wanted to thank the current members, Mr. Bailey, Mrs. DuBois and Mrs. Rhebergen for always taking time to talk with Her and answer questions.

Mr. Schenck thanked Mrs. Bemis for her years of service. He also thanked Mrs. Siverling for her 20 years of service as District Clerk.

Mrs. Rhebergen stated that she would have the final fund balance amount at the Next meeting or no later than the August meeting.

Mrs. DuBois gave an overview of the end of the year activities K-6:

- Graduation
- Student grade placement
- Final diagnostics
- Assembles

Mr. Bailey gave an overview of the end of the year activities 7-12:

- Academic Excellence, Wall of Fame and NHS
- Instrumental Concert
- Vocal Concert
- Concert Band and Jazz Band won silver medal for Level 4 – first time in 40 years
- Awards Assembly
- Jazz Band will be playing at graduation

Mr. Lictus stated that May and June are very busy. Thanks to everyone that worked on the Academic Excellence, Wall of Fame, NHS, and the CCSBA Honors Night. All activities Were very nice.

Mr. Lictus thanked Mrs. Bemis for her years of service and all her support. Sometimes We always don't agree but are equal in the end.

Mr. Lictus thanked Mrs. Siverling for her years of service to the Board.

Mr. Lictus welcomed Amanda Staples as the new board member starting July 1, 2015.

Mr. Lictus welcomed Kristin Irwin as the new District Clerk.

A reception was then held for Mrs. Bemis and Mrs. Siverling. Cake, cheese and Crackers were enjoyed by all.

On a motion by Mrs. Neckers and a second by Mrs. Bemis, the Board voted 3-0 to Adjourn at 6:02 PM.

Carole Siverling, District Clerk

---

---

INTEROFFICE MEMORANDUM

---

---

**TO:** BOARD OF EDUCATION  
**FROM:** DIANNE EININK, CLAIMS AUDITOR  
**SUBJECT:** AUDIT REPORT FOR JULY MEETING  
**DATE:** 7/1/15

---

For the dates of June 1 through June 30, 2015 that have been reviewed and approved are as follows:

General Fund: check numbers 29026 through 29104 in the amount of \$235,542.27.

Cafeteria Fund: check numbers 3823 through 3837 in the amount of \$7,304.26.

Capital Fund: no checks were written from this account in the month of June.

Federal Fund: check numbers 1697 through 1701 in the amount of \$22,997.15.

Trust and Agency Fund: check numbers 2697 through 2707 in the amount of \$50,137.08.

Above checks are computer written.

Expendable Trust Fund: check numbers 1079 through 1083 in the amount of \$1,150.00.

Manual checks, which are wire transfers, come from multiple funds - The following were approved: check numbers 103983 through 104042 in the amount of \$2,077,887.10

Cash disbursements will be available for your review at the Board meeting.

Discrepancies:

No discrepancies were recorded in the month of June.

# POLICY

2014

5660  
1 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**

### **School Food Service Program (Lunch and Breakfast)**

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

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals with milk. There is no need for families to complete further applications. School Districts shall notify parents or guardians of such eligibility, giving them the opportunity to decline free meals with milk if they so choose.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

### Child Nutrition Program/Charging Meals

Although not required by law, because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent is directed to develop rules which address:

- A. What can be charged;
- B. The limit on the number of charges per student;
- C. The system used for identifying and recording charged meals;
- D. The system used for collection of repayments; and
- E. Ongoing communication of the policy to parents and students.

(Continued)

# POLICY

2014

5660  
2 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)**

### Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

### Restrictions on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

### Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

(Continued)

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)****Prohibition Against Adults Charging Meals**

Adults must pay for their meals at the time of service or set up pre-paid accounts.

**HACCP-Based Food Safety Program**

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (NACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on either traditional HACCP principles or the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item). Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR Sections 200.2(b)(1) and 200.2(b)(2)

Social Services Law Section 95

Adopted:

# POLICY

2014

7360

Students

## **SUBJECT: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT**

With the exception of those students who receive prior written permission from the Board of Education or its designee, no student may bring in or possess any “firearm” or “weapon” on school property, on a school bus or District vehicle, in school buildings, or at school sponsored activities or settings under the control or supervision of the District regardless of location. Any student who had been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with State and Federal law and the District’s Code of Conduct. Such discipline may include a mandatory suspension for a period of not less than one (1) calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the new York State Education law, provided that the Superintendent may modify the suspension requirement on a case-by-case basis.

Students who have brought a “weapon” or “firearm” to school will be referred by the Superintendent to either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding) or to appropriate law enforcement officials. Such referrals will be made as follows: a student who is under the age of sixteen (16) and who is not a fourteen (14) or fifteen (15) year-old who qualifies for juvenile offender status under the Criminal Procedure Law will be referred to a presentment agency for juvenile delinquency proceedings; a student who is sixteen (16) years old or older, or who is fourteen (14) or fifteen (15) and qualifies for juvenile offender status, will be referred to the appropriate law enforcement authorities.

For the purposes of this policy, the term “weapon” will be as defined in 18 USC 930(g)(2).

For the purposes of this policy, the term “firearm” will be as defined in 18 USC 921(a).

Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Act and Education Law Article 89. This policy shall not be deemed to authorize suspension of students with disabilities in violation of those authorities.

This policy does not diminish the authority of the Board of Education to offer course in instruction in the safe use of firearms pursuant to Education law Section 809-a.

Gun-Free Schools Act as reauthorized by the No Child Left Behind Act of 2001  
18 USC Sections 921 (a) and 930  
Criminal Procedure Law Section 1.20(42)  
Education law Sections 809-a and 3214

Adopted:



# POLICY

2014

3411

Community Relations

## **SUBJECT: PROHIBITION OF WEAPONS ON SCHOOL GROUNDS**

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition shall include, but not be limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air piston or CO2 cartridge (with the exception of the CO2 cartridges used in the drag vehicles made in Technology Class); and any object that could be considered a reasonable facsimile of a weapon.

Penal Law Sections 265.01-265.06, 265.20

NOTE: Refer also to Policies #3410 – Code of Conduct of School Property  
#7313 – Suspension of Students  
#7360 – Weapons in School and the Gun-Free Schools Act

Adopted:

# POLICY

2014

5673

Non-Instructional/Business  
Operations

## **SUBJECT: USE OF SCHOOL DISTRICT TRADEMARKS AND SERVICE MARKS**

The names, logos, symbols, and mottos of the Clymer Central School District are trademarks or service marks of the Clymer Central School District. Such marks may only be used in conformance with state and federal law and the provisions of this policy.

Faculty, staff, and students of the District may use the above-mentioned names, logos, symbols, or mottos on internal documents or materials for internal business or educational purposes only. Any such use will be in accordance with applicable Board policies, administrative regulations, handbooks, and Code of Conducts.

Use of the District's trademarks and/or service marks for any retail or commercial purpose, for endorsements, promotions or similar endeavors requires the express written permission of the Clymer Central School District. Requests for such use will be made through submission of the District's trademark and service mark consent form to the Board of Education or its designee. If granted, use of the District's trademarks and/or service marks will be in accordance with any terms agreed upon by the Board of Education or its designee and the individual or entity authorized to use such marks.

Use of the above-mentioned names, logos, symbols or mottos does not constitute permission to act as the District's agent, official or representative.

Adoption Date

# POLICY

2014

6112

Personnel

## **SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS**

School District employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. When committed by an employee of the School District in a position for which a teaching or school leader certificate is required, such actions or inactions will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations. A School District employee in a position for which a teaching or school leader certificate is not required who commits an unlawful act in respect to examination and records will be subject to disciplinary action by the Board of Education in a manner consistent with new York State law and regulation.

School District employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner for the purpose of maintaining the security and confidential integrity of State assessments.

The School District will not dismiss or take other disciplinary or adverse action against an employee because he/she submitted a report regarding testing misconduct to the State Education Department. Any such adverse action by an individual holding a teaching or school leader certificate will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may be referred to the Office of School Personnel Review and Accountability at the State Education Department.

8 NYCRR Section 102.4

Adoption Date:

# POLICY

2015

7320

Students

## **SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

The Board of Education recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The unauthorized use of prescription and over-the-counter drugs shall also be disallowed.

Students shall not be under the influence of alcohol or other prohibited substances on school grounds or at school sponsored events. A school-sponsored function shall include a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place.

### **Smoking**

Smoking shall not be permitted and no person shall smoke within one hundred (100) feet of the entrance, exits or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

### **Non-Medical Use of Prescription Drugs**

Non-medical use of prescription drugs is prohibited. Should a student be found in possession of any such substances, he/she shall be dealt with in accordance with the Code of Conduct.

### **Disciplinary Measures**

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct.

Education Law Sections 409 and 2801(1)  
Public Health Law 1399

Adopted:

# POLICY

2015

5672  
1 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION**

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

- a) "Private information" shall mean personal information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
  1. Social security number;
  2. Driver's license number or non-driver identification card number; or
  3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.
- b) "Breach of the security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

### **Determining if a Breach Had Occurred**

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

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

### **Notification Requirements**

- a) For any computerized data owned or licensed by the School District that includes private information, the District shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

(Continued)

## **SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd)**

The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District shall consult with the State Office of Information Technology Services to determine the scope of the breach and restoration measures.

- b) For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery., if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

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

### **Methods of Notification**

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

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electronic form. However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or
- d) Substitute notice, if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds \$500,000 or that the District does not have sufficient contact information. Substitute notice shall consist of **all** of the following:
  - 1. Email notice when the District has an email address for the subject persons;
  - 2. Conspicuous posting of the notice on the District's website page, if the District maintains one; and
  - 3. Notification to major statewide media.

(Continued)

# POLICY

2015

5672  
3 of 3

Non-Instructional/Business  
Operations

## **SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd)**

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

In the event that any New York State residents are to be notified, the District shall notify the New York State Attorney General (AG), the New York State Department of State and the New York State Office of Information Technology Services as to the timing, content and distribution of the notices and approximate number of affected persons.

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

State Technology Law Sections 202 and 208

Adopted:

# POLICY

2014

6122

Personnel

**SUBJECT: EMPLOYEE GRIEVANCES**

In accordance with Article 15-C of the General Municipal Law, all District employees shall have the opportunity to present grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two (2) procedural stages and an appellate stage for the settlement of any such grievance.

General Municipal Law Sections 681-685

Adopted:



**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM****General Principles and Eligibility**

Athletics are an integral part of a well-balanced educational program. The District's interscholastic athletic program will conform with the Commissioner's regulations, as well as the established rules of the New York State Public High School Athletic Association and the State Education Department.

Athletic eligibility requires that the student:

- a) Provide written parental/guardian consent. The consent form must contain information regarding mild traumatic brain injuries (concussions) as specified in the Commissioner's regulations.
- b) Obtain medical clearance from the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on any physicals performed by a student's personal physician.
- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's regulations and the New York State Public High School Athletic Association.
- d) Comply with all District rules, codes, and standards applicable to athletic participation.

**Title IX Compliance**

The Board supports equal athletic opportunities for members of both sexes through interscholastic and intramural activities. To ensure equal athletic opportunities for its students, the District will consider:

- a) Its accommodation of athletic interests and abilities (the nature and extent of sports offered, including levels of competition, team competition, and team performance);
- b) Equipment and supplies;
- c) Scheduling of games and practice time;
- d) Travel costs and opportunities for travel;
- e) Assignment and compensation of coaches;
- f) Locker rooms, practice, and competitive facilities;
- g) Available medical and training facilities and services; and

(Continued)

**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

- h) The nature and extent of support, publicity, and promotion, including cheerleading, bands, programs distributed at games, and booster club activities.

The District may consider other pertinent factors as well. Each of the factors will be assessed by comparing availability, quality, type of benefits, kind of opportunities, and form of treatment. Identical benefits, opportunities, or treatment are not required.

The District's Civil Rights Compliance Officer will coordinate the District's efforts to comply with and carry out its responsibilities under Title IX. This person will be appropriately trained and possess comprehensive knowledge about applicable federal and state laws, regulations, and policies. To the extent possible, the District will not designate an employee whose other job duties may create a conflict of interest, such as the athletic director.

**Booster Clubs**

The District has a responsibility under Title IX to ensure that boys' and girls' programs are provided with equivalent benefits, treatment, services, and opportunities regardless of their source. When determining equivalency, therefore, benefits, services, and opportunities attained through private funds-including donations, fundraising, and booster clubs-must be considered in combination with all benefits, services, and opportunities.

**Athletic Placement Process for Interschool Athletic Programs (APP)\***

The APP is a method for evaluating students who want to participate in sports at higher or lower levels, consistent with their physical and emotional maturity, size, fitness level, and skills. The Board approves the use of the APP for all secondary school interscholastic team members. The Superintendent will implement procedures for the APP, and will direct the athletic director to maintain records of students who have successfully completed the APP.

**Student Athletic Injuries**

No injured student will be allowed to practice or play in an athletic contest. An appropriate medical professional should diagnose and treat an athlete's injuries. The coach should ensure that any player injured while under his or her care receives prompt and appropriate medical attention, and that all of the medical professional's treatment instructions are followed. The injured student has an obligation to promptly inform his or her coach of all injuries. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition. A physician's certification may be required before an athlete is permitted to return to practice or competition.

*\*District Option -- to adopt a policy that allows 7th and 8th grade students to try out for a high school team, or that allows high school students to play at the modified level*

(Continued)

# POLICY

2015

7420  
3 of 3

Students

## **SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

### **Athletic Program-Safety**

The District will take reasonable steps to minimize physical risks posed to students participating in the interscholastic athletic program by:

- a) Requiring timely medical examinations of participants;
- b) Employing certified or licensed staff to coach all varsity, junior varsity, and modified practices and games;
- c) Providing or requiring certified or licensed officials to officiate all competitions;
- d) Ensuring that its players' equipment is safe and operates within the applicable manufacturers' guidelines;
- e) Ensuring that all home fields, courts, pools, tracks, and other areas where athletes practice, warm-up, or compete are safe and appropriate for use; and
- f) Providing professional development and training opportunities for all coaching staff.

Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.  
45 CFR Part 86  
8 NYCRR Sections 135 and 136

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the School District  
#7522 -- Concussion Management

Adoption Date

## SPORTS AND THE ATHLETIC PROGRAM

In February 2015, NYSED issued a new protocol for those school districts that allow talented and mature 7th and 8th grade student-athletes to play on freshmen, junior varsity, or varsity teams, or for students in grades 9-12 to play on modified teams. The new standard is called the Athletic Placement Process for Interschool Athletic Programs (APP). Our office has received numerous questions from districts about APP, and specific requests for an updated policy incorporating its requirements. As a result, we have revised Policy #7420 -- Sports and the Athletic Program, a copy of which is attached for your review and use. Remember that APP is not a mandatory program; districts can decide whether to allow some or no students to play on a different level team.

Since the revised standard takes into account an athlete's physical and emotional maturity, level of physical fitness, and sport skills, he or she should be placed at a level of competition that results in increased opportunity, a fairer competitive environment, minimal risk, and greater personal satisfaction.

The key differences between APP and the prior system—selection classification (SC)—are:

1. **Waivers:** there are no waivers available under APP, whereas under SC, a student could seek a waiver from an adverse maturity determination or a waiver if he or she did not meet all of the sport-specific physical fitness test components.
2. **Approvals:** under APP, the district athletic director should confirm that the student is ready for competition at a different level. By contrast, under the SC system, students were not required to obtain any administrative approvals.
3. **Medical clearance:** the APP relies on the medical director's determination of physical maturity and comparison of physical size to competitors. On the other hand, the SC process did not include any physical comparison.
4. **Physical fitness test:** the APP uses the President's Physical Fitness Test, and students must meet the 85th percentile level for their age in four out of five test categories. Under SC, the student had to meet five out of five sport-specific test components.

The other substantive change to this policy stems from the Department of Education's Office for Civil Rights' (OCR) April 24, 2015 "Dear Colleague" letter (*see* <http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html>). In that letter, OCR reminded districts of their responsibility to designate at least one employee to coordinate their efforts to comply with and to carry out their responsibilities under Title IX. Districts will generally add these duties to those being handled by their Civil Rights Compliance Officer ("CRCO"). Districts can refer to Policy #3420 -- Non-Discrimination and Anti-Harassment in the School District for a full explanation of the CRCO's role.

We also restructured the policy so that eligibility is the very first topic set forth, as it often is the first issue for consideration by districts. We also substantially reduced the section on booster clubs, to emphasize the balanced approach needed for girls' and boys' sports. Further, we eliminated entirely the section on concussions, since Policy #7522 -- Concussion Management covers that topic in depth and separately. Finally, we clarified and augmented the sections on injuries and safety, to ensure timely and effective action, when needed.

There may be other sports-related policy changes on the horizon. For example, we expect NYSED to issue guidance about mixed competition in the near future. We reasonably anticipate that the physical tests used under the mixed competition regulation—§ 135.4(c)(7)(ii)(c)—will be updated to likewise follow the President's Physical Fitness Test used for APP. We will let you know when NYSED issues its guidance on mixed competition.

## Other Resources

To access NYSED's guidance document on APP:

<http://www.p12.nysed.gov/sss/documents/AthleticPlacementProcess2-11-15Revised.pdf>.

To review NYSED's frequently asked questions about APP:

<http://www.p12.nysed.gov/sss/documents/FAQ-AthleticPlacementProcessforInterschoolAthleticPrograms4-23-15.docx.pdf>.

To view additional information from the New York Statewide School Health Services Center:

<http://www.schoolhealthservicesny.com/a-zindex.cfm?subpage=224>.

## Conclusion

Enclosed for your review and consideration is our sample policy on Sports and the Athletic Program (recommended Policy #7420), which addresses the new APP. Due to the extensive revisions, we recommend that districts *replace* their current policy with this updated one. Districts that subscribe to our Administrative Update service will receive the corresponding revised APP regulation and sample medical clearance form that provide additional detail regarding the specific APP processing. Please contact your policy coordinator with any questions or concerns.

*Please note that the Policy Manual numbers correlate with the Erie 1 BOCES numbering system and that your numbers may vary.*

### Policy Update Service

JoAnn Balazs, Director  
Janell M. Hallgren, Manager  
Carol M. Carlin  
Jill (Yonkers) Emmons, Esq.  
Patricia Ferrito  
Jane Freer  
Brian Hartmann, Esq.  
Lindsay Menasco, Esq.

Telephone: (716) 821-7072

Fax: (716) 821-7409

**NOTE:** By providing this policy update, we are not rendering legal advice. You may wish to add or delete text in the enclosed policy document, in accordance with law and after consultation with your administrators/school attorney, to better reflect your district's needs and practices.

Activity Fund Balance Sheet 2014-2015

Name of Activity	Starting Balance	Receipts	Payments	Balance
Class of 2014	\$377.45	\$0.00	\$0.00	\$377.45
Class of 2015	\$5,651.16	\$19,101.76	\$24,639.81	\$113.11
Class of 2016	\$5,915.62	\$8,345.27	\$7,791.13	\$6,469.76
Class of 2017	\$2,694.28	\$4,412.99	\$1,741.46	\$5,365.81
Class of 2018	\$1,672.04	\$5,073.44	\$2,411.96	\$4,333.52
Class of 2019	\$739.81	\$2,763.96	\$1,339.49	\$2,164.28
Class of 2020	\$0.00	\$1,967.18	\$912.40	\$1,054.78
Student Council	\$549.88	\$8,362.21	\$7,614.56	\$1,297.53
FFA	\$9,277.55	\$9,462.73	\$12,058.50	\$6,681.78
NHS	\$2,048.21	\$5,893.64	\$5,704.64	\$2,237.21
Music Fund	\$1,100.36	\$4,253.21	\$3,546.28	\$1,807.29
Yearbook	\$2,068.22	\$14,524.63	\$14,623.04	\$1,969.81
AFS	\$545.47	\$0.00	\$0.00	\$545.47
FBLA	\$105.15	\$6,911.16	\$6,461.70	\$554.61
FBLA #13	\$403.05	\$410.00	\$686.10	\$126.95
SADD	\$642.36	\$118.25	\$16.50	\$744.11
FCA	\$1,349.31	\$0.00	\$45.00	\$1,304.31
Drill Team	\$401.89	\$372.00	\$415.50	\$358.39
Basketball Cheerleaders	\$115.52	\$0.00	\$0.00	\$115.52
Girls Basketball	\$17.29	\$0.00	\$0.00	\$17.29
CCS Softball	\$50.00	\$0.00	\$50.00	\$0.00
Environmental Club	\$316.99	\$719.00	\$411.75	\$624.24
	\$36,041.61	\$92,691.43	\$90,469.82	\$38,263.22

# AACTION ENVIRONMENTAL SERVICES INC.

June 22, 2015

Clymer Central School District  
Mr. Mark Peters  
8672 E. Main Street  
Clymer, NY 14724

Dear Mr. Peters,

Aaction Environmental Services, Inc is pleased to provide Clymer Central School District with the following cost proposal for 3<sup>rd</sup> party Air Monitoring and Project Monitor (PM)/ PM - Final Visual Inspection services Before, During and After/ (2-PM Visuals) removal of **"Two (2) Separate" Large asbestos abatement projects located at Clymer School, 8672 East Main Street, Clymer, New York 14724.**

Asbestos has commonly been used as an insulator, fireproofing, and as a reinforcing addition to many products. It is commonly found in insulation, flooring materials, roofing materials, and sprayed- or trowelled-on surfacing materials as well as many other products in every-day use. Unfortunately, all asbestiform minerals, serpentine (chrysotile) and amphibole (amosite, crocidolite, anthophyllite, fibrous actinolite, and fibrous tremolite) groups alike, are hazardous when airborne and have been classified as human carcinogens as well as a causative agent in mesothelioma, pleurisy, and other respiratory ailments. Its positive and safe identification must be undertaken if proper precautions are to be taken to protect persons who may be exposed as a result of the disturbance of asbestos-containing materials. High & Low volume pumps will be used to sample/monitor the concentrations of airborne fibrous materials.

Aaction Environmental Services, Inc. - (NY State DOL License # 29849) will conduct the air monitoring using commonly accepted sampling procedures acknowledged in New York State following guidelines of Title 12 NYCRR Part 56 and AHERA. EMSL Analytical, Inc- (NY State ELAP # 11606) will provide PCM and TEM AHERA sample analysis; **PCM and (Inside) TEM Clearance results will have a RUSH Twenty-Four (24) Hour Turnaround** with all others having a Forty-Eight (48) hour turnaround. Prior to Clearance air monitoring a certified Project Monitor will visually inspect the work areas for completeness of abatement per the site specification and contract of removal (ACM quantities & locations). **Please note, the Air Technician, Labor, Project Monitor/ (2-PM Visual Inspections @ Completion), travel time, equipment, sample media and PCM laboratory analysis are included in the day rate and total cost provided below. Note; if the working site days exceed the "Estimated 5 Days" the total cost will be adjusted using the same day rate listed below per extra site day. The clerical and final close-out reports will cost \$75.00 apiece and are included in the total cost listed below. If further (Outside) TEM analysis is required (due to an Inside failure) it will cost \$85.00 per (extra) sample.**

Day Rate = \$650.00; Six Hundred & Fifty Dollars; (For/ X`s Five (5) Site Days):

AHERA TEM Clearance, 5 Inside Samples = \$425.00; Four Hundred & Twenty Five Dollars; (X`s Two (2) Projects):

**TOTAL COST = \$4,250.00; Four Thousand Two Hundred and Fifty Dollars.**

Thank you for the RFP on this project and the opportunity to provide you with our professional services.

Sincerely,  
Kevin Zielinski  
President

\* Please sign and return via E-Mail, Fax or Mail to accept this proposal & conditions:

Date: \_\_\_\_\_ PO #: \_\_\_\_\_

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

**158 Hessland Ct \* Elma, NY 14059 \* (716) 818-1212 \* Fax (716) 714-9816**

June 25, 2015

Dear Mr. Lictus,

Effective immediately I resign my position as Special Education Teacher at Clymer Central School.

Respectfully submitted,

A handwritten signature in cursive script that reads "Molly R. Woodfield". The signature is written in black ink and is positioned to the right of the typed name.

Molly Woodfield