

WAVERLY CENTRAL SCHOOL DISTRICT
Waverly New York
SPECIAL MEETING – BOARD OF EDUCATION
Thursday, August 9, 2018 – Learning Commons

Inspire. Educate. Learn. Succeed. Grow.

AGENDA

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
 - 4.1 July 26, 2018 Regular Meeting Minutes
- 5.0 Communication**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
- 8.0 President’s Report**
- 9.0 Old Business.**
 - 9.1 Recommendation for second reading and adoption of Policy 7132
· Admission of Non-Resident Students.
 - 9.2 Recommendation to delete old Policy 7132 Non-Resident Students Policy.
- 10.0 New Business**
 - 10.1 Recommendation to approve Kimberly McCarthy and Crystal Pearson as certified TCIS Trainers.
- 11.0 Superintendent’s Report**

12.0 CSE/CPSE Recommendations

13.0 Information and Reminders

August 23 @ 6 pm – Regular BOE Meeting in Learning Commons

September 13 @ 6 pm – Regular BOE Meeting in Learning Commons

14.0 Adjournment

WAVERLY CENTRAL SCHOOLS
Waverly, NY
REGULAR MEETING – BOARD OF EDUCATION
Thursday, July 26, 2018 @ 6 pm in the Learning Commons

41

MINUTES

MEMBERS PRESENT

Renee Kinsley, Parvin Mensch, Cory Robinson, Colleen Talada, Kasey Traub, Jennifer Vaughn and Krisi Zimmer

MEMBERS ABSENT

Andrew Aronstam and Donald Mattison

OTHERS PRESENT

Ashlee Hunt, David Mastrantuono, Jeff DeAngelo, Elizabeth McIntosh, Eric Knolles, Kathy Rote, Michelle Keene, Dawn Campbell and Warren Howeler.

1.0 Call to Order and Pledge of Allegiance.

Parvin Mensch called the meeting to order at 6 p.m.

2.0 Statements by Waverly District Residents in Attendance

None.

3.0 Acceptance of the Agenda and Starred Items

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to accept the agenda and starred items for this meeting.

4.0 Approval of Minutes

4.1 July 12, 2018 Organizational Meeting and Special Meeting Minutes

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the minutes submitted for July 12, 2018 Organizational and Special Meeting minutes.

5.0 Communication

Mr. Knolles shared that the Tioga County Courier sent a request to the district to use their newspaper as a means of legal communications for the district. Additionally, the district's Construction Phase 1 has been cleared by NYS and will go to bid in August.

6.0 Personnel

6.1 Recommendation to Accept Letter of Resignation

Upon motion of Kristi Zimmer, seconded by Cory Robinson and unanimously carried to accept the letter of resignation from **Christen Averill**, from her position as Elementary Teacher and Modified Soccer Coach, effective July 6, 2018, pending Bethlehem CSD Board of Educational approval of her new position on August 8, 2018.

6.2 Recommendation to approve Professional Probationary Appointment

Upon motion of Colleen Talada, seconded by Kristi Zimmer and unanimously carried to approve the following Professional Probationary Appointment:

Name of Appointee:	Robert Myers
Tenure Area:	Elementary Teacher
Position:	Grade 5 Teacher
Probationary Period Begins:	September 1, 2018
Probationary Period Ends:	August 31, 2021
Certification:	Pre-Kindergarten, Kindergarten and Grades 1-6 Permanent Certificate
Salary:	\$59,456

To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

6.3 Recommendation to Accept Letter of Resignation

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to accept the letter of resignation from **Jeremy Corcoran**, with regret, from his position as Instrumental Music Teacher, effective August 25, 2018.

7.0 Finance

Kathy Rote, shared that after resolving a few final invoices, the district should finalize the 2017-2018 school year with an approximately \$130,000 budget surplus.

8.0 President's Report

Parvin Mensch shared an invitation from the law firm of Hogan, Sarzynski law firm to attend Summer Camp 2018 featuring Five Legal Round Tables and BBQ, on August

10, 2018 from 1-5 pm. If anyone is interested in attending, let the Board Clerk know.

9.0 Old Business.

9.1 Recommendation for first reading and adoption of Policy 7132 Admission of Non-Resident Students.

After much discussion, it was decided to accept the first reading of the new Policy 7132, Admission of Non-Resident Students.

Upon motion of Cory Robinson, seconded by Kristi Zimmer and unanimously carried to approve the first reading of Policy Number 7132, Admission of Non-Resident Students.

9.2 Recommendation to delete old Policy 7132 Non-Resident Students Policy.

Upon motion of Colleen Talada, seconded by Kasey Traub and unanimously carried to table Item 9.2, Recommendation to delete old Policy 7142, Non-Resident Students Policy.

9.3 Recommendation to delete Policy 5660 Non-Payment of Meal Charges. A new Policy # No. 5660 - Meal Charge and Prohibition Against Meal Shaming Policy was adopted on June 14, 2018.

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to delete Policy 5660 Non-Payment of Meal Charges.

10.0 New Business

10.1 Recommendation to approve 2018-2019 Substitute and Per Diem Rates.

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to approve the 2018-2019 Substitute and Per Diem Rates presented with the exception of the Per Diem SACC should be \$11.40, rather than the \$10.40 listed.

10.2 Recommendation to approve the Agreement between Chautauqua Transportation Services, Inc. and Waverly Central School District for 19A training.

Upon motion of Kasey Traub, seconded by Kristi Zimmer and unanimously carried to approve the Agreement between Chautauqua Transportation Services, Inc. and Waverly Central School District for 19A training.

10.3 Recommendation to approve the modified 2018-2019 Master Equipment Lease Agreement between MGI Specialty Leasing LLC and Waverly Central School District for two 66-passenger and one 30-passenger buses, for five years.

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to approve the modified 2018-2019 Master Equipment Lease Agreement between MGI Specialty Leasing LLC and Waverly Central School District for two 66-passenger and one 30-passenger buses, for five years.

11.0 Superintendent's Report

Mr. Knolles shared that professional staff is busy with professional development this summer. In addition, there are many wonderful things going on with custodial and maintenance workers preparing the buildings and grounds for the new school year.

12.0 CSE/CPSE Recommendations

None.

13.0 Information and Reminders

August 9 @ 6 pm – Special BOE Meeting in Learning Commons

August 23 @ 6 pm – Regular BOE Meeting in Learning Commons

14.0 Executive Session

Upon motion of Colleen Talada, seconded by Kasey Traub and unanimously carried to enter into Executive Session at 6:44 pm, to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

15.0 Resume Regular Order of Business

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to resume the regular order of business at 7:28 p.m.

16.0 Adjournment

Upon motion of Renee Kinsley, seconded by Cory Robinson and unanimously carried to adjourn the meeting at 7:29 p.m.

Dated: July 31, 2018

Michelle L. Keene, District Clerk

6.0

Board of Education Personnel Recommendations – August 9, 2018

6.1 Recommendation to approve Substitute Appointments

Linda Garrity

Position: Substitute Teacher Aide, Lunch Monitor, Bus Monitor and Clerical

Effective: August 10, 2018

Kathryn LaFrance

Position: Certified Substitute Teacher

Effective: August 10, 2018

Theresa Olmsted

Position: Non-Certified Substitute Teacher

Effective: August 10, 2018

6.2 Recommendation to Approve Tenure Appointment

Jennifer Fish

Tenure Area: School Counselor

Effective: August 31, 2018

6.3 Recommendation to Approve Tenure Appointment

Charlie Painter

Tenure Area: Secondary Science Teacher

Effective: August 31, 2018

9.1

WAVERLY CENTRAL SCHOOL DISTRICT
No. 7132 Admission of Non-Resident Students

The Board of Education may, through the Superintendent, admit students whose legal residence is outside of the Waverly Central School District.

TUITION

All non-resident students shall only be admitted on a tuition basis. Tuition rates shall be set by the Board of Education in accordance with Section 174 of the Regulations of the Commissioner of Education. Tuition rates shall be reviewed annually.

If the student's status at the Waverly Central School District is terminated, any tuition refunded will be pro-rated. The parent or guardian will be responsible for any tuition, which is due.

APPLICATION FOR ADMISSION

However, a non-resident student may be admitted to the district if and only if, in the judgment of the Superintendent of Schools;

1. There is sufficient space to accommodate the non-resident student
2. No increase in the size of faculty or staff will be necessary to accommodate them
3. The non-resident student meets the District's criteria for admission; and
4. The admission of such non-resident student is and continues during the enrollment period to be in the best interest of the district.

The status of the child shall be reviewed by August 1 of each school year. If the school desires not to continue the education of the child for the next school year, it shall notify the parent at the address in the school records by August 15, if the school will not accept the student as a non-resident for the school year commencing in September of that year.

If during the school year it is determined by the Superintendent that the District is unable to meet the needs of the student, or the student is not compatible to the educational community or is not meeting the standards or expectations of the District established above, including compliance with the Code of Conduct and maintaining passing grades, the student will be dropped from the rolls of the District five school days after the date of the notice. There will be no refund for monies paid for tuition.

RESIDENT STUDENTS WHO BECOME NON-RESIDENT

If a student's legal residence changes from the Waverly Central School District to another school district during the school year, the Superintendent may allow the student to complete the school year without charging tuition. The above application process and the charging of tuition will be in effect for the next school year. School year shall mean July 1 through June 30. Students whose residence changes during the eleventh grade year shall be allowed to attend the twelfth grade year without tuition charge, but will, in all other respects, be treated as a non-resident student.

WAVERLY CENTRAL SCHOOL DISTRICT
No. 7132 Admission of Non-Resident Students

TRANSPORTATION

A parent or guardian is responsible for the transportation of the student to and from the assigned school bus stop or school.

EFFECT ON CURRENT NON-RESIDENT STUDENTS

The tuition rate for non-resident students who were already in attendance in the Waverly Central School District as of June 30, 2018 shall remain unchanged.

CSE OF DISTRICT OF RESIDENCE RESPONSIBLE FOR MAKING AND IMPLEMENTING APPROPRIATE RECOMMENDATIONS

As part of the application process, the parent or guardian shall submit written acknowledgement from the school district in which the student legally resides that:

- The Committee on Special Education (CSE) of that school district shall be responsible for making and implementing appropriate recommendations regarding classification, placement, program and related services for the disabled non-resident student, including the development of an IEP.
- The Board of Education of the school district of legal residence shall review and take appropriate action regarding such recommendations.
- Any question, or request by the non-resident student or by the parent or guardian of such student for a hearing, regarding classification, placement, program or related services shall be addressed by the school district of the non-resident student's legal residence.

The Waverly Central School District shall provide information regarding the student to the CSE of the district of legal residence to allow such CSE to make appropriate recommendations.

Adopted: _____

WAVERLY CENTRAL SCHOOL
Student Admission Application Form

ADMITTING SCHOOL: ELEMENTARY, MIDDLE OR HIGH (circle one)	
HOME DISTRICT: _____ GRADE: _____	
Name of Student:	Date of Birth:
Address:	Home/Cell Phone:
Parent(s)/Guardians Name:	Work Phone:
WHY DO YOU WISH TO ATTEND OUT DISTRICT (Students in grades 7-12 should complete themselves):	
PLEASE LIST ANY RELEVANT INFORMATION PERTAINING TO THE STUDENT'S CURRENT PLACEMENT:	
OFFICE USE ONLY: Non-Resident Student (the following can all be contained in one statement) _____ 1. Statement from parent/guardian requesting approval for their child/ren to attend our schools _____ 2. Statement from parent/guardian agreeing to provide transportation to and from school or assigned bus pick-up location. _____ 3. Emergency Number where parent/guardian can be reached. _____ 4. Statement from parent/guardian agreeing to pay tuition charges. _____ 5. Non-Resident Student Agreement.	
RESIDENT NON-TUITION STATEMENT: _____ 1. Court Order indicating surrender of legal responsibility and custody to name of person(s) and their addresses. Include Student's Name. _____ 2. Court Order stating resident guardian accepting all legal, moral & financial responsibilities of named student. Last date student lived with parent/guardian: _____ Resident Guardian(s) name: _____ Home Phone _____ Resident Guardian(s) address: _____ Work Phone _____ Relationship to Student: _____	

THIS APPLICATION IS FOR REVIEW AND CONSIDERATION. THE DISTRICT WILL CONSIDER ADMITTANCE UPON REVIEW OF PREVIOUS ACADEMIC RECORDS, CONSIDERATION OF APPROPRIATE INQUIRIES AND APPROVAL OF THE BUILDING PRINCIPAL. APPLICATIONS MUST BE SUBMITTED ANNUALLY.

The information provided above is complete and accurate to the best of my knowledge.

Parent/Guardian(s) Signature	Date	Student's Signature (if applicable)	Date
_____ Approval Granted	_____	_____	_____
_____ Approval Not Granted		Superintendent's Signature	Date

WAVERLY CENTRAL SCHOOL
NON-RESIDENT STUDENT AGREEMENT

In consideration of my admission as a non-resident student of the 2018-2019 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 resulting in an out of school suspension and an opportunity to be heard.
- I will maintain a rate of school/class attendance of 90%, and, if I do not do so, I understand my non-resident student status may be revoked by the Superintendent after notification of my infraction and an opportunity to be heard.
- I understand that my required tuition payment is due upon submission of the non-resident application.
- I understand that if my non-resident application is denied, I will receive a full refund.

Dated: _____ Student Signature: _____

The undersigned agrees with the tuition charge as outlined below. The tuition charge is due with the submission of the Non-Resident Application.

I also understand that the Building Administrator or the Superintendent may terminate non-resident status of _____, if the student fails to comply with the student Code of Conduct, I understand that any tuition refunded will be pro-rated.

I, the undersigned, hereby agree to provide transportation to and from the school building of attendance or the nearest established school bus pick-up point. I have read and agreed to the Non-Resident Student Admission Policy.

Dated: _____ Parent/Guardian Signature: _____

Dated: _____ Parent/Guardian Signature: _____

The annual tuition charge for the 2018-2019 school year will be:

Grades K-4 \$350.00
Grades 5-8 \$500.00
Grades 9-12 \$900.00

9.2

WAVERLY CENTRAL SCHOOL DISTRICT
No. 7132 Non-Resident Students Policy

Non-resident students will not be enrolled in the Waverly Central School District (effective September 1, 2010), other than those currently enrolled and “grandfathered” in. The Board of Education, through the Superintendent, will determine the residency status of students whose legal residence is outside of the Waverly Central School District (“School District”).

Procedures attached to this policy will be enacted when residency is in question. Once determined that a student has been enrolled, who is not a resident of the school district, that student will return to their district of residence.

EFFECT ON CURRENT NON-RESIDENT STUDENTS

The tuition rate for non-resident students who are already in attendance in the School District on the effective Date of this policy will continue to pay tuition rates set annually by the Board of Education.

RESIDENT STUDENTS WHO BECOME NON-RESIDENTS

If a student’s legal residence changes after November 1st, from the School District to another school district, the Superintendent may allow the student to complete the school year without charging tuition, with an exception being allowed for seniors who would be allowed to complete their year if their residence changed after the start of the school year.

CSE OF DISTRICT OF RESIDENCE RESPONSIBLE FOR MAKING AND IMPLEMENTING APPROPRIATE RECOMMENDATIONS

As part of the application process, the parent or guardian shall submit written acknowledgment from the school district in which the student legally resides that:

- the Committee on Special Education (CSE) of that school district shall be responsible for making and implementing appropriate recommendations regarding classification, placement, program and related services for the disabled non-resident student, including the development of an IEP;
- the Board of Education of the school district of legal residence shall review and take appropriate action regarding such recommendations;
- any question, or request by the non-resident student or by the parent or guardian of such student for a hearing, regarding classification, placement, program or related services shall be addressed by the school district of the non-resident student’s legal residence.

The School District shall provide information regarding the student to the CSE of the district of legal residence to allow such CSE to make appropriate recommendations.

WAVERLY CENTRAL SCHOOL DISTRICT
No. 7132 Non-Resident Students Policy

The foregoing policy is in full force and effect except for the following, which shall apply to Waverly Staff Members.

In accordance with the attached signed memorandum of Agreement date May 7, 2014, non-resident children of Waverly staff shall be permitted to enroll and remain enrolled in the Waverly Central School District subject to the conditions outlined in the Memorandum. While the Agreement was executed with the Waverly Teachers' association, the District intends to apply these standards to all staff in the District. Accordingly, a listing of affected staff is also attached hereto for clarity.

Adopted: 08/05/10

Revised and Adopted: 06/05/2014

Elizabeth H. McIntosh, Director of Curriculum and Instruction

MEMO

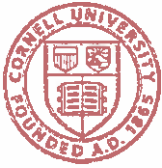
To: Waverly CSD School Board

From: Elizabeth McIntosh

Re: TCIS Associate Certification

Date: July 31, 2018

The Waverly CSD would like to recognize Kimberly McCarthy and Crystal Pearson as certified TCIS Trainers. The staff members have completed a rigorous training provided by Cornell University. This certification allows Mrs. McCarthy and Ms. Pearson to train Waverly staff in prevention, de-escalation, safety, and recovery material, Protective Interventions, Seated Restraint, Small Child Restraint, Standing Restraint and Supine Restraint. In addition, Waverly CSD authorizes Mrs. McCarthy and Ms. Pearson in the application of TCI techniques in their work with students.



Cornell University

Bronfenbrenner Center for Translational
Research
College of Human Ecology
Cornell University
Beebe Hall
Ithaca, NY 14853

July 27, 2018

Crystal Pearson
Certification Number: 41496

Dear Crystal,

The Residential Child Care Project is pleased to grant its TCIS Associate certification to you as a result of your successful completion of the TCI Update: Post Crisis Response (PCR) - USA program (13 hours) in Bath CSD on Jul. 10-11, 2018.

The following outlines the specific privileges and requirements of your certification

- 1) Your level of certification entitles you to train all prevention, de-escalation, safety, and recovery material, Protective Interventions, Seated Restraint, Small Child Restraint, Standing Restraint, Supine Restraint.
- 2) Your certification is granted for a period of 2 years (7/11/2018 - 7/11/2020).
- 3) To maintain your official certification you must successfully complete a Cornell sponsored Update within the period of your certification. You are responsible for registering and attending the Update within this time frame. Updates are listed on our website <http://rccp.cornell.edu>.
- 4) You may provide direct TCIS training within your school/district and collaborate with other TCIS trainers across districts. No fees may be exchanged.
- 5) All training must be in according to the TCIS guidelines listed on pages Aix-Ax in your TCIS Activity Guide, 1st Edition.
- 6) You may apply for Professional Certification after one year of certification. (See website above for details in the certification brochure.)

The TCIS trainer certification program is designed to ensure that TCIS training is implemented in school settings in a manner that ensures the developmental needs of students and the safety of both students and staff. The components of TCIS trainer certification includes an agreement to provide TCIS training in accordance with TCIS principles which provides a framework for TCIS practice and training, and general standards that include levels of certification, regulations, and requirements for maintaining your TCIS trainer certification. This certification does not authorize you to apply restraints on students; that authorization must come from your school.

If you have any questions or need additional information, do not hesitate to call or write or you may contact Holly Smith at hs226@cornell.edu.

Sincerely,

A handwritten signature in black ink that reads "Martha J. Holden". The signature is written in a cursive style.

Martha Holden, Project Director
Residential Child Care Project



Cornell University

Bronfenbrenner Center for Translational
Research

College of Human Ecology
Cornell University
Beebe Hall
Ithaca, NY 14853

July 27, 2018

Kim McCarthy
Certification Number: 41493

Dear Kim,

The Residential Child Care Project is pleased to grant its TCIS Associate certification to you as a result of your successful completion of the TCI Update: Post Crisis Response (PCR) - USA program (13 hours) in Bath CSD on Jul. 10-11, 2018.

The following outlines the specific privileges and requirements of your certification

- 1) Your level of certification entitles you to train all prevention, de-escalation, safety, and recovery material, Protective Interventions, Seated Restraint, Small Child Restraint, Standing Restraint, Supine Restraint.
- 2) Your certification is granted for a period of 2 years (7/11/2018 - 7/11/2020).
- 3) To maintain your official certification you must successfully complete a Cornell sponsored Update within the period of your certification. You are responsible for registering and attending the Update within this time frame. Updates are listed on our website <http://rccp.cornell.edu>.
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If you have any questions or need additional information, do not hesitate to call or write or you may contact Holly Smith at hs226@cornell.edu.

Sincerely,

Martha Holden, Project Director
Residential Child Care Project