

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

Meeting of the Schalmont Board of Education
Monday, May 22, 2024; 7:00 PM; Middle School LGI

Swearing-in of Elected Board Member

Newly elected Board Member, William Mau, was sworn in.

CALL TO ORDER & ROLL CALL - The meeting was called to order at 7:12 PM.

Members Present

Mr. Angelo Santabarbara, President
Mr. David Lawrence, Vice President
Ms. Patricia Dowse
Ms. Miranda Eldridge
Mrs. Jean Hanson
Mr. William Mau

Members Absent

Mr. Kevin Thompson

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Mrs. Brenda Leitt, School Business Administrator
Mr. Nicholas Castiglione, Student Representative
Mr. Kyle Larabee, Student Representative

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA - Motion made by Mr. Lawrence, seconded by Mrs. Hanson, that the agenda for the May 22, 2024 meeting of the Schalmont Board of Education be approved.

Motion carried 6-0. Mr. Thompson absent.

STUDENT REPRESENTATIVE REPORT

Mr. Castiglione and Mr. Larabee reported at the High School that students in Mrs. Casalnuovo's Introduction to Engineering and Design classes enjoyed a field trip to Rensselaer Polytechnic Institute on April 27th for a STEM Day! Thanks to RPI for creating such a wonderful day for our students! Congratulations to Alana Judeikis, Marissa Phillips and Maggie Raymond who were honored along with their families at Varsity Softball Senior Day on April 26th! To help celebrate National Arbor Day last Friday, Schalmont senior Maddy Uhl organized a High School table during school lunches to share information about how students can help preserve and plant trees! Great job! Congratulations to our Varsity Baseball Team seniors and their families who were honored May 5th at Senior Night! Thank you for all your hard work, dedication and representing Schalmont so proudly! Schalmont's Concert Choir and Wind Ensemble took 1st place with superior ratings at the Festival of Music Competition on May 3rd! The Concert Choir also took home the Best Overall Choir Award! Congratulations! Congratulations to our Varsity Boys Tennis Team seniors and their families who were honored the week of May 10th at Senior Night! Thank you for all your hard work, dedication and representing Schalmont so proudly! Congratulations to Caelyn Eiser and Carter Flowers who broke school records in Track & Field also on the week of May 10th. Caelyn broke a record (from 2013) for long jump in Girl's Track & Field with a jump of 16 feet 8 inches. Carter broke a record (from 2018) for 1600 meters in Boy's Track & Field; this is the 3rd school record for Carter as he set the record (from 1973) for 3200 meters earlier this year and 800 meters last year. Dozens of Schalmont High School students explored the writing process with published author Emma Kress this week who visited the library for an interactive writing workshop. Thank you so much for spending time with our students and truly inspiring them! Schalmont High School students enjoyed an Economics class field trip to the Beech-Nut plant in Amsterdam last week where they got an up close look at modern manufacturing, reinforcing concepts from their class. Thank you for hosting our students! The upperclassmen thoroughly enjoyed their prom at Franklin plaza last Friday night! We thank Franklin Plaza for hosting us and we wish all who attended had a great time! Also on May 17th, the Career & Financial Management classes held their 2nd annual career fair in the HS cafeteria where students met with professionals in their field of interest! At the Middle School the music department has already started their end of the year concert series and will continue in a few weeks with a grade 5 concert on Wednesday, June 5th. The Middle School once again held another successful Young Mind's Expo on Tuesday, May 7th from 6:00 - 7:30 pm. Middle School students, joined by many of our 4th graders and families lined the halls of the Middle School as they shared projects and presentations highlighting their hobbies, talents, and interests. This annual event is entirely student driven and one of our favorites as we bring Jefferson and the Middle School together to spotlight our students! The PIT Crew is thriving as we wrap up the year with two major events. Currently, the MS PIT Crew and SMS students are partnering to help local pets in need with the APF. For the rest of this week we will continue to collect coins and animal food for donations. In addition, students continue to submit original animal artwork as part of a contest to raise awareness and highlight the talented students here. There will also be an SMS PIT Crew sponsored Amsterdam Mohawks Baseball

game taking place on Thursday June 6th at 6:35 PM. All are welcome and encouraged to attend this family event and can get discounted tickets using the Code "SABRES" when purchasing tickets. The night will be filled with fun Schalmont themed activities and events. Come on out and enjoy! Grades 6 - 8 recently finished their state testing in both ELA and Math, while grades 5 and 8 also worked hard and completed the 5th and 8th grade computer based science testing. This was the first time students experienced this format of science testing, and all students, grades 6-8 are to be commended for their hard work! Several grades are preparing for end of the year events and activities including a trip to Thatcher Park, MiSci, Field Days, and a visit from Jared Campbell who is a musician! At Jefferson Elementary, the third and fourth graders recently finished their state exams in both ELA and MATH. Grade 3 is slated to participate in a field test on Thursday. Thank you to our staff and students for always working their hardest. Jefferson recently welcomed a local wildlife rehabilitator who provided an assembly to all Kindergarteners entitled "Birds of Prey." The students learned a ton about some of our feathered friends. Several grade levels at Jefferson are also preparing for up and coming field trips to the Mabee Farm, Howes Caverns, and MiSci in Schenectady. As we enter the month of June, we are excited to once again host some of traditional events such as K-3 field day, the grade 4 picnic and kickball tournament as well as the fourth grade moving up day ceremony. The Jefferson PTO will also be hosting our very first Jefferson Carnival on June 17 from 5- 8 PM at Jefferson. There will be games, music, food, and fun for all. Lastly, we look forward to honoring our graduating class of 2024 in our annual Senior Walk Thru at Jefferson on the morning of June 10.

SUPERINTENDENT'S REPORT

Project Lead the Way – Mrs. Stearns

CONSENT AGENDA – Motion made by Ms. Dowse, seconded by Ms. Eldridge, that the consent agenda consisting of the following items be approved:

- ✓ Board of Education Meeting Minutes: April 24, 2024
- ✓ Financial Reports April 2024; Finance Report; HS/MS Extracurricular
- ✓ CSE/CPSE Recommendations: March 18, 21, 28; April 12, 22, 23, 24, 29, 30; May 1, 6, 7, 17, 2024
- ✓ Personnel Matters

• **Administrative Personnel Matters**

Full-Time Probationary Appointment

Name: Lisa Young
 Position: Assistant Principal/CSE Chair - Jefferson; 1.0 FTE
 Effective: July 1, 2024
 Tenure: Assistant Principal
 Probation: 3 years; July 1, 2024 through July 1, 2027
 Step: *per SAA Agreement*

• **Instructional Personnel Matters**

Full-Time Probationary Appointments

Name: Carlyn Beaver
 Position: Special Education/MS; 1.0 FTE
 Effective: July 1, 2024
 Tenure Area: Special Education
 Probation: 4 years; September 1, 2024 through September 1, 2028
 Step: 2-MA (*per STA Agreement*)

Name: Alyssa Lupinski
 Position: Social Worker/HS; 1.0 FTE
 Effective: July 1, 2024
 Tenure Area: Social Worker
 Probation: 4-years; March 4, 2024 through March 4, 2028
 Step: 8-MA (*per STA Agreement*)

Name: Lauren Rockenstire
 Position: Family and Consumer Science Teacher/MS; 1.0 FTE
 Effective: July 1, 2024
 Tenure Area: Family and Consumer Science (FACS)
 Probation: 4-years; January 2, 2024 through January 2, 2028
 Step: 4-MA (per STA Agreement)

Part-Time Appointments

Name: Mary Alice Newell
 Position: Music/MS
 FTE: 1.0 FTE
 Effective: May 13, 2024 through June 30, 2024
 Step: 15-MA (per STA Agreement)

Name: Victoria Savallo
 Position: Grade 7 Math/MS
 FTE: 1.0 FTE
 Effective: July 1, 2024 through June 30, 2025
 Step: 7-MA (per STA Agreement)

Retirement Resignations

Sharon Aniolek, Teaching Assistant, HS, effective June 30, 2024 (15 years of service)
 Laurie Macken, Teaching Assistant, MS, effective June 26, 2024 (27 years of service)
 Karen Ryder, Social Studies Teacher, HS, effective August 22, 2024 (33 years of service)
 Wendy Stearns, Technology/Math Teacher, HS, effective July 1, 2024 (23 years of service)
 Michele Williams, Kindergarten Teacher, Jefferson, effective June 30, 2024 (30 years of service)
 Mary Zanta, Grade 5 Teacher, MS, effective June 30, 2024 (17 years of service)

Substitute Teacher Appointments

BOCES Packet #15: Hailey Deguire, Ann Glackin, John Locicero, Hannah Porter, Gracie Stelling
 BOCES Packet #16: Isabella Almodovar, Jordan Becker, Laura Campagna, Tyler Dame-Meehan, Clare Kelly,
 Lucas Maloney, Matthew Sindoni, Halil Tok, Ciara Torrey

• Non Instructional Personnel Matters (All hourly pay rates as per SSRPA Agreement)

<u>Substitute Appointments</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>
Kati Bradley	Monitor	Jefferson	05/13/24	as needed
Kati Bradley	Teacher Aide	Jefferson	05/13/24	as needed
Dina Santabarbara	Teacher Aide	Jefferson	05/13/24	as needed

Motion carried 6-0. Mr. Thompson absent.

NEW BUSINESS

Budget Vote and Election Results: Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the Board of Education, upon the recommendation of the Superintendent of Schools, accept and certify the results of the 2024-25 Budget Vote and Election held May 21, 2024.

<u>Results:</u>	2024-2025 Budget	In favor: 445; Opposed: 76
	Bus Proposition – Purchase of (5) Buses	In favor: 436; Opposed: 84
	Capital Reserve Fund Proposition	In favor: 438; Opposed: 79
	BOE Member Election: Angelo Santabarbara	405 votes; 3-year Term
	David Lawrence	356 votes; 3-year Term
	William Mau	272 votes; 2-year Term
	Kyrish Iyer	246 votes

Motion carried 6-0. Mr. Thompson absent.

First Read/Board Policies: Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the Board of Education approve the first read of the following School Board policies.

1120	School District Records
4772	Graduation Ceremonies
5500	Student Records
5550	Student Privacy

Motion carried 6-0. Mr. Thompson absent.

Girls' Varsity Wrestling Agreement: Motion made by Mr. Lawrence, seconded by Mrs. Hanson, that the Board of Education approve the agreement between the Schalmont School District and Mohonasen School District to join together to operate a combined Girls' Varsity Wrestling team for the 2024-25 school year.

Motion carried 6-0. Mr. Thompson absent.

BOARD ITEMS

Mr. Santabarbara – Gratitude for community for the Budget Vote. New hires and resignation of long-term employees, says a lot.

Mr. Lawrence – Congratulations to William Mau and to new hires. Thank you to all retirees and Mrs. Stearns. Mrs. Zanta will be missed. Thank you. We have great teachers.

Ms. Eldridge – Thank you to the community, teachers and students participating in the Budget Vote.

Ms. Dowse – Schalmont graduates are coming back and working for us.

Mr. Mau – Thank you to the community for coming out and voting. Looking forward to what's ahead.

ADJOURNMENT – Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the May 22, 2024 meeting of the Board of Education be adjourned at 7:40 PM.

Motion carried 6-0. Mr. Thompson absent.

Respectfully submitted,

Brenda Leitt
Clerk of the Board



District Office
4 Sabre Drive, Schenectady, NY 12306
Phone: 518-355-9200 | Fax: 518-355-9203

Dr. Thomas B. Reardon, Superintendent of Schools, Ext. 4001

TO: Board of Education
FROM: Genienne Bakuzonis, Chief Compliance Officer, Academic & Instructional Support Services
DATE: June 7, 2024
RE: Agenda Items for June 10, 2024 Board Meeting: CSE/CPSE Meetings for BOE Approval

Date of CSE/CPSE Meeting/School	Number of Students
April 18, 2024 (SHS)	1
April 25, 2024 (SHS)	2
May 6, 2024 (JES)	1
May 7, 2024 (CPSE)	1
May 10, 2024 (SHS)	1
May 15, 2024 (SHS)	1
May 16, 2024 (OOD*)	1
May 17, 2024 (SHS)	3
May 20, 2024 (SHS)	4
May 21, 2024 (SHS)	1
May 22, 2024 (SHS, SMS)	7
May 23, 2024 (CPSE, SMS)	5
May 28, 2024 (CPSE, JES, OOD*)	4
May 29, 2024 (JES, SMS)	6
May 30, 2024 (SHS, SMS)	4
June 4, 2024 (CPSE, JES, SMS)	7
June 5, 2024 (CPSE)	1

*Out of District Placement

(X) Required
 () Local
 () Notice

SCHOOL DISTRICT RECORDS

It's the policy of the Board of Education to inform members of the public about the administration and operation of public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations will address ensuring applicable confidentiality and security of district information, including the protection of student and teacher/principal personally identifiable information in conformance with state EdLaw 2-d and regulations 8 NYCRR Part 121. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
 Education Law §2116
 Arts and Cultural Affairs Law §57.11
 Local Government Records Law, Article 57-A
 Federal Rules of Civil Procedure, 16, 26
 8 NYCRR 185.15 (8 NYCRR Appendix L) – Records Retention and Disposition Schedule LGS-1 for New York Local Government Records

Adoption date:

(X) Required
 (x) Local
 (x) Notice

GRADUATION CEREMONIES

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. The Board of Education will approve the date for graduation ceremonies, while the administration will determine the place and program details, including attire. Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected from among the graduating class.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described in this policy. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) without meeting the requirements for a high school diploma by the time their ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities.

However, students may be denied participation in the graduation ceremony and related activities as a consequence of violations of the Code of Conduct. The Building Principal may set other rules and conditions for participation in the graduation ceremony and related activities. All such rules will be provided to students and parents/guardians in advance. Students who have met the requirements for a diploma but are barred from participating in the graduation ceremony will be given their diplomas separately.

Students with disabilities receiving services pursuant to the Individuals with Disabilities Education Act who earn a CDOS or SACC without receiving a diploma are entitled to continue their educational programs until their 22nd birthday, or until receipt of a Regents of local high school diploma, whichever comes first. Students who participate in the graduation ceremony by earning only a CDOS or SACC, who subsequently meet the requirements for either a Regents or local high school diploma, may participate in the graduation ceremony of that graduating class as well.

Cross-ref: 4321, Programs for Students with Disabilities Under the IDEA and New York's Education Law Article 89
 4321.9, Declassification of Students with Disabilities
 4773, Diploma and Credential Options for Students with Disabilities
 5300, Code of Conduct

Ref: Education Law §3204(4-b)
 8 NYCRR §§100.2(oo); 100.5; 100.6
A.R. v. Connecticut State Board of Education, 5 F.4th 155 (2021)
Formal Opinion of Counsel No. 242 (7/6/2023), NYSED

Adoption date:

(X) Required

(X) Local

(X) Notice

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights will be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records.

The District will provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to EdLaw 2-d, the District will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student Personally Identifiable Information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools is responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include, but is not limited to: social security number, student identification number, parent/guardian's name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3. The State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

The district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 8635-E). Policy will be reviewed and updated as needed to be consistent with State, Federal and Local modifications.

Adoption date:

(X) Required
 () Local
 () Notice

STUDENT PRIVACY

The Board recognizes its responsibility to enact policies that protect student privacy, in accordance with law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

Surveys

The Board of Education recognizes under the Federal Protection of Pupil Rights Act (PPRA) that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, parent/guardian consent is required for minors to take part in surveys which gather any of the following information:

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the district plans to survey students to gather information included in the list above, the district will obtain written consent from the parent/guardian in advance of administering the survey. The notification/consent form will also apprise the parent/guardian of their right to inspect the survey prior to their minor child's participation. Prior written consent and the right to inspect survey transfers to students once they turn 18 years old and are emancipated.

Marketing

It is the policy of the Board, as per EdLaw 2-d, not to collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

All disclosure or use of student personal information will be protected by the district pursuant to the requirements of the Family Educational Rights and Privacy Act (FERPA), Individuals with Disability Act (IDCA), Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, Children's Online Privacy Protection Act (COPPA), NY EdLaw 2-d, 8635, and Information and Data Privacy Security Breach and Notification.

Inspection of Instructional Material

Parents/guardians shall have the right to inspect, for students under 18, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments."

A parent/guardian (or student who is at least 18 years old or is emancipated) who wishes to inspect and review such instructional material must submit a request in writing to the Principal. Upon receipt of such request, arrangements shall be made to provide access to such material.

Invasive Physical Examinations

Prior to the administration of any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam, in case physical examination is defined in federal law. Hearing, vision and scoliosis screenings are not included in this definition and are not subject to prior notification.

Adoption date: