

CHAPPAQUA CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION AGENDA

Tuesday, June 5, 2012

Horace Greeley High School

Join us for light refreshments at 7:45 p.m. to celebrate our retirees.

Convene public meeting at 6:30p.m., which we anticipate will go into an Executive Session for the purpose of discussion of a particular person's employment history and CSEA negotiations.
Reconvene at 7:45 pm.

Presentation: Honor Retirees

1. Information Business Affairs

1.1 President's Report

1.1.1 Westchester Putnam School Boards Association Budget and Ballot for 2012-13

BE IT RESOLVED that the proposed 2012-13 Budget for the Westchester-Putman School Boards Association be approved as presented in the amount of \$224,311;

BE IT FURTHER RESOLVED that the board approves the following candidates to serve as officers on the WPSBA Executive Board for the 2012-13 year:

President – Kendall Egan (Rye City SD)
Vice President – Susan Elion Wollin (Bedford CSD)
Vice President – Karen Zevin (Croton-Harmon UFSD)
Secretary/Treasurer – Richard Kreps (Carmel CSD);

BE IT FURTHER RESOLVED that the board approves the following candidates to serve on the WPSBA Board with their terms expiring in 2015:

Louis Conte (Pleasantville UFSD)
Douglas Glickert (Peekskill City SD)
Abby Mendelsohn (Harrison CSD)
Jennifer Rosen (Briarcliff Manor UFSD)

1.1.2 Proposed Board Meeting Schedule - 2012/2013

1.2 Superintendent's Report

1.2.1 Assistant Principal Search

Questions and Comments

We welcome public inquiries, and in respect for each other's time, we ask that you limit your inquiry to three minutes. Board members may be contacted via email or phone.

2. Organization

- 2.1 Second reading: Draft Harassment, Bullying, and Discrimination Prevention and Intervention Policy (required under Dignity for All Students Act effective July 1, 2012)
- 2.2 Second reading: Draft Internet Safety Policy
- 2.3 First reading of revised policy: Student Code of Conduct w/attachment
- 2.4 First reading of revised policy: Student Records
- 2.5 First reading of revised policy: Disposition of District Personal Property and Equipment

3. **Approvals**

- 3.1 Minutes of April 10, 2012
- 3.2 Minutes of Exec. April 24, 2012
- 3.3 Minutes of May 22, 2012

4. **Recommended Action: Personnel**

4.1 **Instructional
Resolution:**

"BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as per diem substitute teachers to be employed on an "as needed" basis":

Kathryn Bunyan,
Liana Geraghty,
Victoria Katzenberg, and
Beverly Schoenfeld.

Resolution:

"BE IT RESOLVED that, the Board of Education hereby authorizes the attached Agreements for Services for the individuals and agencies listed below effective for the 2012/2013 school year, or earlier at the discretion of the Board of Education":

Continental Nurses,
Laurie McCauley, and
Matt Otteman.

Resolution:

"WHEREAS, the Board of Education for reasons of economy and efficiency, has determined that it is appropriate to abolish certain pedagogical positions in the District;

THEREFORE, BE IT RESOLVED that, the Board of Education hereby abolishes the following positions, effective close of business on June 30, 2012."

.67 FTE Art position at Horace Greeley High School,
1.0 FTE Home Economics position (.5 at Robert E. Bell Middle School and .5 at Seven Bridges Middle School),
.8 FTE Music position (.2 at Robert E. Bell Middle School and .6 at Seven Bridges Middle School)
.5 FTE Physical Education position at Westorchard Elementary School,
.5 FTE Social Worker position (.25 at Robert E. Bell Middle School and .25 at Seven Bridges Middle School),
.3 FTE Industrial Arts position at Seven Bridges Middle School,
.6 FTE Psychologist position at Westorchard Elementary School,
1.0 FTE Special Education position at Westorchard Elementary School, and
.1 FTE Social Studies position at Horace Greeley High School.

Resolution:

"BE IT RESOLVED that, the Board of Education has determined that the services of the following individuals shall be discontinued at close of business on June 30, 2012 in accordance with Section 3013 of the Education Law as they are determined to be the least senior teachers in their respective tenure areas, they do not have tenure or probationary status in any additional tenure area created by Part 30 of the Rules of the Board of Regents, and thus have no right to transfer to any position in a different tenure area; and they shall be placed upon a preferred eligible list for recall to a position for a period of seven

(7) years from the effective date of layoff pursuant to Education Law Section 3013; and each individual will be notified in writing by the District Clerk of the information contained in this resolution, including placement of their name on a preferred eligible list for re-employment.”

Home Economics	Colleen Fodor
Industrial Arts	Michael DeBellis

Resolution:

“BE IT RESOLVED that, due to increased need in English, the Board of Education hereby creates a .5 FTE English position. This action results in the creation of a .5 FTE English position at Seven Bridges Middle School effective 7/1/12.”

Resolution:

“BE IT RESOLVED that, due to increased need in Mathematics, the Board of Education hereby creates a .5 FTE Mathematics position. This action results in the creation of a .5 FTE Mathematics position at Seven Bridges Middle School effective 7/1/12.”

Resolution:

“BE IT RESOLVED that, due to increased need in Science, the Board of Education hereby creates a .5 FTE Science position. This action results in the creation of a .5 FTE Science position at Seven Bridges Middle School effective 7/1/12.”

Request for Child Care Leave of Absence:

Ms. Kristen Fontanes-Betterton, Teacher of Special Education, Seven Bridges Middle School, effective May 14, 2012 through June 30, 2012.

Resignation for Purposes of Retirement:

Mr. Thomas Howley, Teacher of Physical Education, Seven Bridges Middle School, effective June 30, 2012.

Resignation:

Ms. Debra Doman, Teacher of Elementary Education, Westorchard Elementary School, effective June 30, 2012.

Appointment: Part Time

Ms. Dana Bassuk, (.4) Teacher of Reading, Douglas Grafflin Elementary School, effective September 1, 2012 through June 30, 2013 (or earlier at the discretion of the Board of Education).

Ms. Kim Meade, (.6) Teacher of Music, District wide Elementary Schools, effective September 1, 2012 through June 30, 2013 (or earlier at the discretion of the Board of Education).

4.2 Non-instructional

Resignations:

Christopher Schussler - Maintenance Worker - Buildings, resigning effective May 30, 2012.

Myrna J. Worthy - Health Aide at Douglas Grafflin Elementary School, resigning effective June 22, 2012.

Appointment:

Lisa Shirin - Senior Office Assistant - Automated Systems at the Education Center, effective May 30, 2012.

Resolution:

BE IT RESOLVED that, the Board of Education hereby appoints the individual listed below as a per diem custodial substitute to be employed on an "as needed" basis, effective June 5, 2012:

Ryan Pirro

5. Recommended Action: Other

- 5.1 Approve CSE summaries reported to Board on June 1, 2012.
- 5.2 Approve Agreement for Investigative Services, A.F. Investigations, for the 2012-13 school year in the amount of \$65 per hour.
- 5.3 BE IT RESOLVED, that the Board of Education hereby ratifies the Supplemental Agreement, dated May 29, 2012, agreed to by the District and the Chappaqua Administrators' Association as presented to the board at this meeting. A copy of said agreement shall be incorporated by reference within the minutes of this meeting.
- 5.4 Approve Initial Contract of Services with Putnam Northern Westchester BOCES for 2012-13 school year.
- 5.5 Approve Contract for Health and Welfare Services with Somers School District for one additional child for 2011-12 in the amount of \$856.40.
- 5.6 Approve Contract for Health and Welfare Services with Rebecca School for student ID # 00485 for 2012-13 in the amount of \$81,417.
- 5.7 Approve contract for services with Devereux Foundation for July 1, 2012 - June 30, 2013 for residential students at a rate approved by the Commissioner of Education.
- 5.8 Approve contract with Western States Contracting Alliance Governmental User Agreement effective May 1, 2012.
- 5.9 BE IT RESOLVED that the Board of Education authorizes the Board President to execute an a Release and Settlement Agreement regarding student #600727. A copy of said Agreement shall be incorporated by reference into the minutes of this meeting.
- 5.10 Approve School World Services one-year service agreement for 2012-13 in the amount of \$12,666.84, a zero increase.

6. Facilities**7. Financials****8. Notice of Future Meetings -**

Tuesday, June 19, 2012, Board Meeting at Horace Greeley High School, 8:15 p.m.
Presentation: Work Session/Reflections

9. Adjournment

Any person who seeks accommodation based upon disability should contact: District Clerk,
Theresa Markley at 238-7225, at least five days prior to the meeting.
Chappaqua Board of Education
Education Center -- 66 Roaring Brook Road
Chappaqua, NY 10514

Board meetings are public meetings, videotaped and available on the district website.

web: www.chappaqua.k12.ny.us/ccsd

email: board@ccsd.ws

PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING MEETING

June 5, 2012
Encl.# 1.1.1



DATE: May 18, 2012
TO: BOARD PRESIDENTS, SUPERINTENDENTS AND DISTRICT CLERKS
FROM: LISA DAVIS, Westchester-Putnam School Boards Association Executive Director
RE: 2012-13 WPSBA PROPOSED BUDGET VOTE

In accordance with the Westchester-Putnam School Boards Association bylaws, every member school board is asked to review the WPSBA budget and Executive Board Nominating Slate, and cast its vote by completing the Annual Meeting Ballot. A summary of the 2012-13 WPSBA proposed budget is attached.

WPSBA is hosting its 50th Anniversary Dinner this year which includes a full program with honorees, tributes and student performances (We hope to see you there- register through your district clerk!). Therefore, just for this year, we will be holding the Annual Business Meeting on June 14 at 8:00 pm during our scheduled June Executive Board meeting at the Bedford Administration Building. The proposed budget and the Executive Board nominations will be presented for final approval at this meeting.

Westchester-Putnam School Boards Association is sensitive to the financial pressures our districts are experiencing, particularly given the tax levy limit. This year, we have developed a new dues structure which is based on the tax levy rather than on the school district budget. This new structure considers both district size and district wealth, under the premise that higher need districts get a smaller percentage of their budget from the tax levy.

We have designed this new structure such that the majority of our districts (36) will have flat dues for the coming year. Two districts will go down a category and thus will have a dues decrease, 12 districts will go up one category, and our four largest districts will go up two categories. With the majority of district dues frozen next year (all dues were frozen last year), WPSBA will again transfer money from our reserves to cover the 2012-13 operating expenses.

WPSBA is committed to providing the high level of services and programming you have come to expect from our Association. You can count on WPSBA to provide useful, timely information, offer relevant programs and workshops, and be a voice for public education issues. We continually strive to find new ways to partner with others and support the work of our board members and districts.

We ask that each Board complete and submit the Annual Meeting Ballot through their District Clerk by June 14th at noon, so we can tally the vote in advance of the meeting.

We welcome your comments and suggestions throughout the year.

Lisa Davis



BALLOT – ANNUAL MEETING – June 14, 2012

NOTE: This ballot should be returned if your board will NOT be represented at the WPSBA Annual Meeting on June 14th.

	YES	NO
SLATE OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS FOR 2012-2013	_____	_____
PROPOSED 2012-2013 WPSBA BUDGET	_____	_____
SCHOOL BOARD _____		
By _____		
Title _____		
Date _____		

Note: Westchester-Putnam School Boards Association Bylaws – Article VIII – C:
Each member Board is entitled to one vote on all matters. Votes at all meetings of the Association shall be decided by a majority of the votes cast. On agenda items, the total number of votes cast shall include mailed ballots and written proxies from member boards unable to have a representative present at the meeting, provided that such sealed, mailed ballots or written proxies are in the hands of the President prior to the time the meeting is called to order.

IF YOUR BOARD WILL NOT BE REPRESENTED AT THE ANNUAL MEETING, PLEASE FILL OUT THIS FORM AND SCAN & EMAIL TO INFO@WPSBA.ORG OR FAX IT TO 914-345-8761 BY 3:00 P.M. ON THURSDAY, JUNE 14, 2012.



DATE: May 17, 2012
TO: Board Presidents, Superintendents, and District Clerks
FROM: WPSBA Nominating Committee: David Lacher (*New Rochelle City SD*); Steve Kastin (*Ardsley UFSD*); Giuseppina Miller (*Croton-Harmon UFSD*); Anna Sterne (*Dobbs Ferry UFSD*); Karen Zevin (*Croton-Harmon UFSD*)
RE: WPSBA Executive Board Slate for 2012-13

The Nominating Committee of the Westchester-Putnam School Boards Association is pleased to submit the following candidates to serve as officers on the WPSBA Executive Board for the following year:

President – Kendall Egan (*Rye City SD*)
Vice President - Susan Elion Wollin (*Bedford CSD*)
Vice President – Karen Zevin (*Croton-Harmon UFSD*)
Secretary/Treasurer – Richard Kreps (*Carmel CSD*)

The Nominating Committee of the Westchester-Putnam School Boards Association is pleased to submit the following candidates with terms expiring in 2015:

Louis Conte (*Pleasantville UFSD*)
Douglas Glickert (*Peekskill City SD*)
Abby Mendelsohn (*Harrison CSD*)
Jennifer Rosen (*Briarcliff Manor UFSD*)

Continuing on the board:

Ifay Chang (*Somers CSD*)
Anita Feldman (*P/NW BOCES*)
Rita Golden (*Mt. Pleasant Cottage UFSD*)
Frank Hariton (*Ardsley UFSD*)
Jeffrey Hastie (*New Rochelle City SD*)
Stephen Jambor (*Brewster CSD*)
Wendy Naidich (*Hastings-on-Hudson UFSD*)
Brett Summers (*Byram Hills CSD*)

Westchester-Putnam School Boards Association 2012013 Levy Dues Analysis

5/20/2013

School District	2011-12 Budget	2011-12 SD Levy	2011-12 Category	2011-12 Dues (Basis: Budget 2010-11)	2012-13 Category	2012-13 Dues (Basis: Levy 2011-12)	2012-2013 vs. 2011-12 Dues
Ardsley UFSD	56,936,745	45,445,954	Category 4	3,540	Category 4	3540	100%
Bedford CSD	118,980,000	105,231,560	Category 5	3,960	Category 7	4150	105%
Blind Brook-Rye UFSD	39,587,509	33,696,968	Category 4	3,540	Category 4	3540	100%
Brewster CSD	82,235,776	65,405,255	Category 5	3,960	Category 6	3960	100%
Briarcliff Manor UFSD	48,400,000	38,497,390	Category 4	3,540	Category 4	3540	100%
Bronxville UFSD	43,604,184	38,261,184	Category 4	3,540	Category 4	3540	100%
Byram Hills CSD	78,654,230	69,695,645	Category 5	3,960	Category 6	3960	100%
Carmel CSD	108,754,991	82,217,263	Category 5	3,960	Category 6	3960	100%
Chappaqua CSD	111,448,488	98,944,582	Category 5	3,960	Category 7	4150	105%
Croton-Harmon UFSD	43,860,828	36,184,739	Category 4	3,540	Category 4	3540	100%
Dobbs Ferry UFSD	38,073,156	32,812,672	Category 4	3,540	Category 4	3540	100%
Eastchester UFSD	71,757,303	62,857,648	Category 5	3,960	Category 6	3960	100%
Edgemont UFSD	50,711,858	43,830,029	Category 4	3,540	Category 4	3540	100%
Elmsford UFSD	29,650,799	26,076,163	Category 3	3,175	Category 3	3175	100%
Garrison UFSD	9,321,479	8,023,607	Category 2	2,445	Category 2	2567	105%
Greenburgh CSD #7	57,440,000	51,347,050	Category 4	3,540	Category 4	3540	100%
Haldane CSD	21,630,013	16,996,875	Category 3	3,175	Category 3	3175	100%
Harrison CSD	103,127,306	91,332,837	Category 5	3,960	Category 7	4150	105%
Hastings-on-Hudson UFSD	42,028,394	34,532,585	Category 4	3,540	Category 4	3540	100%
Hendrick Hudson CSD	69,880,000	40,207,581	Category 4	3,540	Category 4	3540	100%
Irvington UFSD	50,324,892	44,938,832	Category 4	3,540	Category 4	3540	100%
Katonah-Lewisboro UFSD	111,020,044	99,783,239	Category 5	3,960	Category 7	4150	105%
Lakeland CSD	157,235,514	106,106,828	Category 5	3,960	Category 7	4150	105%
Mahopac CSD	112,867,490	79,729,870	Category 5	3,960	Category 6	3960	100%
Mamaroneck UFSD	125,325,971	109,090,006	Category 5	3,960	Category 7	4150	105%
Mount Pleasant CSD	51,325,000	44,184,500	Category 4	3,540	Category 4	3540	100%
Mount Vernon City SD	208,787,554	133,843,222	Category 5	3,960	Category 7	4150	105%
New Rochelle City SD	230,872,398	181,889,144	Category 5	3,960	Category 8	4355	110%
North Salem CSD	38,569,065	34,990,935	Category 4	3,540	Category 4	3540	100%
Ossining UFSD	103,502,510	85,939,531	Category 5	3,960	Category 7	4150	105%
Peekskill City SD	72,013,090	35,020,703	Category 5	3,960	Category 4	3540	89%
Pelham UFSD	63,189,318	53,857,112	Category 4	3,540	Category 5	3750	106%
Pleasantville UFSD	44,796,317	32,369,168	Category 4	3,540	Category 4	3540	100%
Pocantico Hills CSD	26,019,046	20,232,759	Category 3	3,175	Category 3	3175	100%
Port Chester-Rye UFSD	79,555,725	55,232,642	Category 5	3,960	Category 5	3750	95%
Putnam- N. Westchester BOCES	55,526,452	55,526,452	Category 4	3,540	Category 5	3750	106%
Putnam Valley CSD	44,896,512	34,234,184	Category 4	3,540	Category 4	3540	100%
Rye Neck UFSD	35,853,765	32,597,588	Category 4	3,540	Category 4	3540	100%
Rye SD	71,908,000	64,547,070	Category 5	3,960	Category 6	3960	100%

Westchester-Putnam School Boards Association 2012013 Levy Dues Analysis

5/20/2013

School District	2011-12 Budget	2011-12 SD Levy	2011-12 Category	2011-12 Dues (Basis: Budget 2010-11)	2012-13 Category	2012-13 Dues (Basis: Levy 2011-12)	2012-2013 vs. 2011-12 Dues
Scarsdale UFSD	138,443,938	123,677,125	Category 5	3,960	Category 7	4150	105%
Somers CSD	80,426,573	69,470,547	Category 5	3,960	Category 6	3960	100%
S. Westchester BOCES	155,846,016	155,846,016	Category 5	3,960	Category 8	4355	110%
Tuckahoe UFSD	28,897,513	24,635,832	Category 3	3,175	Category 3	3175	100%
UFSD Tarrytowns	64,754,404	51,574,301	Category 4	3,540	Category 4	3540	100%
Valhalla UFSD	42,782,749	36,868,475	Category 4	3,540	Category 4	3540	100%
White Plains City SD	185,536,466	153,575,730	Category 5	3,960	Category 8	4355	110%
Yonkers City SD	484,148,497	217,849,240	Category 5	3,960	Category 8	4355	110%
Yorktown CSD	91,125,000	73,111,362	Category 5	3,960	Category 6	3960	100%
Special Act Public School Districts							
Greenburgh Eleven UFSD			Category 1	945	Category 1	945	100%
Greenburgh-Graham UFSD			Category 1	945	Category 2	945	100%
Greenburgh-North Castle UFSD			Category 1	945	Category 3	945	100%
Hawthorne Cedar Knolls UFSD			Category 1	945	Category 4	945	100%
Mt Pleasant Cottage UFSD			Category 1	945	Category 5	945	100%
Mount Pleasant-Blythedale UFSD			Category 1	945	Category 6	945	100%
TOTAL	\$ 4,181,632,878	\$ 3,232,320,000	#	\$ 182,695		\$ 185,897	

2011-12 Dues	2011-12 Dues
Category 1 (Special Act SD)	\$ 945
Category 2 (Budget < \$9,999,999)	\$ 2,445
Category 3 (Budget < \$29,999,999)	\$ 3,175
Category 4 (Budget < \$69,999,999)	\$ 3,540
Category 5 (Budget > \$70,000,000)	\$ 3,960

Category	District Dues Levy	2012-13 Dues
Category 1	Special Act SD	\$ 945
Category 2	Levy < \$8,000,000	\$ 2,445
Category 2a	Levy < \$10,999,999	\$ 2,567
Category 2b	Levy < \$12,999,999	\$ 2,695
Category 2c	Levy < \$14,999,999	\$ 2,893
Category 2d	Levy < \$16,499,999	\$ 2,973
Category 3	Levy < \$29,999,999	\$ 3,175
Category 4	Levy < \$51,999,999	\$ 3,540
Category 5	Levy < 61,999,999	\$ 3,750
Category 6	Levy < \$84,999,999	\$ 3,960
Category 7	Levy < \$134,999,999	\$ 4,150
Category 8	Levy > \$135,000,000	\$ 4,355

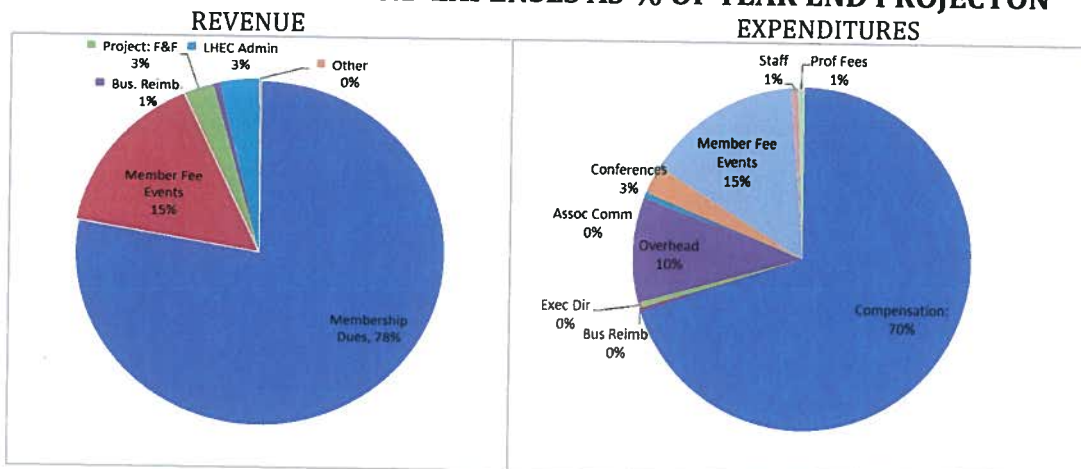
2011-12 PROJECTED YEAR END SUMMARY: *(See budget explanation on page 3)*

	<u>2011-12 Proj</u>	<u>2011-12 Budget</u>
Income		
4000 · Membership Dues	182,695	173,435
4100 · Member Fee Events*	36,140	25,125
4200 · Project Income (Facts & Figures)	6,235	5,725
4300 · Business Income Reimbursement	1,278	1,100
4400 · LHEC Administration Fee	8,000	8,000
4500 · Interest Income	268	450
4600 · Other Income	130	250
Sub-Total Income	<u>234,745</u>	<u>224,731</u>
4700 · Revenue from Savings	10,596	8,646
4800 · Spec Expend from Reserve	<u>2,000</u>	<u>2,000</u>
Total Income	247,341	224,731
Expense		
6000 · Salaries**	168,255	161,569
6200 · Board-Assoc. Committees	540	3,150
6300 & 6050 · Board & Committees	1,280	1,200
6400 · Overhead	23,766	23,413
6500 · Business Expense Reimb.	1,296	1,000
6550 · Conferences- Annual	6,473	6,700
6600 · Fee Event Invoiced Exp.*	35,746	16,800
6700 · Executive Director Exp.	1,432	2,700
6750 · Staff Travel & Meetings	1,602	2,700
6800 · Professional Fees	<u>6,950</u>	<u>5,500</u>
Total Expense	247,341	224,732

*50th Anniversary Dinner increased the fee event revenue and expenses for the 2011-12 year.

**Line 6000 Salary includes an accounting adjustment of \$3,612 from the prior year.

2011-12 REVENUES AND EXPENSES AS % OF YEAR END PROJECTON



DESIGNATED AND UNDESIGNATED FUND BALANCE: FIVE YEAR HISTORY

6/30/2012	\$69,832 Projected
6/30/2011	\$82,428
6/30/2010	\$79,368
6/30/2009	\$79,816
6/30/2008	\$84,539

*WPSBA draws approximately \$30,000 from the unrestricted funds during the summer months.

2012-2013 Westchester-Putnam School Boards Association Budget

Revenue	Budget 2012-2013
4000 · Membership Dues	180,992
4100 · Fee Events-MAIN	20,160
4200 · Project Income (Facts & Figures)	6,400
4300 · Business Income Reimbursed	1,200
4400 · LHEC Administration Fee	8,000
4500 · Interest Income	350
4600 · Other Income	250
Income	<u>217,652</u>
4700 · Revenue from Savings Reserves	6,959
Total Revenue	224,311
Expense	
6000 · Salaries-MAIN	167,156
6200 · Board-Assoc. Committees	1,100
6300 & 6050 · Board & Committees	1,500
6400 · Overhead	21,985
6500 · Business Expense Reimbursed	1,000
6550 · Conferences- Annual	5,650
6600 · Fee Event Invoiced	15,820
6700 · Executive Director	2,400
6750 · Staff Travel & Meetings	2,400
6800 · Professional Fees	<u>5,300</u>
Total Expense	224,311

LINE ITEM EXPLANATION:

Income Categories:

Membership dues: Categories are based on school district's tax levy. Special Act Public School districts have flat rate.

LHEC Administrative Fee: WPSBA serves as the administrative staff for the Lower Hudson Education Coalition (LHEC) for an annual administrative fee of \$8,000.

Fee Events: Revenue from events for which WPSBA incurs costs for meal catering.

Project Income: Revenue includes advertisements in *Facts & Figures* and the sale of books.

Business Income Reimbursement: Reimbursements from attendees for WPSBA sponsored "no-host dinners" held during out-of-town NYSSBA, NSBA or other conferences.

Expenditure Categories:

Salaries: Two full time (12 months) employees: Executive Director and Administrative Assistant. College interns provide office assistance. Personnel costs are not directly allocated to program or project expense categories.

Board Associated Committees: Expenditures for WPSBA activities related to liaison groups such as Joint Officers, Nine County Coalition, Lower Hudson Education Coalition, WPSBA-Manhattanville Taskforce.

Board & Committees: Costs related to WPSBA meetings, workshops or programs, including: Executive Board, Board Development, New Board Member, Current Issues and Legislative Advocacy Committee.

Overhead: Rent, office equipment and supplies, postage, telephone, technology, insurance, payroll, publications, etc.

Business Expense Reimbursement: Cost of "no host" dinners is reimbursed by conference attendees.

Conferences: Expenses for attendance at annual conferences such as NYSSBA convention and NYSSBA SIC, FRN (NSBA- Washington DC), and a national conference. Includes cost for WPSBA President to attend FRN.

Fee Event Expenses: Direct costs for events for which there are meal catering costs. Soft costs such as salary, supplies and printing are not directly allocated to each event.

Executive Director: Memberships and subscriptions. Fees for Executive Director to attend meetings, workshops, etc.

Staff Training, Travel and Meetings: Staff training. Mileage and expense reimbursement.

Professional Fees: Bookkeeping and legal fees, interns, and outside consultants.

2012/2013 BOARD OF EDUCATION MEETING SCHEDULE
(to be held at **Horace Greeley High School** unless otherwise noted)
(Board meetings are usually 2nd and 4th Wednesday)

July 11 August 8	Reorganization Meeting
September 4 - 10:30 a.m. September 27	School Report Card
October 10 October 24	Audit Approval?
November 14 November 28	
December 12	
January 9 January 30	Budget Preview
recess is February 18-20 February 27	Superintendent's Budget Proposal Budget Discussion (School Programs and Staffing)
March 6 March 13 March 20	Board meeting/work session - Curriculum/Technology Board meeting/work session - Spec Ed./Athletics Board meeting/work Session -Session/Oper. Maint/Non- instructional/Fund Balance
recess is Mar 25-29 (agenda out March 22)	
April 3	Budget Work Session/Revenue/Tax rates/Contingency
April 17 (candidate petitions due 15) April 16 or 23 Tuesday	Board meeting/Adopt Budget BOCES Budget/election ? Not scheduled yet
May 8 (7-14 days prior to vote) May 15 May 21 Tuesday	Budget Hearing Tenured Teacher Recognition Budget Vote
June 5 June 19	Honor Retirees Ave Atque Vale

Adopted:

tm

SECOND READING
6/5/12

**HARASSMENT, BULLYING AND DISCRIMINATION
PREVENTION AND INTERVENTION POLICY**

The Board of Education is committed to providing a safe and positive teaching and learning environment. The Board recognizes that students' ability to learn and to meet high academic standards, and a school's ability to educate its students, are compromised by incidents of harassment, bullying, or discrimination. The Board, therefore, condemns and strictly prohibits all forms of harassment, bullying and discrimination on school grounds, school buses and at all school-sponsored activities, programs and events, whether on or off school grounds. Behaviors that take place at locations outside the district that materially and substantially disrupt the educational process or the school environment, or materially and substantially impinge on the rights of other students when in school, are prohibited and may be subject to disciplinary consequences.

Definitions

Harassment

For purposes of this policy, the term harassment shall mean the creation of a hostile environment by conduct, verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety, or to cause or reasonably be expected to cause damage or loss to a student's property. Such conduct, verbal threats, intimidation or abuse shall include bullying behavior.

Bullying

For purposes of this policy, the term bullying shall mean a single significant act or a pattern of threatening, stalking, coercing, intimidating or manipulating done verbally, physically, in writing, by gesture or through electronic communications, in a way that is willful, deliberate or intentional, and in a way that negatively affects the well-being, health, safety, freedom or reputation of any student.

Discrimination

For purposes of this policy, the term discrimination shall mean harassment or bullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) and sex.

The definitions of harassment, bullying and discrimination include, without limitation, any above-described conduct, verbal threats, intimidation or abuse that occurs through the use of technology, such as email messages, instant messages, text messages, tweets, blogs, chat rooms, social networking, pagers, cell phones, and gaming systems, including

the posting or forwarding of sexually suggestive nude or nearly nude photos of other persons through such technology, and has or would have the effect of interfering with a student's ability to attend school and/or to be educated in a safe, non-hostile environment.

Dignity Act Coordinators

There shall be a Dignity Act Coordinator for each school building. Each Dignity Act Coordinator shall be an Assistant Principal at his or her school, unless the Superintendent of Schools designates otherwise. In any event, each Dignity Act Coordinator shall be a staff member at his or her designated school. All Dignity Act Coordinators shall be trained in accordance with state requirements to successfully implement this policy. Such training shall include human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) and sex.

Dignity Act Coordinators shall be responsible for coordinating and enforcing this policy and regulations in their school building, including but not limited to coordinating:

- the work of the building-level committees;
- professional development for staff members;
- the complaint process; and
- management of the Dignity for All Students Act's civility curriculum components.

Training

In order to implement an effective harassment, bullying and discrimination prevention and intervention program, the Superintendent, each Dignity Act Coordinator and the district Professional Development Team shall incorporate appropriate and required training in the annual professional development plan. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and hall monitors and all staff who have contact with students.

Through district-wide professional development and instruction, staff and students will be educated as to the warning signs of harassment, bullying and discrimination, as well as to their responsibility to become actively involved in the prevention of harassment, bullying and discrimination. The components of a prevention program include:

- learning about and identifying the early warning signs and precursor behaviors that may lead to harassment, bullying and discrimination;
- establishing clear school-wide and classroom rules about harassment, bullying and discrimination;
- training adults in the school to prevent and respond sensitively and consistently to harassment, bullying and discrimination;
- raising parental awareness and involvement in addressing problems;
- providing instruction in civility, citizenship and character education that emphasizes tolerance and respect for others.

Reporting and Investigation

In order for the district to appropriately address harassment, bullying and discrimination, it is of utmost importance that staff and students report such incidents. Students who have been subjected to harassment, bullying behavior or discrimination, parents of those students, or other students who observe such behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. All complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy and other applicable district policy (Equal Opportunity and Nondiscrimination or Sexual Harassment or Student Code of Conduct) and laws.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student harassment, bullying and discrimination that they observe, or of which they are made aware, to their building principal or other administrator who supervises their employment. Supervisors will refer the information to appropriate district staff for investigation, as designated in regulations.

The results of an investigation will be reported both to the target and the accused in accordance with the regulations. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with regulations.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, harassment, bullying and discrimination acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Offenders will receive in-school guidance in making positive choices in their relationships with others.

If appropriate, disciplinary action will be taken by the administration in accordance with the district's Student Code of Conduct, or applicable laws and regulations. If the behavior rises to the level of criminal activity, law enforcement will be contacted. If the behavior rises to the level of a reportable offense under applicable laws, the New York State Education Department or other appropriate agency will be contacted.

Consequences for students committing an act or acts of harassment, bullying and discrimination shall be determined on a case-by-case basis in accordance with the district Student Code of Conduct. The consequences will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors, and whether the behavior is related to a disability as determined by applicable laws and regulations.

Non-Retaliation

All complainants and those who participate in the initiation or investigation of a complaint in conformity with state law and district policies, who have acted reasonably, **honestly**, and in good faith, have the right to be free from retaliation of any kind.

Dissemination, Monitoring, Review and Reporting

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the district's website. A harassment, **bullying** and discrimination complaint form will be developed and will be available on the district's website.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law.

If changes are needed, revisions will be recommended to the Board for its consideration.

The Superintendent of Schools shall establish regulations to facilitate implementation of this policy.

INTERNET SAFETY POLICY

The Board of Education in accordance with the Children's Internet Protection Act and the Protecting Children in the 21st Century Act requires that the District educate, supervise and monitor the appropriate usage by students of the District's online computer network and access to the Internet.

All District computers and electronic devices with Internet access to be used by or with students, shall be equipped with technology protection measures or Internet filters. This protection will block or filter inappropriate material or pictures that are obscene, child pornography or harmful to minors. Internet access to all newly acquired computers and electronic devices will have filtering or blocking technology installed within ten (10) days of installation of such computers and devices. This shall be documented by the Technology Department. Access to specific websites may be enabled for staff and/or students on an individual basis for bona fide research or other lawful purpose. Requests for access to specific websites that are otherwise blocked shall be made to the Director of Technology.

The District, through its staff members and technology and systems reviews shall monitor online activities of student while in school, including, but not limited to use of e-mail, chat rooms and other forms of direct communication or instant messaging. Monitoring shall also be used to supervise and prevent "hacking" and other unlawful activities by students, as well as to insure access to materials harmful to minors is denied.

All District Internet users, including staff and students, are prohibited from the unauthorized disclosure, use or dissemination of personal identification information regarding minors.

Staff shall be responsible for educating minors on appropriate online behavior, including safety on the Internet, appropriate behavior while online, on social networking Web sites and in chat rooms and cyberbullying awareness and response, in accordance with the District's Acceptable Use Policy for Student Computer and Internet Use.

Any user who receives harassing, threatening or unwelcome communications shall immediately bring them to the attention of the teacher, building administrator or superintendent, as appropriate.

Any violation of this policy may result in the revocation of the use of the District's computer systems and access to the internet, disciplinary proceedings and/or referral to law enforcement officials.

STUDENT CODE OF CONDUCT

I. Introduction

The mission of the Chappaqua Central School District is to create a community for learning, in which students, parents and staff are joined in the pursuit of academic excellence, personal growth and responsible citizenship. The District's objective in creating the Student Code of Conduct is to establish an orderly educational environment and to enable students to become responsible, respectful and caring citizens within the school and community setting.

The Student Code of Conduct defines individual responsibilities, describes unacceptable behavior and provides for appropriate disciplinary actions. All students are expected to treat other students, school personnel, business invitees and visitors with respect. The District will not tolerate behavior which infringes on the rights of others to learn or work productively in a safe non-hostile environment. The Code shall accomplish the following objectives:

- recognize and encourage acceptable behavior;
- identify, recognize and deter unacceptable behavior;
- promote self-discipline and help students to accept responsibility for their own actions, consistent with their readiness
- consider the welfare of the individual as well as that of the school community as a whole;
- promote a close working relationship between parents and the school staff;
- distinguish between minor and serious offenses, as well as between first time and repeated offenses;
- provide disciplinary responses that are appropriate to the misbehavior;
- outline procedures to ensure that the Code is administered in a way that is fair, reasonable and consistent;
- ensure every student's right to reasonable due process when accused of misconduct;
- comply with the provisions of federal, state and local laws, as well as the guidelines and directives of the NYS Department of Education and the Board of Regents.

The Student Code of Conduct applies to any student behavior that occurs on school property, at a school function, or during a school sponsored trip, or which constitutes off campus misconduct, all of which terms are defined herein. The Bill of Rights and Responsibilities of Students (Policy 5020), Student Sexual Harassment Policy (Policy 5080) and School Policy on Alcohol and Drug Use by Students Participating in Sports and Extracurricular Activities (Policy 5005) provide additional guidelines and specific regulations although the Student Code of Conduct and its Administrative Regulations takes precedent over these policies and any related regulations.

The District believes that order and discipline are a shared responsibility between school, home and community. In accordance with State education law, this Student Code of Conduct was developed in collaboration with students, teachers, administrators, parent organizations, school safety personnel and other Board approved school personnel. It recognizes that the Board of Education is responsible for ensuring that the essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of students. The Superintendent and administrative staff are responsible for the development of administrative regulations to implement the Student Code of Conduct. The District encourages a strong, cooperative relationship between school and home so that parents will provide the necessary structure to promote students' social and educational growth.

II. Essential Partners

Parents, students, staff, faculty, administrators and the Board of Education are essential partners in providing an appropriate educational environment for all district students. A successful learning community depends on a shared commitment to education and to communicating respectfully with one another.

ROLE OF STUDENTS

- to conduct themselves in an appropriate and civil manner, with due regard for the rights and welfare of all others in the school community, as well as for District facilities and equipment and the property of others;
- to know the school rules and obey them;
- to accept responsibility for his or her actions;
- to help in promoting order and preventing school violence by reporting any person observed on school grounds or at a school function with a weapon, alcohol, or an illegal substance and to report any vandalism, harassment, discrimination or threat of violence to a school official or other responsible adult.

ROLE OF SCHOOL DISTRICT PERSONNEL AND CONTRACTOR EMPLOYEES

- to promote a climate of mutual respect and dignity which will strengthen each student's positive self image;
- to report to the Principal or his/her designee any student who violates the Student Code of Conduct or jeopardizes his/her own safety or the safety of others.

ROLE OF TEACHERS

- to promote a climate of mutual respect and dignity which will strengthen each student's positive self image, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- to create a classroom environment that contributes to the total instructional program and to the student's development of civic responsibility;
- to seek to develop close cooperative relationships with building staff and parents for the educational benefit of the student;
- to report to the Principal or his/her designee any student who violates the Student Code of Conduct jeopardizes his/her own safety, the safety of others, or who seriously interferes with the instructional program of the class.

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ROLE OF THE PRINCIPAL

- to seek to develop a sound and healthful atmosphere of mutual respect;
- to collaborate with and support teachers and parents in working with students;
- to assume responsibility for the dissemination and enforcement of the Student Code of Conduct and Student Rights and Responsibilities and ensure that all discipline cases referred are resolved promptly;
- to ensure that students are provided with fair, reasonable and consistent discipline;
- to comply with pertinent state and federal laws governing hearings, suspensions and student rights.

ROLE OF DISTRICT ADMINISTRATORS

- to collaborate with and support building administrators in fulfilling their obligations under the Student Code of Conduct;
- to recommend to the Board of Education appropriate policy, regulations and actions to achieve optimum conditions for positive learning;
- to develop and implement an effective Student Code of Conduct supported by students, parents, staff and community.

ROLE OF THE BOARD OF EDUCATION

- to fulfill its obligations under the Student Code of Conduct;

- to annually review and approve the Student Code of Conduct, making changes, if necessary.

ROLE OF PARENTS

- to promote a climate of mutual respect, dignity, and cooperative relationships;
- to know school rules and help their children understand and follow them;
- to cooperate with the school in jointly resolving any school related problem;
- to assume responsibility for any financial obligations incurred as the result of their child's damage to, loss of or destruction of property.

III. Definitions

Administrators – includes Principal, Assistant Principal, Athletic Director and Superintendent, or any such person designated as acting in such capacity by an appropriate official of the District.

Bullying or Intimidation - a single significant act or a pattern of threatening, stalking, coercing, intimidating or manipulating done verbally, physically, in writing, by gesture or through electronic communications, and in a way that negatively affects the well-being, health, safety, freedom or reputation of any person. Such act or pattern may take place on school property, at any school function or school-sponsored trip, or may take place off school property if it is designed to or has the effect of interfering with a student's ability to attend school and/or to be educated in a safe, non-hostile environment.

Controlled Substance - is a drug or other substance identified in certain provisions of the federal Controlled Substance Act specified in both federal and New York State law and regulations applicable to this Code.

Firearm - pursuant to 18 USC 921 for purposes of the Gun Free Schools Act means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include a non-functional antique firearm.

Harassment - is the creation of a hostile environment by conduct, verbal threats, intimidation or abuse that has or would have the effect of unreasonable and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonable causes or would reasonably be expected to cause a student to fear for his or her physical safety, or to cause or reasonably be expected to cause damage or loss to a student's property. Such conduct, verbal threats, intimidation or abuse shall include bullying.

Discrimination – is harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) and sex verbal or physical conduct that denigrates or shows hostility or aversion towards another individual because of his/her race, color, religion, sex, national origin, age, disability, sexual orientation or other protected activity, or that of his/her relatives, friends or associates.

Hazing - is any action taken or situation created by a student or group of students intentionally to produce mental or physical discomfort, embarrassment or ridicule in the course of another student's initiation into or affiliation with any organization or group, regardless of the student's willingness to participate.

Illegal drugs - mean any controlled substance except those legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under

any other authority under the Controlled Substances Act or any other federal law.

Inappropriate Dress and Grooming - any dress or appearance which constitutes a threat or danger to the health and safety of students or constitutes a disruption to the educational process, including, but not limited to, wearing any attire which is lewd, vulgar or indecent or contains any expressions or insignia that are: obscene or libelous; denigrates others on account of race, color, religion, national origin, sex, sexual orientation or disability; or promotes, endorses, or encourages the use of alcohol, tobacco, controlled substances, illegal drugs, or other illegal or violent activities.

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Parent - means a parent, guardian, or person in parental relation to a student. Such definition shall also include those individuals identified as parents under Section 200.1 of the Commission of Education's regulations with respect to students with educational disabilities.

Pupil Personnel Services Staff (PPS) - includes social workers, school psychologists, and Special Education and Related Services staff.

Off campus misconduct - any violation of the Student Code of Conduct which occurs beyond school property or outside of a school function that may endanger the health or safety of pupils within the educational system or adversely affect the educative process, in accordance with the decisional law of the Commissioner of Education.

School property - means in or within any building, structure, athletic playing field, playground, parking lot, or land within the real property boundary line of a Chappaqua Central School District elementary or secondary school or in or on a school bus, as defined in Vehicle and Traffic Law 142.

School function - a school-sponsored event or activity, regardless of location.

School-sponsored Trip - both field trips and extracurricular trips officially sanctioned by the District in accordance with Policy 4055.

Vandalism - the intentional or reckless damage or destruction of school property or the property of others, including, but not limited to, the marking, drawing or painting of school property with any impression or insignia that are: obscene or libelous; denigrates others on account of race, color, religion, national origin, sex, sexual orientation or disability.

Violent student - an elementary or secondary student under twenty-one years of age who: (1) commits an act of violence upon a teacher, administrator or other school employee; (2) commits an act of violence upon another student or any other person; (3) possesses a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (4) displays what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury; (5) threatens to use any instrument that appears capable of causing physical injury or death; (6) knowingly and intentionally damages or destroys the personal property of a school district employee, another student, or any person; or (7) knowingly and intentionally damages or destroys school property.

Weapon - means any firearm, rifle, shotgun, dagger, dangerous knife, dirk, razor, box cutter, stiletto, electronic dart gun, electronic gun, gravity knife, switchblade knife, pilum ballistic knife, knuckle knife, cane sword, billy, blackjack, bludgeon, metal knuckles, chuka stick, sandclub, wrist-brace type slingshot or slingshot, shiriken or "Kung Fu star" or any weapon specified in Section 265.01 of the New York State Penal Law.

IV. Disciplinary Actions

Staff members will deal fairly, impartially, and directly with an infraction of the Student Code of Conduct when and where it occurs. Those authorized to impose penalties will consider the factors such as student's age; nature and circumstances of the offense; whether or not the student has been subject to prior relevant disciplinary intervention for similar and/or unrelated conduct; effectiveness of discipline; information from parents, teachers and others as appropriate.

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In general, discipline will be progressive; a second violation will merit more severe consequences than the first, and so on. The District reserves the right to take the most severe action in a first event of serious misconduct and/or to notify appropriate law enforcement agencies if a student is suspected of engaging in conduct which would constitute a crime (see VIII. Reporting Code Violations).

The range of disciplinary actions for violations of this Code which may be imposed by the individuals noted below include the following:

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| 1. Oral warning; | School personnel, |
| 2. Written warning | Teacher, PPS, guidance, administrator |
| 3. Oral or written notification to parents; | Teacher, PPS, guidance, administrator |
| 4. Detention; | Teacher, administrator |
| 5. Parent conference; | Teacher, PPS, guidance, administrator |
| 6. Probation; | Administrator |
| 7. Confiscation; | School personnel |
| 8. Reprimand; | Teacher, PPS, guidance, administrator |
| 9. Removal of privileges; | Administrator |
| 10. Restitution; | Administrator |
| 11. Removal, cover up, replacement
of offending clothing and/or accessories; | Teacher, PPS, guidance, administrator |
| 12. Removal from classroom; | Teacher, principal, administrator |
| 13. Academic penalties; | Administrator |
| 14. Suspension from transportation; | Principal, superintendent |
| 15. Suspension from athletic participation; | Administrator |
| 16. Suspension from social, extra-curricular,
or other school-related activities; | Administrator |
| 17. Exclusion from a particular class; | Administrator |
| 18. Restricted study/alternative learning site
(In-School Suspension); | Principal |
| 19. Suspension from school for
up to five (5) school days; | Principal, superintendent
Board of Education |
| 20. Suspension from school
in excess of five (5) school days; | Superintendent, Board of
Education |
| 21. Suspension from school
for at least one (1) year; | Superintendent, Board of
Education |
| 22. Placement in an interim alternative
educational setting for a period of
up to forty-five (45) school days; | Superintendent, Board of Education |
| 23. Permanent suspension (expulsion) | Superintendent, Board of Education |
| 24. Police, court, or social agency referral | Administrator, Board of Education |

~~IX-V.~~ Infractions and Potential Disciplinary Actions

Attachment I provides some examples of infractions and the potential consequences.

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The list is not intended to be all inclusive. The Board of Education reserves the right to review the list and modify, as necessary. Each infraction corresponds to a range of possible consequences. In addition, further guidance for infractions and disciplinary measures are referenced in the Athletic Handbook (for Horace Greeley High School, Bell Middle School and Seven Bridges Middle School) and the School Policy on Alcohol and Drug Use by Students Participating in Sports and Extracurricular Activities (Policy 5005).

VI. DISCIPLINARY PROCEDURES

The due process a student is entitled to receive before a disciplinary action is imposed depends on the nature of the infraction. A school official empowered to impose a disciplinary measure shall inform the student of the alleged misconduct and investigate the matter in a way a-a-

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reasonable person would deem fair. A student may have an opportunity to present his or her version of the facts to the appropriate school official prior to imposing the discipline. Removal of a student from the classroom by a teacher and suspension of a student from required attendance upon instruction shall be in accordance with Section 3214 of the Education Law and Section 100.2(l) of the Commissioner's Regulations. Additional due process rights to which a student may be entitled are put forth in Administrative Regulations.

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If a student's conduct is related to a disability or suspected disability, the case may be referred to the Committee on Special Education (CSE). If a student with a disability receives an out of school suspension, the CSE will be notified by the principal or his/her designee. Any discipline will be administered in accordance with the section in Administrative Regulations relating to students with, or presumed to have, a disability. The suspension of students with educational disabilities shall also comply with the Individuals with Disabilities Education Improvement Act and Part 201 of the Commissioner's Regulations.

The suspension of a student with a disability pursuant to Section 504 of the Rehabilitation Act of 1973 shall be in accordance with such law, as well as the decisional law of the Commissioner of Education. Such procedures shall be placed in Administrative Regulations and disseminated with the Student Code of Conduct.

VII. Alternative Instruction

Pursuant to the Education Law, no student of compulsory school age (through school year during which student turns 16) shall be suspended from school in his/her regularly scheduled classes without being provided alternative equivalent instruction, either in the form of home instruction or instruction in an alternative setting. A good faith effort shall be made to provide such instruction immediately.

VIII. Reporting Code Violations

The District will report any acts of violence against persons that may constitute a felony or misdemeanor and other violations of the Student Code of Conduct which may constitute a felony to the appropriate local law enforcement agency. When necessary, the District will file a complaint in criminal court against the student. In addition, the District may report any violations of the Student Code of Conduct which constitute a misdemeanor to the appropriate authorities. When necessary, the District will file a juvenile delinquency petition or a person in need of supervision (PINS) petition in Family Court. The District shall submit to the State Education Department Violent and Disruptive Incident Reports (VADIR) for each school building on an annual basis.

IX. Dissemination

The District shall provide copies of a summary of the Code to all students in an age-appropriate

version, written in plain-language, at a school assembly to be held at the beginning each school year. copies of this Code, its Administrative Regulations and other relevant policies in the official school handbooks to students, staff, parents and any others deemed appropriate by the Superintendent. The District shall provide a copy of the Code to all persons in parental relation to students before the beginning of each school year, and shall retain a written acknowledgement that the Code was received by the parents and student. Complete copies of the Code shall be provided to all teachers and shall be made available to all students, other school staff and other community members. Code shall be reviewed annually with students and staff. The Board of Education shall review and update, if necessary, the Code annually. Any revisions to the Code will follow the same Board procedure used to adopt District policy and shall also include a public hearing. A copy of this Code and its Administrative Regulations will be posted on the District website and filed with the Commissioner of Education consistent with statute.

Rescinds: 5114.1 Disciplinary Code; 5114 Suspension
5131.1 Early Identification and Resolution of Student Disciplinary Problem

Adopted by Board of Education: July 11, 2006; revised: May 22, 2007

Cross reference:

5020 Bill of Rights and Responsibilities
5005 School Policy on Alcohol and Drug Use by Students
Participating in Sports and Extracurricular Activities
5080 Student Sexual Harassment
Athletic handbook

Attachment to 5030 Code of Conduct

Infraction

Range of Consequences

Academic Misconduct	
Assisting another student in any actions of academic misconduct	1, 2, 4-6, 9, 12-13, 15, 17, 19, 20
Cheating	1, 2, 4-6, 9, 12-13, 15, 17, 19, 20
Copying	1, 2, 4-6, 9, 12-13, 15, 17, 19, 20
Plagiarism	1, 2, 4-6, 9, 12-13, 15, 17, 19, 20
Bus Misconduct	
Distracting the driver	1-6, 8, 9, 14-16, 19
Pushing, shoving, fighting, engaging in excessive noise, damaging property or engaging in other behavior prohibited by this Code	1-6, 8, 9, 14-16, 19, 20, 24
Disorderly Conduct and Insubordination	
Abusive language and/or indecent gestures directed at staff, students or visitors	1-6, 8, 9, 12, 15-20
Entry into the school building during or after school hours, without appropriate permission and/or supervision	1-6, 8, 9, 15, 16, 19
Excessive noise, littering, roughhousing, vulgar language, throwing food or running in the halls	1-6, 7, 8, 9, 11, 12, 15-21, 23, 24
Food or beverages in prohibited area without appropriate permission	1-9, 12, 13, 15-20
Graffiti	1-10, 12, 15, 16, 18-20, 24
Inappropriate dress or grooming	1-6, 8, 9, 11, 15, 16, 19
Inappropriate public displays of affection	1-6, 8, 9, 15, 16, 19
Insubordination (refusing to follow a staff member's direction, lying to a staff member or violating school rules)	1-6, 8, 9, 12-20
Lateness to class, lateness to school	1-6, 8, 9, 12, 13, 15-20
Parking in unauthorized area, parking without permission	1-6, 8, 9, 12, 13, 15-20

Attachment to 5030 Code of Conduct

Infraction	Range of Consequences
Theft of or damage to school or personal property	1-6, 8-10, 15-17, 19, 20, 24
Trespassing on school grounds during a suspension or expulsion	15, 16, 19-24
Unexcused absence from individual class or detention	1-6, 8, 9, 12, 13, 15-20
Unexcused absence from school	1-6, 8, 9, 12, 13, 15-18
Using a cell phone or any electronic device to record, store or transmit any information or images that infringe on the rights of others under this Code, or are disruptive or otherwise inappropriate in an educational setting	1-8, 12, 14, 15-20, 24
Violation of Acceptable Use Policy regarding computer and network access (reference Acceptable Use Policy for details)	1-6, 8, 9, 13, 15, 16, 18-20
Endangering the Safety, Morals, Health or Welfare of Self or Others	
Activation of a fire alarm or report of a fire, bomb threat or other emergency from any location without valid cause; discharging a fire extinguisher without valid cause	3, 5, 6, 8, 9, 14-16, 18 -24
Arson	3, 5-10, 14-16, 18-24
Bullying or Intimidation	1-6, 8, 9, 12, 14-21, 23
Discrimination	1-6, 8, 9, 12, 14-21, 23
Committing an act which constitutes a crime	3, 5, 9, 14, 15, 16, 18- 24
Driving recklessly on school property (ie., speeding, failing to follow signs or directions)	1-6, 8, 9, 15, 16, 19, 24
Driving underclassman off campus during school hours without authorization	3, 5, 15, 16, 19
Extortion or knowingly receiving stolen property	3, 5-9, 14-21, 23, 24
Forgery, fraud or use of another person's identity or cafeteria, library or computer account without permission (identity theft)	1-10, 12, 14 -21, 23, 24
Gambling	3-9, 14-16, 18-21, 23, 24
Graffiti or other postings depicting racial and/or religious epithets or slurs	3, 5-10, 12, 14-16, 18-20, 24
Harassment	1-6, 8, 9, 12, 14-21, 23

Attachment to 5030 Code of Conduct

Infraction	Range of Consequences
Hazing	1-6, 8, 9, 12, 14-21, 23, 24
Leaving school property during school hours without authorization	3, 5, 15, 16, 19
Lewd behavior or sexually explicit behavior	1-6, 8, 9, 11, 12, 14-20
Possession of a weapon or displaying some object that could be construed as a weapon	3-9, 12, 14-24
Possession, sale, distribution, use or being under the influence of illegal drugs (or the paraphernalia required for the use of such drugs), counterfeit drugs, alcohol, any controlled substance including synthetic substances (without authorization) or a substance which the student believes or represents to be such a drug or alcohol	3, 5-9, 14-16, 18-24
Possession or use of fireworks or other incendiary devices	3-9, 12, 14-16, 18-24
Sexual harassment in violation of Board policy	1-9, 12, 14-21, 23, 24
Significant disturbances or disruptions during instruction, emergency drills or emergency situations	3-6, 8, 9, 14-16, 18-21, 23
Slandering or defaming others by making false statements or representations about an individual or identifiable group that harms the reputation of either or both	1-6, 8, 9, 12, 14-20
Smoking or the use of other tobacco products	3-9, 14-16, 19, 20
Vandalism or the intentional damage and destruction of property	3-10, 14-20, 24
Verbal, written or electronically communicated threats	3-6, 8, 9, 12, 14, 16-21, 23, 24
Violent Conduct	
Any violent act against another student or person pursuant to the definition of a violent student	3, 5, 6, 8, 9, 12, 14-24
Fighting	3-6, 8, 9, 12, 14-24
Using or threatening to use any weapon or other device, instrument, material or substance that could cause physical injury or death	3, 5-9, 12, 14-24

Adopted by the Board of Education: July 6, 2006, Revised May 22, 2007

Policy Information

Series 5000 - Students

Student Records

Policy # 5085

5085

STUDENT RECORDS

The Chappaqua Central School District recognizes the importance of keeping accurate and complete records to document student information, educational progress and school performance. The District shall at all times follow the directives of the Family Educational Rights and Privacy Act (FERPA) to protect the confidentiality of student records.

Parents/guardians and eligible students (defined in FERPA as over age 18 or enrolled in post-secondary education) may inspect and review the student's education records maintained by the District. The District shall not release information from student education records without written permission from the parent or eligible student, except when warranted by specific provisions of FERPA. The District shall notify parents annually of their FERPA rights.

The Chappaqua Central School District designates the following items as Directory Information for FERPA purposes: **student's name, school, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, video for in-school viewing and for news broadcast media, degrees, honors, and awards received.** The District may provide the following additional information only to the PTA and other school-affiliated organizations: the parent/guardian name, student/parent/guardian address, email address, and telephone number. The District has the right to disclose any of these Directory Information items without prior written consent unless the Superintendent of Schools is notified to the contrary in writing by the parent or eligible student.

The District may publish school directories listing student and parent names, addresses, telephone numbers, grade levels, homeroom numbers, and bus routes. Such directories shall be used solely by students, parents, and District employees. Directories shall not be given to anyone outside the District or be used for promotion of any activities unrelated to the District. Parents and eligible students may exclude themselves from the school directory listing by written request to the Superintendent of Schools.

The Superintendent shall develop appropriate [regulations](#) to ensure the effective implementation of this policy.

Reference

Family Education and Privacy Act

Adopted by Board of Education: May 13, 1974

Revised: October 21, 1997
April 17, 2007

Policy Information

Series 6000 - Fiscal Management

Disposition of District Personal Property and Equipment

Policy # 6035

6035

DISPOSITION OF DISTRICT PERSONAL PROPERTY AND EQUIPMENT

The Board of Education recognizes the need to dispose of district personal property and equipment no longer necessary for the maintenance of the educational program or the operation of the School District. The Board directs the periodic review of all District property and authorizes the disposition of any property not required for school district purposes according to the provisions of this policy.

Definition of Personal Property:

- a. Personal property and equipment (hereinafter referred to as "property") shall mean all tangible personal property of the District that is not consumable and has a useful life of one year or more, including but not limited to equipment, supplies, textbooks, instructional materials, parts, vehicles and materials, provided that such terms shall not include buildings or real property or equipment that is permanently affixed to real property, or leases, notes or other written instruments.
- b. Inventoried personal property and equipment (hereinafter referred to as "inventoried property") shall mean personal property and equipment that has been recorded in the District's equipment and capital asset inventory in accordance with Inventory Policy 6075.
- c. Surplus personal property shall mean personal property that has no known, immediate or currently foreseeable use to the District.

Disposition of Personal Property:

Periodically, but not less than once per year, a determination shall be made by the building administrators as to what property is obsolete and cannot be utilized effectively or economically. The Superintendent and School District Business Administrator shall be given a list of all such property. The Business Administrator shall review and approve a list of property to be declared surplus.

Procedures for Disposition of Surplus Property:

Prior to the disposal of any such property, the Board of Education shall pass a resolution declaring such property to be surplus. The Business Administrator shall then be authorized to dispose of such property as follows:

- a. The District shall attempt to sell all inventoried surplus property and any other surplus property deemed saleable. All sales of surplus property shall be open to the public. Notice of the sale and/or requests for bids shall be made through advertisements in the local newspapers and other usual and appropriate means to assure public awareness.

**↑
the use of an auction service*

- b. All surplus property must be sold to the highest bidder.
- c. Inventoried surplus property that has not been sold after at least one attempt and that is determined not to be marketable because it is damaged, in poor condition, or obsolete, may be recycled or sold as scrap for the best obtainable price or discarded in the safest, least expensive manner.
- d. Surplus property that is damaged or in poor condition or would require additional district resources to prepare for sale, may be recycled or sold as scrap for the best obtainable price or discarded in the safest, least expensive manner.
- e. Any net proceeds from the sale of property shall be deposited in the general fund.
- f. Property shall not be sold to a District officer or employee except in the same manner as it is sold to members of the public.

Accountability of Officers and Employees:

Any officer or employee who engages in the unauthorized use, theft, or conversion of personal property belonging to the District, or who otherwise violates this policy, may be subject to removal from office or such other discipline or penalties as authorized by law. Law enforcement authorities will be notified, as appropriate.

Adopted by Board of Education: May 22, 2007
Revised: November 30, 2010
Reference: [Inventory/Capitalization Policy 6075](#)

Policy Cross References:

» 6075 - Inventory/Capitalization Policy

Adoption Date: 5/22/2007, Revised: 11/30/2010
6000 - Fiscal Management

Regulation Info

Regulation Info



RELATED FILES

 6035 - Disposition of District Personal Property and Equipment (pdf file - 43kb)

CHAPPAQUA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Chappaqua, New York

Date: April 10, 2012
Time: 8:15 p.m.
Place: Horace Greeley High School

Present: Board of Education
Alyson Kiesel, President
Jeffrey Mester, Vice President
Randall Katchis
Victoria Tipp
Karen Visser

Staff Members

Present: Dr. Lyn McKay, Superintendent
Mr. Eric Byrne, Assistant Superintendent for Curriculum and Instruction
Mr. John Chow, Assistant Superintendent for Business
Theresa Markley, District Clerk/Adm. Asst. to Superintendent

Visitors Present: Representatives of the Chappaqua PTA, school PTAs, building administrators, faculty, and other interested citizens.

President Alyson Kiesel convened the public session at 6:30p.m. Jeffrey Mester moved to enter into Executive Session for the purpose of the discussion of negotiations. Randall Katchis seconded. The motion passed unanimously. At 8:18 p.m. Jeffrey Mester moved to adjourn the Executive Session. Randall Katchis seconded. The motion passed unanimously. .

At 8:20 p.m. Karen Visser moved to reconvene the public session. Victoria Tipp seconded. The motion passed unanimously.

President Kiesel welcomed the community. Before discussing the budget, Pres. Kiesel asked Superintendent Lyn McKay to report on the management of the .5 psychologist staff cut in the elementary which has caused some concern in the district.

Dr. McKay reported that she and Assistant Superintendent for Curriculum and Instruction Eric Byrne, Director of Special Education Heidi McCarthy, met with the school psychologists. The psychologists have provided much input, and it was noted they will be able to spend time more time with the students, now that the testing piece will be handled by a part time psychologist. She reiterated that we will be observing and evaluated as we go forward. Heidi McCarthy provided more information on the development of the different systems and possibilities. President Kiesel noted that it will allow the psychologists to expand their role in the building and she was encouraged by the enthusiasm to implement this plan.

President Kiesel asked John Chow, Assistant Superintendent for Business to begin his presentation.

Presentation: Adopt Budget

Dr. McKay reviewed the budget process and the calendar of budget presentations through February and March. She noted the operating standards and strategic questions as guidelines. Dr. McKay recommended that the board adopt the proposed 2012-13 proposed budget at \$112, 202,888 which represents a .68% increase over last year.

Asst. Superintendent for Business John Chow reviewed the expenditures and revenues, comparing 2011-12 to proposed budget. He noted the Personnel reductions and additions. He noted a slight decrease in state aid. He reviewed the tax cap worksheet and the property tax report card. The district is actually \$72,000 lower than the tax cap. He then reviewed the use of Fund Balance that will be available for next year. Mr. Chow provided the estimated tax analysis for 2012-13 and noted that it may go up slightly.

He also provided a comparison of the past four years of budget, tax levy, and tax rates.

Board members expressed their concerns about balancing the numbers to keep the budget at an affordable level and to ensure continual program improvement. Gratitude was also expressed to the administrators for preserving what we have and managing our fund balance. Overall, it is a fair budget. They cautioned voters to be aware of how your vote in November effects your school district. Please think about the longevity of the district and the impact of unfunded mandates.

1. Information Business Affairs

1.1 President's Report

Addendum

- 1.1.1 Resolution to adopt the Proposed Budget and ratify the Property Tax Report Card for the 2011-12 school year.

Victoria Tipp moved to adopt the Proposed Budget for 2012-13 and ratify the Property Tax Report Card for the 2012-13 school year. Karen Visser seconded. The motion passed unanimously.

1.2 Superintendent's Report

Dr. McKay reported on the success of the Green Fair sponsored by the PTA.

Questions and Comments

We welcome public inquiries, and in respect for each other's time, we ask that you limit your inquiry to three minutes. Board members may be contacted via email or phone.

2. Organization

3. Approvals

4. Recommended Action: Personnel

4.1 Instructional

Dr. McKay made the following personnel recommendations:

Resolution:

"BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as per diem substitute teachers to be employed on an "as needed" basis":

Beulah Cox,

Martina Gecaj,
Bridget Genovese,
John Greco,
Christopher Houser,
Lauren Kimmel, and Lucy Toma.

Request for Discretionary Leave of Absence:

Ms. Heather Butler, Teaching Assistant, Seven Bridges Elementary School, effective September 1, 2012 through January 31, 2013.

Request for Extension of Child Care Leave of Absence:

Ms. Lori Abulencia, Teacher of Mathematics, Horace Greeley High School, effective September 1, 2012 through November 30, 2012.

Appointment: Regular Substitute

Ms. Toby Osinski, Regular Substitute Teacher of Elementary Education, Westorchard Elementary School, effective September 12, 2011 through June 30, 2012 (or earlier at the discretion of the Board of Education), Step 4, B(BA+30) with Masters, \$75,271, prorated.

Ms. Heather Butler, Regular Substitute Teacher of Elementary Education, Seven Bridges Middle School, effective September 1, 2012 through January 31, 2013 (or earlier at the discretion of the Board of Education), Step 1, A(BA), \$62,837, prorated.

Appointment: Volunteer Coaching

Mr. Peter Morgan, Varsity Boys' Lacrosse Assistant, Horace Greeley High School, effective March 26, 2012 through June 8, 2012 (or earlier at the discretion of the Board of Education).

Appointment: Tenure

Ms. Christina Schilling, Teaching Assistant, Robert E. Bell Middle School, effective February 23, 2012.

Randall Katchis moved to accept the recommendations. Karen Visser seconded. The motion passed unanimously.

4.2 Non-instructional

Dr. McKay made the following recommendations.

Resolution:

BE IT RESOLVED that, the Board of Education hereby appoints the individual listed below as a per diem custodial substitute to be employed on an "as needed" basis, effective April 11, 2012: Ronald Bien-Aime

Victoria Tipp moved to accept the recommendations. Karen Visser seconded. The motion passed unanimously.

5. Recommended Action: Other

5.1 Karen Visser moved to approve CSE summaries reported to Board on March 30, 2012. Victoria Tipp seconded. The motion passed unanimously.

5.2 Randall Katchis offered the following Resolution to undertake improvement to Greeley athletic facilities, and SEQRA determination.

WHEREAS, the Board of Education is considering undertaking certain improvements

to the athletic facilities at Horace Greely High School (the "Project"), comprising:

1. the installation of artificial turf on the stadium field;
2. replacement of the running track;
3. installation of lighting for the stadium field;
4. resurfacing the tennis courts;
5. replacement of the existing tennis court lighting;
6. construction of a new entrance plaza and walkway for the stadium field;
7. cosmetic improvements to the concession stand;
8. installation of a new scoreboard; and
9. partial replacement of the gymnasium roof.

WHEREAS, pursuant to the State Environmental Quality Review Act statute (Article 8 of the Environmental Conservation Law) and implementing regulations ("SEQRA"), the Board of Education has determined that the Project is a Type II action as defined in Section 617.5 of Title 6 of the New York Codes, Rules and Regulations ("NYCRR") and not subject to SEQRA; and

WHEREAS, that, to assist it in its decision-making, the Board of Education authorized the WBA Group, Inc. to prepare an Environmental Assessment Form ("EAF") to evaluate the Project's potential for environmental impacts, which document is attached hereto as Exhibit "A"; and

WHEREAS, the EAF concludes that due to, *inter alia*, the infrequency of evening games that would occur as a result of the Project, any increase in evening traffic generation or noise would not rise to the level of significance; that the new lighting will be so designed to minimize spillover and glare and therefore will not have significant adverse impacts on the neighboring community; and that the other elements of the project will not result in changes to the overall operations of the High School athletic facilities;

THEREFORE, BE IT RESOLVED, that the Board finds, after review of the EAF, that the Project is exempt from SEQRA and that it would not have any significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, that the Board will proceed to determine whether it will undertake the Project.

Karen Visser seconded the motion. The motion passed unanimously.

Victoria Tipp offered the following resolutions for items 5.3 and 5.4. Randall Katchis seconded. The motion passed unanimously.

- 5.3 Resolution to approve Health and Welfare Services contract with Yorktown Central School District, for one student, effective September 6, 2011 through June 22, 2012 in the amount of \$1,112.61.
- 5.4 Resolution to approve Health and Welfare Services contract with Harrison Central School District for four students, effective September 1, 2011 through June 30, 2012 in the amount of \$1,1056.36 each.
- 5.5 Randall Katchis offered a Resolution to authorize the Board President to enter into agreement with Forno Enterprises for the Courtyard Window and Lintel Replacements at Bell Middle School previously approved. Victoria Tipp seconded. The motion passed unanimously.

Karen Visser moved to approve items 5.6 and 5.7. Randall Katchis seconded. The motion passed unanimously.

- 5.6 Approve agreement with Educational Data Services to utilize their services in obtaining skilled trade bids effective April 1- March 31, 2012 in the amount of \$1,990.00
- 5.7 Approve agreement with Educational Data Services for licensing and maintenance fees for use of copyrighted bid specifications and software, in the amount of \$9,400.00 for the 2012-13 school year.

Randall Katchis moved to approve items 5.8 and 5.9. Karen Visser seconded. The motion passed unanimously.

- 5.8 Approve an anonymous gift of a pear tree to Grafflin School, over \$500 value.
- 5.9 Approve a gift in the amount of \$1,000 from the Intel Science Award 2011-12 to be used for printer supplies as well as symposium and fees for science fairs.

Addendum:

- 5.11 Randall Katchis moved to appoint Election Personnel for May 15, 2012 School Budget Vote/Election. Victoria Tipp seconded. The motion passed unanimously.

- 5.12 Karen Visser moved to approve CSE Summary sent to Board on April 10, 2012. Victoria Tipp seconded. The motion passed unanimously.

6. Facilities

Jeffrey Mester reported on questions from the community regarding the number of times that flags are at half staff. The Putnam Northern Westchester BOCES informs the District Clerk when a member of the armed forces has been killed and she passes the information to building and grounds. Mr. Mester indicated that he would like the District Clerk to look into posting the information on the website.

7. Financials

Randall Katchis moved to approve items 7.1, 7.2, 7.3. Karen Visser seconded. The motion passed unanimously.

- 7.1 Bid #855- Bid award renewal recommendation for July 1, 2012 through June 30, 2013 for telecom maintenance to Top Line Communications, in the amount of \$23,750.00.
- 7.2 Bid #854- Bid award renewal recommendation for July 1, 2012 through June 30, 2013 for grass cutting services to Maxner Landscaping, LLC in the amount of \$84,044.87.
- 7.3 Bid #839 Bid award renewal recommendation for July 1, 2012 through June 30, 2013 for Door and door replacement to Hudson Valley Door and Hardware in the amount of \$448.14.

8. President Kiesel gave Notice of Future Meetings -

Tuesday, April 24, 2012, Board meeting at Education Center 7:45 a.m.

Presentation: Adopt P/NWBOCES Budget and Election of Board Members

Tuesday, May 1, 2012, Board meeting at Horace Greeley High School, 8:15 p.m.

Presentation: Budget Hearing

Unfunded Mandates

- 9. Karen Visser moved to adjourn the meeting at 10:00 p.m. Victoria Tipp seconded. The motion passed unanimously.

Respectfully submitted,

Theresa Markley, District Clerk and
Admin. Asst. to Superintendent

Alyson Kiesel, Board President

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Board of Education
May 22, 2012

Draft

Official Minutes

**CHAPPAQUA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Chappaqua, New York**

Date: May 22, 2012

Time: 8:15 p.m.

Place: Horace Greeley High School

Present: Board of Education
Alyson Kiesel, President
Jeffrey Mester, Vice President
Randall Katchis
Vicky Tipp
Absent: Karen Visser

Staff Members

Present: Dr. Lyn McKay, Superintendent
Mr. Eric Byrne, Assistant Superintendent for Curriculum and Instruction
Mr. John Chow, Assistant Superintendent for Business
Theresa Markley, District Clerk/Adm. Asst. to Superintendent

Visitors Present: Representatives of the Chappaqua PTA, school PTAs, building administrators, faculty, and other interested citizens.

President Alyson Kiesel convened the public session at 6:30p.m. Victoria Tipp moved to enter into Executive Session for the purpose of the discussion of the employment history of a particular person or persons. Randall Katchis seconded. The motion passed unanimously. At 8:15 p.m. Victoria Tipp moved to adjourn the Executive Session. Victoria Tipp seconded. The motion passed unanimously.

At 8:37 p.m. Randall Katchis moved to reconvene the public session. Victoria Tipp seconded. The motion passed unanimously.

President Kiesel welcomed the community and introduced Maureen Callan and the Madrigal Singers as entertainment for tonight's celebration of our teachers receiving tenure.

Presentation: Horace Greeley Madrigal Singers
Maureen Callan, musical director of the Madrigal Singers provided some background on this special group and including their service to the community.

Special Report and Recommended Action: Personnel - Tenure Appointments

President Alyson Kiesel congratulated the tenure recipients after a long and arduous screening process. Dr. McKay called this a night of celebration. Building administrators briefly introduced and congratulated each of the candidates.

Dr. McKay made the following tenure recommendations:

Appointment: Tenure

Ms. Gina Gomes, Teacher of Physical Education, Robert E. Bell Middle School, effective October 1, 2012.

Mr. Justin Olive, Teacher of Science, Robert E. Bell Middle School, effective September 1, 2012.

Ms. Elissa Rappaport, Guidance Counselor, Seven Bridges Middle School, effective September 1, 2012.

Ms. Christine Vanzo, Teacher of Elementary Education, Westorchard Elementary School, effective September 1, 2012.

Ms. Sharon Wiggins, Library Media Specialist, Robert E. Bell Middle School, effective September 1, 2012.

Ms. Martha Zornow, Principal, Seven Bridges Middle School, effective July 1, 2012.

Victoria Tipp moved to approve the tenure recommendations. Randall Katchis seconded. The motion passed unanimously.

1. Information Business Affairs

1.1 President's Report

1.1.1 Budget

President Kiesel thanked the community for passing the budget and re-electing her for another term. She also thanked the administrators, teachers, parents, and all those who worked on the election.

1.2 Superintendent's Report

1.2.1 Harvard Partnership

* Dr. McKay reported that the district has received a new grant for four more years. It is through the grants that we are able to offer special programs. She and Assistant Superintendent Eric Byrne and Director of Technology Darleen Nicolosi studied the ecosystem in the stream across from Bell Middle School along with Annie Madden's eighth graders. Using smartphones, they played a role-based game that led them to recognize factors of the stream ecosystem that affect specific water quality measurements..

1.2.2 Stormwater Annual Report

John Chow noted that this is a state mandated report that must be filed June 1. Newsletters and information are available on the website. Students have made a rain garden with science teacher Bob Oddo to divert run off to be used constructively. Training workshops for Operations and Maintenance have also been held to teach new and better use of chemicals, pesticides, etc.

1.2.3 Early Dismissal Days

The proposed early dismissal days were discussed and added to the calendar for 2012-13. The one-page calendar will be updated on the website. Those dates are: October 5, December 5, and March 6 for early dismissal. October 18 and April 19 are full day staff development with no students. November 6 Election Day no students, PT conferences elementary schools; November 16, 21 ½ day elementary conferences.

1.2.4 Dr. McKay reported the Assistant Principal Search for Roaring Brook and Westorchard is moving along.

- 1.2.5 Dr. McKay reported on the football program progress. Preseason varsity football workouts are occurring on a biweekly basis with assistant coaches Dave Boniello and Tim Sullivan at the helm, and they are being assisted by three others; Cameron Lowder, Dillon Clark and Joe Kearnes. Mike Aidala, from Next Level Speed, is helping with strength conditioning and will oversee this year's Strongman Competition along with the assistant coaches.

Dr. McKay also stated that the district has several staff on leave and spoke a little about leaves in general.

Employees may take a leave for a variety of reasons. Leaves can be with or without pay, and can be extended or shortened depending on the type of leave. In disciplinary cases, the extent of the leave depends on whether or not two parties can reach an agreement and if parties do not reach an agreement, the dispute goes to arbitration. A change in the law now states there should be a resolution within 125 days from the date of the filing of the charges.

While the district does not speak publicly about personnel issues, it does pledge to provide all people their rights to a fair process – one that protects the integrity of the district as well as the individuals within the district. A fair process is not necessarily a quick process. Though a speedy outcome might be beneficial to some, it may not be compatible with our dual mission to do what's right for the individual and what's right for the district. We ask for patience while we work to reach the best conclusion for all parties involved.

She concluded her statement with the following, "I would like to personally thank the parents who are working in a civil and civic way and modeling that behavior for students. During times of uncertainty our ability to work together as a Board, administrators, staff, students and community - respectfully and thoughtfully and diligently - is of utmost importance."

Questions and Comments

We welcome public inquiries, and in respect for each other's time, we ask that you limit your inquiry to three minutes. Board members may be contacted via email or phone.

Public comment:

2. Organization

- 2.1 Second reading: Draft Harassment and Discrimination Prevention and Intervention Policy (required under Dignity for All Students Act effective July 1, 2012) The district clerk will send a copy to administrators for review.
- 2.2 President Kiesel gave a first reading of the: Draft Internet Safety Policy.

3. Approvals

Randall Katchis moved to approve the minutes of March 27, April 24, May 4, and 10, 2012. Victoria Tipp seconded. The motion passed unanimously.

- 3.1 Minutes of March 27, 2012
3.2 Minutes of April 24, 2012
3.3 Minutes of May 4, 2012
3.4 Minutes of May 10, 2012

- 3.5 Victoria Tipp offered a resolution to certify the May 15, 2012 vote and election results. Randall Katchis seconded. The motion passed unanimously.

4. **Recommended Action: Personnel**

4.1 **Instructional**

Dr. McKay made the following recommendations:

Resolution:

"BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as per diem substitute teachers to be employed on an "as needed" basis":

Cheryl Berman,
Ana Coma,
Kathleen Finnegan,
Shannon O'Donnell, and
Carolene Springer.

Resolution:

"BE IT RESOLVED that, the Board of Education hereby authorizes the attached Agreements for Services for the individuals and agencies listed below effective for the 2012/2013 school year, or earlier at the discretion of the Board of Education":

Andrea Rauso Eckerle,
Blythedale Children's Hospital,
Blythedale Children's Hospital,
Blythedale Children's Hospital,
Blythedale Children's Hospital,
Blythedale Children's Hospital,
Colleen O'Sullivan,
Communication Clinic of Connecticut, LLC,
Communication Clinic of Connecticut, LLC,
Creative Tutoring,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
HTA of New York, Inc.,
Isa Marrs Speech Language Pathology, PC,
Isa Marrs Speech Language Pathology, PC,
Jeffrey H. Sacks, D.O.,
Karen Teters,
Lisa Giacomini-Essell,
Tara Gallagher,
The New York Eye & Ear Infirmary/Ear Institute,
Westchester Institute for Human Development,
Westchester Institute for Human Development, and
Westchester Institute for Human Development.

Request for Discretionary Leave of Absence:

Ms. Jennifer Kirkpatrick, Teaching Assistant, Robert E. Bell Middle School, effective March 26, 2012 through June 30, 2012.

Mr. Andrew Corsilia, Teacher of English, Horace Greeley High School, effective September 1, 2012 through June 30, 2013.

Request for Child Care Leave of Absence:

Ms. Caitlin Lena, Teaching Assistant, Roaring Brook Elementary School, effective June 15, 2012 through June 30, 2012.

Ms. Meredith Green, Teacher of Special Education, Robert E. Bell Middle School, effective June 7, 2012 through June 30, 2012.

Ms. Linsy Kochupaul, Teaching Assistant, Horace Greeley High School, effective May 2, 2012 through June 30, 2013.

Resignation:

Mr. Mark Bayer, Assistant Principal, Horace Greeley High School, effective June 30, 2012.

Ms. Amy Fishkin, Assistant Principal, Roaring Brook Elementary School, effective June 30, 2012.

Appointment: Administrative

Dr. McKay announced this appointment earlier in the evening and said that she was delighted to have Andrew join the administrative team. Randall Katchis moved to approve the appointment. Victoria Tipp seconded. The motion passed unanimously.

Mr. Andrew Corsilia, Interim Assistant Principal, Horace Greeley High School, effective July 1, 2012 through June 30, 2013 (or earlier at the discretion of the Board of Education), \$135,500.

Appointment: Regular Substitute

Ms. Amy Rubenstein, Regular Substitute Teacher of Special Education, Seven Bridges Middle School, effective January 17, 2012 through June 30, 2012 (or earlier at the discretion of the Board of Education), Step 2, B(BA+45) with Masters, \$72,867, prorated.

Mr. Dillon Clark, Regular Substitute Teaching Assistant, Horace Greeley High School, effective May 2, 2012 through June 30, 2012 (or earlier at the discretion of the Board of Education), \$21,256, prorated.

Randall Katchis moved to approve the recommendations. Victoria Tipp seconded. The motion passed unanimously.

4.2 Non-instructional

Dr. McKay made the following recommendations:

Resignation:

Latricia Kokuma - Senior Office Assistant - Automated Systems at the Education, effective June 1, 2012.

Appointment:

Latricia Kokuma - Clerical sub at prior rate of pay on as-needed basis, effective June 2, 2012 - June 29, 2012.

Resolution:

BE IT RESOLVED that, the Board of Education hereby increases the hours of David Hayes, Public Relations Assistant to 27.5 hours per week, effective July 1, 2012.

Victoria Tipp moved to accept the recommendations. Randall Katchis seconded. The motion passed unanimously.

5. Recommended Action: Other

- 5.1 Victoria Tipp moved to approve CSE summaries reported to Board on May 18, 2012. Randall Katchis seconded. The motion passed unanimously.

Randall Katchis moved to approve items 5.2 and 5.3 Health and Welfare contracts. Victoria Tipp seconded. The motion passed unanimously.

- 5.2 Resolution to approve Health and Welfare Services contract with Katonah-Lewisboro Union Free School District, for nine students, at \$1,022, effective September 7, 2011 through June 22, 2012 in the amount of \$9,198.00
- 5.3 Resolution to approve Health and Welfare Services contract with Rye City School District, for six students, at \$805.15, effective September 1, 2011 through June 30, 2012 in the amount of \$4,830.90.

Randall Katchis moved to approve items 5.4 and 5.5 gifts to the district. Victoria Tipp seconded. The motion passed unanimously.

- 5.4 Resolution to approve a gift in the amount of \$3,500 from the Greeley PTA to purchase frames and hanging systems for display of student artwork.
- 5.5 Resolution to approve a 2012 gift in the amount of \$5,000 from the Westorchard PTA and (the approved, unused portion of the 2011 gift in the amount of \$2,700) to purchase playground equipment that meets all legal safety standards and approved by Principal Jim Skoog and Director of Facilities Joe Gramando. Installation is included.
- 5.6 Victoria Tipp offered a Resolution to accept a gift from Doria Bachenheimer in the amount of \$500 and a matching gift from TIAA-CREF Financial Services in the amount of \$500 to Grafflin School to be used in the 2012-13 school year. Randall Katchis seconded. The motion passed unanimously.
- 5.7 Randall Katchis offered a Resolution to appoint the Board of Registration for the 2012-13 school year. Victoria Tipp seconded. The motion passed unanimously.
- 5.8 Victoria Tipp offered a Resolution to ratify additional appointment of election worker: Jennifer Mebes Flagg as Co-Chairwoman of the election. Randall Katchis seconded. The motion passed unanimously.
- 5.9 Resolution to adopt Tax Anticipation Note for Chappaqua Central School District, New York, on May 22, 2012, authorizing the issuance of note not to exceed \$8,000,000 Tax Anticipation Notes in anticipation of the receipt of taxes to be levied for the fiscal year ending June 30, 2013.

Randall Katchis offered the following resolution,

BE IT RESOLVED BY THE BOARD OF EDUCATION OF CHAPPAQUA CENTRAL SCHOOL DISTRICT, IN THE COUNTY OF WESTCHESTER, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Chappaqua Central School District, in the County of Westchester, New York (herein called "District"), in the principal amount of not to exceed \$8,000,000, and any notes in renewal thereof, are hereby authorized to be

issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2012 and ending June 30, 2013, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

Victoria Tipp seconded. The motion passed unanimously.

6. **Facilities**

7. **Financials**

Victoria Tipp offered a resolution to accept the financial reports, Items 7.1, 7.2, 7.3 and approve the Bids listed as items 7.4-7.9. Alyson Kiesel seconded. The motion passed unanimously.

7.1 Treasurer's Report - April 30, 2012

7.2 Expense Report - April 30, 2012

7.3 Revenue Report - April 30, 2012

7.4 Bid #837 Solid Waste Services for Buildings – Renewal bid for Suburban Carting - \$78,480. 0% increase.

7.5 Bid #851 Construction Labor & Materials: Gen. Construction - Renewal bid for Joe and Vuclano - average hourly rate \$64.28 with 0% increase.

7.6 Bid #852 Construction Labor & Materials: Plumbing - Renewal bid for Steele's Plumbing, Inc. - \$75.83 average hourly rate 0% increase.

- 7.7 Bid #861 Masonry, Site Work & Asphalt Services - Renewal bid for Lehtonen Contracting Corp. \$99.40 average hourly rate 0% increase.
 - 7.8 Bid #873 Printing/Stationary Services - various amounts for each job per attached to: A to Z Printing; Mt. Kisco Printing; and Newburgh Envelope Co.
 - 7.9 Bid #874 HVAC Services -Preventative Maintenance - Atlantic Westchester - \$43,250.00 lump sum plus Part II - hourly rates.
8. President Kiesel gave Notice of Future Meetings -
Tuesday, June 5, 2012, Board Meeting at Horace Greeley High School, 8:15 p.m.
Presentation: Honor Retirees
9. Adjournment
At 9:55 p.m. Randall Katchis moved to adjourn the meeting. Victoria Tipp seconded. The motion passed unanimously.

Respectfully submitted,

Theresa Markley
District Clerk/Admin. Asst. to Superintendent

Alyson Kiesel
Board President

tm

CHAPPAQUA CENTRAL SCHOOL DISTRICT
EDUCATION CENTER
HUMAN RESOURCES OFFICE

MEMORANDUM

TO: Lyn McKay
FROM: Paul C. Citarella
DATE: May 31, 2012
RE: Personnel Recommendations for Board of Education Agenda,
June 5, 2012

The following instructional staff recommendations are presented for Board consideration and approval at the June 5, 2012 meeting.

Resolution:

“BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as per diem substitute teachers to be employed on an “as needed” basis”:

Kathryn Bunyan,
Liana Geraghty,
Victoria Katzenberg, and
Beverly Schoenfeld.

Resolution:

“BE IT RESOLVED that, the Board of Education hereby authorizes the attached Agreements for Services for the individuals and agencies listed below effective for the 2012/2013 school year, or earlier at the discretion of the Board of Education”:

Continental Nurses,
Laurie McCauley, and
Matt Otteman.

Resolution:

“WHEREAS, the Board of Education for reasons of economy and efficiency, has determined that it is appropriate to abolish certain pedagogical positions in the District;

THEREFORE, BE IT RESOLVED that, the Board of Education hereby abolishes the following positions, effective close of business on June 30, 2012.”

.67 FTE Art position at Horace Greeley High School,
1.0 FTE Home Economics position (.5 at Robert E. Bell Middle School and .5 at Seven Bridges Middle School),

.8 FTE Music position (.2 at Robert E. Bell Middle School and .6 at Seven Bridges Middle School)
.5 FTE Physical Education position at Westorchard Elementary School,
.5 FTE Social Worker position (.25 at Robert E. Bell Middle School and .25 at Seven Bridges Middle School),
.3 FTE Industrial Arts position at Seven Bridges Middle School,
.6 FTE Psychologist position at Westorchard Elementary School,
1.0 FTE Special Education position at Westorchard Elementary School, and
.1 FTE Social Studies position at Horace Greeley High School.

Resolution:

“BE IT RESOLVED that, the Board of Education has determined that the services of the following individuals shall be discontinued at close of business on June 30, 2012 in accordance with Section 3013 of the Education Law as they are determined to be the least senior teachers in their respective tenure areas, they do not have tenure or probationary status in any additional tenure area created by Part 30 of the Rules of the Board of Regents, and thus have no right to transfer to any position in a different tenure area; and they shall be placed upon a preferred eligible list for recall to a position for a period of seven (7) years from the effective date of layoff pursuant to Education Law Section 3013; and each individual will be notified in writing by the District Clerk of the information contained in this resolution, including placement of their name on a preferred eligible list for re-employment:”

Home Economics

Colleen Fodor

Industrial Arts

Michael DeBellis

Resolution:

“BE IT RESOLVED that, due to increased need in English, the Board of Education hereby creates a .5 FTE English position. This action results in the creation of a .5 FTE English position at Seven Bridges Middle School effective 7/1/12.”

Resolution:

“BE IT RESOLVED that, due to increased need in Mathematics, the Board of Education hereby creates a .5 FTE Mathematics position. This action results in the creation of a .5 FTE Mathematics position at Seven Bridges Middle School effective 7/1/12.”

Resolution:

“BE IT RESOLVED that, due to increased need in Science, the Board of Education hereby creates a .5 FTE Science position. This action results in the creation of a .5 FTE Science position at Seven Bridges Middle School effective 7/1/12.”

Request for Child Care Leave of Absence:

Ms. Kristen Fontanes-Betterton, Teacher of Special Education, Seven Bridges Middle School, effective May 14, 2012 through June 30, 2012.

Resignation for Purposes of Retirement:

Mr. Thomas Howley, Teacher of Physical Education, Seven Bridges Middle School, effective June 30, 2012.

Resignation:

Ms. Debra Doman, Teacher of Elementary Education, Westorchard Elementary School, effective June 30, 2012.

Appointment: Part Time

Ms. Dana Bassuk, (.4) Teacher of Reading, Douglas Grafflin Elementary School, effective September 1, 2012 through June 30, 2013 (or earlier at the discretion of the Board of Education), Step 11, D(BA+90) with Masters, \$46,532.

Ms. Kim Meade, (.6) Teacher of Music, District wide Elementary Schools, effective September 1, 2012 through June 30, 2013 (or earlier at the discretion of the Board of Education), Step 11, B(BA+45) with Masters, \$61,685.

<u>ID</u>	<u>To BOE</u>	<u>Year</u>
00288	6/5/2012	2011-12
601727	6/5/2012	2011-12
701624	6/5/2012	2011-12
701651	6/5/2012	2011-12
701180	6/5/2012	2011-12
701495	6/5/2012	2011-12
701895	6/5/2012	2011-12
701732	6/5/2012	2011-12
701703	6/5/2012	2011-12
700115	6/5/2012	2011-12

<u>ID</u>	<u>To BOE</u>	<u>Year</u>
601554	6/5/2012	2012-13
602822	6/5/2012	2012-13
602453	6/5/2012	2012-13
601844	6/5/2012	2012-13
00506	6/5/2012	2012-13
602142	6/5/2012	2012-13
603054	6/5/2012	2012-13
700116	6/5/2012	2012-13
413019	6/5/2012	2012-13
700820	6/5/2012	2012-13
602893	6/5/2012	2012-13
701843	6/5/2012	2012-13
701155	6/5/2012	2012-13
700676	6/5/2012	2012-13
00332	6/5/2012	2012-13
701685	6/5/2012	2012-13
602681	6/5/2012	2012-13
601000	6/5/2012	2012-13
602417	6/5/2012	2012-13
602940	6/5/2012	2012-13
701421	6/5/2012	2012-13
701916	6/5/2012	2012-13
700656	6/5/2012	2012-13
700957	6/5/2012	2012-13
601668	6/5/2012	2012-13
701772	6/5/2012	2012-13
602060	6/5/2012	2012-13

<u>ID</u>	<u>To BOE</u>	<u>Year</u>
602546	6/5/2012	2012-13
601387	6/5/2012	2012-13
701921	6/5/2012	2012-13
700854	6/5/2012	2012-13
602738	6/5/2012	2012-13
602829	6/5/2012	2012-13
701863	6/5/2012	2012-13
602867	6/5/2012	2012-13
701232	6/5/2012	2012-13
701497	6/5/2012	2012-13
603188	6/5/2012	2012-13
602007	6/5/2012	2012-13
600277	6/5/2012	2012-13
602758	6/5/2012	2012-13
701435	6/5/2012	2012-13
602799	6/5/2012	2012-13
602800	6/5/2012	2012-13
700806	6/5/2012	2012-13
700693	6/5/2012	2012-13
701290	6/5/2012	2012-13
601078	6/5/2012	2012-13
700505	6/5/2012	2012-13
601724	6/5/2012	2012-13
601480	6/5/2012	2012-13
701404	6/5/2012	2012-13
602629	6/5/2012	2012-13
700952	6/5/2012	2012-13
701469	6/5/2012	2012-13
701442	6/5/2012	2012-13
700026	6/5/2012	2012-13
601526	6/5/2012	2012-13
701716	6/5/2012	2012-13
700442	6/5/2012	2012-13
701171	6/5/2012	2012-13
601164	6/5/2012	2012-13
700620	6/5/2012	2012-13
700829	6/5/2012	2012-13
701290	6/5/2012	2012-13
701469	6/5/2012	2012-13
701229	6/5/2012	2012-13

CHAPPAQUA CENTRAL SCHOOL DISTRICT

P.O. BOX 21, CHAPPAQUA, NEW YORK (914) 238-7200

AGREEMENT FOR INVESTIGATIVE SERVICES

BY AND BETWEEN THE BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, with offices at 66 Roaring Brook Road, Chappaqua, New York, hereinafter referred to as the "District", and **A.F. INVESTIGATIONS** (New York State licensed private investigator), at 1858 Pleasantville Road, #152, Briarcliff Manor, New York, hereinafter referred to as the "Independent Contractor":

WHEREAS, the Independent Contractor is a provider of investigative services;
and

WHEREAS, the District desires to engage the services of the Independent Contractor, on a non-exclusive basis during the 2012-13 school year and the Independent Contractor desires to be so engaged, on the following terms and conditions:

1. This Agreement supersedes all other agreements between the parties, either oral or in writing, with respect to the subject matter herein. Any understanding or promise not contained herein shall not be valid or binding, unless agreed to, in writing, by both parties.

2. The Independent Contractor agrees to provide confidential investigative services, including in person and/or telephone consultations and ancillary services performed in connection with the investigation. Upon completion of twenty (20) hours or the completion of the investigation, whichever comes first, the Independent Contractor will consult with the District and advise as to the results of the investigation to date. Should the District desire further investigation, any and all work will be billed as stated in

paragraph 3 below. The Independent Contractor shall provide the District with a written report of each investigation.

3. The District shall pay the Independent Contractor for services provided hereunder at the rate of **Sixty-five Dollars (\$65.00) per hour per investigator**. The Independent Contractor shall submit bills to the District for all services provided hereunder on a monthly basis, with the name, actual hours or parts of hours worked and any other information necessary to effect payment. The District shall verify that the services have been rendered and pay the Independent Contractor within thirty (30) days of submittal of such bills.

4. Any and all disbursements incurred by the Independent Contractor in connection with a requested investigation, including telephone charges, tolls, parking fees and vehicle usage at the published IRS per mile rate are the responsibility of the District. These expenses will be itemized and billed separately. Any reimbursement for travel accommodations must be approved in advance by the District.

5. The Independent Contractor shall defend, indemnify and hold harmless the Chappaqua Central School District, its officers, employees and agents, from any claims, liabilities, suits, proceedings and actions, of whatever name and nature, as the same may relate, in any manner, to the services provided by the Independent Contractor to the District pursuant to this Agreement. Said indemnification, defense and hold harmless shall apply to any claim, liability, suit, proceeding or action in which the District, its officers, employees and agents may be named as a party (except for negligent acts and omissions of the District), notwithstanding that the Independent Contractor may deem said claim, liability, suit, proceeding or action frivolous or without merit. It is intended that this provision be interpreted in the broadest manner possible to as to insulate the District from any liability or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Independent Contractor to the District pursuant to this Agreement (but not for the negligent acts or omissions of the District, its officers, employees and agents).

6. This Agreement does not create an employee/employer relationship between the parties. It is the parties intention that the Independent Contractor will be an independent contractor and not the District employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payment provisions, Federal Insurance Contribution Act (FICA), the Social Security Act, the Federal Unemployment Tax Act (FUTA), the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Laws, the New York State Workers Compensation Law, the New York State Unemployment Insurance Law and any other payments and contributions, including contributions to a retirement system or plan.

7. The Independent Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the services, activities and responsibilities hereunder. The Independent Contractor agrees to be a separate and independent enterprise from the District who has full opportunity to find other business and that a high level of skill will be necessary to perform the work. The District shall not be liable for any obligation incurred by the Independent Contractor, if any, including but not limited to unpaid minimum wages and/or overtime premiums.

8. This Agreement shall be effective commencing the date of this Agreement and shall terminate on the last day of school during the 2012-13 school year, unless ~~sooner~~ terminated hereunder.

9. This Agreement may be terminated by mutual agreement of the parties, or upon seven (7) days prior written notice by either party to the other party. Such notice shall be deemed given if sent to a party by certified mail, return receipt requested, to the address set forth above, or if personally delivered to such party.

10. This Agreement shall be construed in accordance with the laws of the State of New York. In the event that any provision hereof is deemed unenforceable by a court of competent jurisdiction, the other provisions shall nevertheless remain in effect.

11. This Agreement contains the entire understanding between the parties with reference to the matters contained herein. No amendments to this Agreement shall be valid unless made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement this 22 day of May, 2012.

CHAPPAQUA CENTRAL SCHOOL DISTRICT

BY: _____

THE INDEPENDENT CONTRACTOR

BY: Adrienne Ferrith

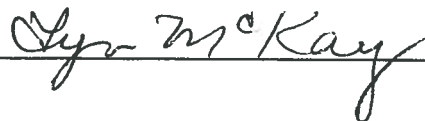
SUPPLEMENTAL MEMORANDUM OF AGREEMENT

BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, hereinafter referred to as "The District" and **THE CHAPPAQUA ADMINISTRATORS' ASSOCIATION**, hereinafter referred to as "The Association";

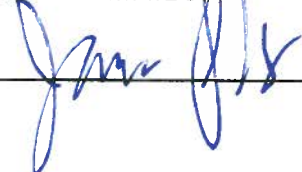
WHEREBY, the parties agree that for the effective administration of the District it is in their mutual best interests that any administrator in the unit with more than twenty-five (25) years experience who retires with an effective date on or before June 30, 2013 shall contribute 5% of individual or family retiree health insurance premium costs. The contribution rate of 5% shall not be increased.

SO AGREED THIS 29 DAY OF May, 2012, subject to ratification by their respective constituencies.

THE DISTRICT

BY: 

THE ASSOCIATION

BY: 

Chappaqua Central School District
2012-2013 Contract of Services

June 5, 2012
 Encl.# 5.4

PAGE 1

Page No.	CoSer No.	Service Description	Current 2011-2012 Usage	Unit	2012-2013 Unit Cost	E N T E R	Requested 2012-2013 Services
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Career & Technical Education

1-7	107	Career & Technical Education	\$105,067		\$117,656	1	\$117,656
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Special Education

9	204	Communication, Language, Academic and Social Skills (CLASS)		Student	\$58,284		\$0
9	212	The Learning Center		Student	\$62,777	1	\$62,777
9	215	Multiply Disabled		Student	\$62,798		\$0
9	215	Transitions		Student			\$0
9	231	Alternative High School for Disabled		Student			\$0
10	430	Regional Alternative High School Non-Disabled		Student	\$41,499		\$0
10	231	Fifth Year Program		Student			\$0
		Shared Services for Students with Disabilities					
10	301	Visually Impaired		Sessions Per week	\$5,338		\$0
10	302	Hearing Impaired		Sessions Per week	\$5,066		\$0
10	307	Speech & Language Therapy		Sessions Per week	\$4,899		\$0
10	312	Physical Therapy		Sessions Per week	\$3,787		\$0
10	313	Occupational Therapy		Sessions Per week	\$3,372		\$0
10	314	Counseling Services - Ind.		Sessions Per week			\$0
10	314	Counseling Services - Group		Sessions Per week			\$0
10	315	Remedial Reading		Sessions Per week	\$5,126		\$0
		Itinerant Services for Non Disabled Students					
10	303	Itinerant Speech & Language Therapist					\$0

Chappaqua Central School District

2012-2013 Contract of Services

PAGE 2

Page No.	CoSer No.	Service Description	Current 2011-2012 Usage	Unit	2012-2013 Unit Cost	E N T E R	Requested 2012-2013 Services
Guidance Center							
12	333	Cognitive Assessment		Student			\$0
12	333	Psychological Evaluation		Student	\$985		\$0
12	333	Psychological Evaluation Developmental Disabilities	1	Student	\$1,565	1	\$1,565
12	333	Educational Evaluation		Student	\$935		\$0
	333	Psychological/Educational Evaluation		Student	\$1,565		\$0
12	333	Speech & Language Evaluation		Student	\$603		\$0
12	333	Multicultural Evaluations		Student	\$1,052		\$0
12	333	Social History		Student	\$421		\$0
12	333	Psychiatric Consultation	5	Student	\$770	8	\$6,160
12	333	Neurological Consultation		Per Unit	\$663		\$0
12	333	Audiological Consultation		Per Usage			\$0
12	333	Neuropsychological Consultation	1	Per Usage	\$2,195	1	\$2,195
12	333	Behavioral Consultation	Y	Student			\$0
13	333	Social Work Consultation		Student			\$0
13	333	Supervision for School Social Workers		Per Usage			\$0
13	333	Shared School Psychologist		Per Usage			\$0
13	333	Shared School Social Worker		Per Usage			\$0
13	333	Pupil Services Coordinator		Per Usage			\$0
13	333	Assessment Instrument Training		Per Usage			\$0
13	333	Diversity Awareness Training		Per Usage			\$0
13	333	Positive Behavior Intervention & Support (PBIS) Training		Per Usage			\$0
13	333	School Peer Mediation		Per Usage			\$0

Chappaqua Central School District

2012-2013 Contract of Services

PAGE 3

Page No.	CoSer No.	Service Description	Current 2011-2012 Usage	Unit	2012-2013 Unit Cost	E N T E R	Requested 2012-2013 Services
13	333	School Emergency Repsonse Team Training	Y	Per Usage		Y	\$0
14	333	Professional Development for School Psychologists, Social Workers, Counselors	Y	Per Usage		Y	\$0
14	333	Directors of Guidance Forum	Y	District		Y	\$0
14	333	Regional Crisis Team	Y	District		Y	\$0
14	333	Regional English As A Second Language (ESL) Forum		District			\$0
14	333	Regional School Psychologists Forum		Per Usage			\$0
14	333	Regional School Social Workers Forum		District			\$0
14	333	Regional Youth Leadership Organization (RYLO)	Y			Y	\$0
14	523	College Conference/College Night	10	Per Student	\$17	10	\$170
14	523	College Clinic	1	Per Person	\$89	1	\$89
Curriculum							
16	504	Curriculum Center	\$22,276	District	\$21,364	1	\$21,364
16	504	Professional Development Opportunities	\$1,536	As Ordered		Y	\$0
16	504	New York State Assessment Training		As Ordered		Y	\$0
16	504	On-Site Staff Development		As Ordered			\$0
16	504	Integrated Social Studies/English Language Arts Curriculum		As Ordered	\$2,200	1	\$2,200
16	504	Online Courses For the 21st Century	\$10,363	District	\$10,363	1	\$10,363
17	504	Education for Sustainability Curriculum		District	\$2,200	1	\$2,200
17	504	Understanding Teaching I		As Ordered			\$0
17	504	Executive Coaching		Per Coach	\$2,600		\$0
17	405	Walkabout - Alternative Education Program	\$50,094	Student	\$25,907	2	\$51,814
17	406	Center for Environmental Education	\$19,300	District	\$19,300	1	\$19,300

Chappaqua Central School District

2012-2013 Contract of Services

PAGE 4

Page No.	CoSer No.	Service Description	Current 2011-2012 Usage	Unit	2012-2013 Unit Cost	E N T E R	Requested 2012-2013 Services
17	406	Sustainability Education Alive		Per Usage			\$0
18	406	Science 21 Alive		Per Usage			\$0
18	477	Arts in Education		Per Usage		Y	\$0
18	506	Destination Imagination		Per Team	\$270		\$0
18	506	Young Authors Conference		Per School	\$715		\$0
18	506	Women Helping Girls with Choices		Per School	\$450		\$0
18	485	August Regents Administration		Per Exam	\$75		\$0
18	542	Science 21 Curriculum & Training	\$12,371	District		Y	\$0
18	522	Science 21 Instructional Materials	\$42,725	As Ordered		Y	\$0
19	512	Hudson River Teacher Center		District			\$0
19	516	Professional Library Information Center	\$11,207	District	\$10,732	1	\$10,732
19	516	Library Media & Resource Professional	\$160	As Ordered			\$0
19	516	Databases and Ebooks	\$34,395	As Ordered		Y	\$0
19	516	Video On Demand/Video Streaming	\$6,880	As Ordered		Y	\$0
	516	Mail Delivery Service	\$1,221	Service	\$1,221	1	\$1,221
Management Services							
23	517	Cooperative Copy Center		As Ordered		Y	\$0
23	515	Laminating		Per Sq. Foot	\$2.55		\$0
21	501	Future School Leaders Academy	\$200	Per Credit Per Person	\$200	1	\$200
21	512	Center for Educational Leadership	\$4,390	Per Usage	Varies		\$0
21	512	School Meter	\$3,000	Per Usage	\$3,000		\$0
22	512	Teachers College Education Policy Fellowship Program for Superintendents		Per Person	\$2,500		\$0

Chappaqua Central School District

2012-2013 Contract of Services

PAGE 5

Page No.	CoSer No.	Service Description	Current 2011-2012 Usage	Unit	2012-2013 Unit Cost	E N T E R	Requested 2012-2013 Services
22	606	Substitute Finder		Number of Staff	\$52/\$21		\$0
22	608	Regional Recruitment	\$3,907	District	\$3,907	1	\$3,907
22	603	Planning Services - Management		District			\$0
22	614	Staff Development - Classified		Per Person	Varies		\$0
22	616	Employee Assistance Program	\$14,706	Number of Staff	\$14,706	1	\$14,706
23	697	Regional Fingerprinting	\$4,000	District	\$4,000	1	\$4,000
23	698	Private Investigation Service		Per Hour	\$59		\$0
23	602	Labor Negotiations	\$2,586	District	\$2,591	1	\$2,591
23	690	School Communications	\$25,648	Per Service	\$33,305	1	\$33,305
23	690	Video Production Service		Per Service			\$0
23	696	Cooperative Bidding Coordination		Per Bid		1	\$0
23	615	Records Management		Per Service			\$0
23	698	Safety/Risk Management	\$16,308	District	\$16,287	1	\$16,287
	698	Safety Technician		Per Day	\$427		\$0
23	699	Management/Insurance Coordination	\$74,044	District	\$73,708	1	\$73,708



2012-2013 Contract of Services

THIS AGREEMENT MADE THIS FIRST DAY OF JULY 2012, BY AND BETWEEN
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
PUTNAM NORTHERN WESTCHESTER AND THE

Chappaqua Central School District

2012-2013 SERVICES	\$458,510.00
ADMINISTRATIVE CHARGES	\$629,588.00
CAPITAL & FACILITY RENTALS	\$56,541.00
TOTAL CONTRACT OF SERVICES	<u>\$1,144,639.00</u>

THE PARTY OF THE SECOND PART AGREES TO PAY THE TOTAL CONTRACT COST TO
THE PARTY OF THE FIRST PART FOR ACTUAL SERVICES RENDERED
1/10TH MONTHLY (OR ANY OTHER INTERVAL) NOT IN ADVANCE.
THIS CONTRACT SHALL NOT BE VALID UNTIL IT IS APPROVED BY THE COMMISSIONER
OF EDUCATION. IN WITNESS: WHEREOF, THE PARTIES HAVE SET THEIR HAND
THE DAY AND YEAR BELOW WRITTEN.

Christa Feldman

PRESIDENT OF BOCES
(PARTY OF THE FIRST PART)

5/15/12

DATE

Mary Lorenz

CLERK OF BOCES
(PARTY OF THE FIRST PART)

5/15/12

DATE

TRUSTEE/PRESIDENT B.O.E.
(PARTY OF THE SECOND PART)

DATE

TRUSTEE/CLERK B.O.E.
(PARTY OF THE SECOND PART)

DATE

WESTERN STATES CONTRACTING ALLIANCE
GOVERNMENTAL USER AGREEMENT

(For use by public entities in states without a WSCA Participating Addendum)

Verizon Wireless ("Vendor") and the State of Nevada, for itself and on behalf of the Western States Contracting Alliance ("WSCA" and/or "Customer"), have entered into a Contract for Services of Independent Contractor #1523 ("Contract") with an effective date beginning on October 10, 2006 through and including October 31, 2012 and any and all amendments and/or addenda thereto. Pursuant to the Contract, there is no State of New York Participating Addendum ("PA"). Therefore, pursuant to WSCA rules and policies, governmental entities in those states without a Participating Addendum to the Master Contract are eligible to participate in this contract, to the extent permitted by their state and local procurement laws and regulations.

In accordance with the definitions, terms and conditions set forth in the WSCA Master Contract and the policies and rules of WSCA, Chappaqua Central School District, as a government entity, may purchase wireless services and products under the terms, conditions, and pricing established by the Contract. Participation is further subject to any and all applicable state and local purchasing statutes and ordinances. The Governmental User states, acknowledges and agrees, as follows:

- (1) Agency Name: Chappaqua Central School District ;
- (2) It is an Governmental User as defined under the terms of the Contract;
- (3) Governmental User is eligible and desires to purchase wireless services and products from Vendor pursuant to the terms and conditions of the Contract, User Agreement, any and all amendments, addenda and schedules as the Customer may specify from time to time, as well as the terms and conditions of all calling plans activated under this User Agreement, which are incorporated herein by reference;
- (4) Governmental User will provide documentation and substantiate Governmental User status as appropriate and as requested from time to time by Vendor
- (5) The Authorized User agrees to the terms and conditions of the WSCA Master Agreement including the disclosure of limited account information as part of the contractual reporting requirements to WSCA Administration and the participating state;
- (6) Governmental User will ensure that this User Agreement will be used only in support of government business;
- (7) The undersigned represents and warrants that he/she has the power and authority to execute this User Agreement, bind the respective Governmental User, and that the execution and performance of this User Agreement has been duly authorized by all necessary Governmental User action; and
- (8) The undersigned is duly authorized by the Governmental User to designate the following individual(s) (the "Authorized Contacts") who are authorized to take action with respect to the account with Vendor to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Governmental User to the terms and conditions of this User Agreement, the Contract, the PA, and execute Customer Agreements for the lines of wireless service, subject to the additional terms and conditions therein.

FEIN Number: 13-6007141. Existing Vendor Customer Account Number(s): new.

Means of Contact Acceptable To/From Governmental User (e.g. fax, e-mail, etc.): email.

Vendor Sales Representative Name: Herbert Perez and Wireless Phone Number: 201-577-2893.

Governmental User has caused this User Agreement to be executed by its duly authorized representative as of this 1st day of May , 2012.

Authorized Signature

Printed Name and Title

10.2010

Verizon Wireless Contract Number: _____

Data furnished in this document shall not be duplicated, used, disclosed in whole or in part for any purpose other than to evaluate the document.

Memo

To: Board of Education
CC: Lyn McKay, Superintendent
John Chow, Assistant Superintendent for Business
From: Darleen Nicolosi, Director of Technology 0.77.
Date: 5/29/2012
Re: Approval of 2012-13 School World Services Agreement

Attached please find a one year renewal agreement for School World, the web tool used by the district for the creation and maintenance of our websites. This agreement includes an annual cost of \$12,666.84, after the e-rate discount of \$2,686, for hosting the district and school websites.

The agreement is comprised of two components. The first component includes e-rate eligible services and has a cost of \$ 9,425 (before e-rate deduction). Since the district receives e-rate funding of approximately \$2,686 for website hosting, the e-rate services must be listed separately from non e-rate eligible services. The second component includes a cost of \$5,927.96 and includes the functionality for staff connect (intranet), community connect (BOE policy feature) and multi-media connect (video-on-demand).

The costs for services remain unchanged from the previous year, and the agreement has been reviewed and approved by our attorney.

Renewal # 665104

Date: 5/22/2012

Customer: CHAPPAQUA CSD ("Customer")

Billing Address:

 CHAPPAQUA CSD
 ATTENTION ACCOUNTS PAYABLE
 66 ROARING BROOK RD
 CHAPPAQUA, NY 10514
 USA

Primary Contact:

 CHAPPAQUA CSD
 JOY GUIDO
 66 ROARING BROOK RD
 CHAPPAQUA, NY 10514
 USA

Thank you for using SchoolWorld, an Edline solution (the "Service"). We look forward to continuing to serve your technology needs. The Service renews on the date(s) shown below. Please respond to this renewal to avoid any service disruptions.

<u>Product/Service</u>	<u>School</u>	<u>Enrollment</u>	<u>Teachers</u>	<u>Start Date</u>	<u>End Date</u>
Community Connect District	CHAPPAQUA CSD			7/1/12	6/30/13
Misc SchoolWorld Hosting Serv	CHAPPAQUA CSD			7/1/12	6/30/13
Multi-Media Connect District	CHAPPAQUA CSD			7/1/12	6/30/13
Staff Connect District	CHAPPAQUA CSD			7/1/12	6/30/13
Community Connect Add'l Scho	DOUGLAS G. GRAFFLIN SCHOOL			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	DOUGLAS G. GRAFFLIN SCHOOL			7/1/12	6/30/13
Staff Connect Add'l School	DOUGLAS G. GRAFFLIN SCHOOL			7/1/12	6/30/13
Community Connect Add'l Scho	HORACE GREELEY HS			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	HORACE GREELEY HS			7/1/12	6/30/13
Staff Connect Add'l School	HORACE GREELEY HS			7/1/12	6/30/13
Community Connect Add'l Scho	ROARING BROOK SCHOOL			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	ROARING BROOK SCHOOL			7/1/12	6/30/13
Staff Connect Add'l School	ROARING BROOK SCHOOL			7/1/12	6/30/13
Community Connect Add'l Scho	ROBERT E. BELL SCHOOL			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	ROBERT E. BELL SCHOOL			7/1/12	6/30/13
Staff Connect Add'l School	ROBERT E. BELL SCHOOL			7/1/12	6/30/13
Community Connect Add'l Scho	SEVEN BRIDGES MS			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	SEVEN BRIDGES MS			7/1/12	6/30/13
Staff Connect Add'l School	SEVEN BRIDGES MS			7/1/12	6/30/13
Community Connect Add'l Scho	WESTORCHARD SCHOOL			7/1/12	6/30/13
Multi-Media Connect Add'l Scho	WESTORCHARD SCHOOL			7/1/12	6/30/13
Staff Connect Add'l School	WESTORCHARD SCHOOL			7/1/12	6/30/13

One Year Renewal: \$5,927.96 ☐
Discounted Two Year Renewal: \$11,263.12 ☐

The cost of renewing the Service is \$5,927.96. However, if you renew by May 29, 2012, we are pleased to offer you the opportunity to purchase a two-year renewal of the Service at a lower price. If you select this option, you will save an additional 5% during the two-year term. The cost of renewing the Service for two years is \$11,263.12.

To renew for one year, please sign and return this renewal with your payment or purchase order for \$5,927.96. by June 29, 2012. To renew for two years, please sign and return this renewal with your payment or purchase order for \$11,263.12 by May 29, 2012. In either case, please send a signed copy of this renewal to Edline by fax (312.236.7251) or email (info@edline.com).

If you subscribe to other Edline services with different renewal cycles that are not shown on this renewal, Edline may be able to prorate your contracts so that you will receive concurrent renewals for all your Edline services. Please call 800.491.0010 if you wish to discuss an adjustment to your renewal cycles.

This Renewal must be signed and returned with your purchase order or payment in order to be processed.



please
note new
address!

P.O. BOX 06290
CHICAGO, IL 60606
T. 800.554.2991
F. 312.236.7251
E. info@edline.com

Renewal # 665104

Date: 5/22/2012

Customer: CHAPPAQUA CSD ("Customer")

This renewal is subject to the Edline LLC Standard Terms and Conditions, which are available at www.edline.com/services/overview/tc, as may be updated from time to time.

Sincerely,

Edline, LLC

By: _____

Name: _____

Title: _____

Accepted for Customer:

By: _____

Name: _____

Title: _____

Date: _____

This Renewal must be signed and returned with your purchase order or payment in order to be processed.



Edline LLC, P.O. Box 06290, Chicago, IL 60606