

Regular meeting of the  
**Oneida City School District**  
**Board of Education**

March 10, 2020  
6:00 PM at the OTTO SHORTELL MIDDLE SCHOOL



**District Mission:** To educate, inspire and empower.  
**District Vision:** Students reaching their fullest potential.

**Agenda**

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Presentation**
  - a. Art student recognition
  - b. Highlights of Otto Shortell Middle School
  - c. Madison-Oneida BOCES Presentation – Mr. Scott Budelmann
- IV. Public Forum (20 Minutes)**
- V. Consent Agenda**
  - a. Meeting Minutes
    - i. February 11, 2020 Regular Meeting
    - ii. February 26, 2020 Budget Work Session
  - b. Field Trip Requests
  - c. Special Education
    - i. Committee on Special Education
    - ii. 504 Committee
    - iii. Committee on Preschool Special Education
- VI. Finance**
  - a. Financial Reports
  - b. Appropriation Transfers
- VII. Resolutions**
  - a. Personnel
  - b. Excessing of Technology Equipment
  - c. External Audit – D’Arcangelo & Co., LLP
  - d. 403(b) Retirement Plan Amendment
  - e. Updated Oneida High School’s National Honor Society Chapter Charter, Guidelines & Procedures
  - f. Memorandum of Agreement
  - g. 2020-2021 School Year Calendar for Review
  - h. Policies for Review

**VIII. Communications**

- a. Committee Chair Reports
- b. BOE Report
- c. Discussions
  - 1. Budget
  - 2. Health concerns
- d. Superintendent Report
- e. Assistant Superintendent for Finance Report

- IX. Executive Session** The employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**X. Adjournment**

## Upcoming Events:

### Wednesday, March 18

- ✚ BOE Policy Committee Meeting 5:00 PM at Administrative Offices
- ✚ Junior Parent Information Night 6:30 PM at OHS

### Thursday, March 19

- ✚ SS Learning Fair 5:30 – 6:30 PM at Seneca Street
- ✚ DV PTO Family Fun Night 6:00 PM at Durhamville

### Friday, March 20

- ✚ To Be All That They Can Be – Charles Appelstein MSW Parent Presentation 7:00 PM at OHS Cafeteria

### Tuesday, March 24

- ✚ District Art Show 5:30 – 8:00 PM at OSMS

### Wednesday, March 25

- ✚ BOE Work Session 6:00 PM at Administrative Offices

### Thursday, March 26

- ✚ NB PTO Meeting 6:30 PM at North Broad Library

### Friday, March 27

- ✚ Spring Musical Production 7:30 PM at OHS Auditorium

### Saturday, March 28

- ✚ Spring Musical Production 7:30 PM at OHS Auditorium

### Tuesday, March 31

- ✚ OHS Leo's Club Volley Against Cancer 5:30 PM at OHS Fariel Gym
- ✚ WP PTO Bingo Night 6:00 PM at Willard Prior

### Wednesday, April 1

- ✚ SS PTO Meeting 6:00 PM at Seneca Street Library
- ✚ National Junior Honor Society 6:00 PM at OSMS

### Thursday, April 2

- ✚ DV PTO Meeting 6:30 PM at Durhamville

### Tuesday, April 14

- ✚ WP PTO Meeting 8:00 AM at Willard Prior
- ✚ Spring Jazz Concert 7:30 PM at OHS Auditorium

### Wednesday, April 15

- ✚ BOE Finance & Facilities Committee Mtg 5:00 PM at Administrative Offices
- ✚ BOE Governance Committee Mtg 6:00 PM at Administrative Offices

### Thursday, April 16

- ✚ 23<sup>rd</sup> Annual Benefit Choral Concert 7:30 PM at St. Patrick's Church, Main St, Oneida

### Friday, April 17

- ✚ NB PTO Movie Night 6:30 PM North Broad at NB Gym

### Tuesday, April 21

- ✚ BOE CIT Committee Mtg 4:30 PM at Costello Transportation Center
- ✚ BOE Meeting 6:00 PM at Costello Transportation Center

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: ART STUDENT RECOGNITION**  
**DATE: MARCH 10, 2020**

Recognition of art students.

**PRESENTATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: OTTO SHORTELL MIDDLE SCHOOL**  
**DATE: MARCH 10, 2020**

Presentation on the highlights of Otto Shortell Middle School.

**PRESENTATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BOCES PRESENTATION**  
**DATE: MARCH 10, 2020**

Madison-Oneida BOCES presentation on the proposed 2020-2021  
Administrative Budget.

**PRESENTATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: CONSENT ITEMS**  
**DATE: MARCH 10, 2020**

The following consent items are being submitted for your approval:

- Meeting Minutes
  - i. February 11, 2020 Regular Meeting
  - ii. February 26, 2020 Budget Work Session
- Field Trip Request
- Special Education
  - iii. Committee on Special Education
  - iv. 504 Committee
  - v. Committee on Preschool Special Education

**RECOMMENDED ACTION**

**Motion to approve consent items as submitted for March 10, 2020.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A\_\_\_\_ N\_\_\_\_

REGULAR MEETING OF THE  
ONEIDA CITY SCHOOL DISTRICT'S  
BOARD OF EDUCATION

February 11, 2020  
6:00 PM at the Oneida High School

**MEMBERS PRESENT:** Ms. Melinda Bowe  
Ms. Heather Denby  
Mr. John Elberson  
Mr. Martin Kelly  
Mr. James Maio  
Ms. Jennifer Parker

**MEMBERS ABSENT:** Mr. Robert Group

**ADMINISTRATORS PRESENT:** Ms. Mary-Margaret Zehr, Superintendent  
Mr. James Rowley, Assistant Superintendent for  
Finance and Clerk of the Board

**SPECTATORS PRESENT:** Dr. Davis, Genevieve Brauner, Jessica Poyer, Moira  
Yardley, Preston Denby, Students

The regular meeting of the Oneida City School District's Board of Education for February 11, 2020 was called to order by Vice President Ms. Melinda Bowe at 6:00 PM. The Pledge of Allegiance was said. Mary-Margaret Zehr addressed Mr. Denby's question regarding graduation rates. Dr. Davis presented initiatives, accomplishments, changes at the high school and Executive Principal position. Vice President Bowe then referred to the prepared agenda.

**CONSENT ITEMS**

**Consent Items**

ACTION NO. 145

**MOVED BY *Elberson*, SECONDED BY *Parker***, to approve the consent items for the February 11, 2020 Board of Education Meeting as submitted.

**VOTE ON THE MOTION**      **AYES 6 NAYS 0**  
**MOTION CARRIED**

**FINANCE**

**Finance**

ACTION NO. 146

**MOVED BY *Kelly*, SECONDED BY *Parker***, to approve the financial reports as presented.

**VOTE ON THE MOTION**      **AYES 6 NAYS 0**  
**MOTION CARRIED**

**FINANCE – APPROPRIATION TRANSFERS**

**Finance –  
Appropriation  
Transfers**

ACTION NO. 147

**MOVED BY *Kelly*, SECONDED BY *Elberson***, to approve the appropriation transfers for January 2020 as submitted.

**VOTE ON THE MOTION**      **AYES 6 NAYS 0**  
**MOTION CARRIED**



**FINANCE**

Quarterly Appropriation Status Report ending December 31, 2019 was submitted for review.

**FOR INFORMATION ONLY**

**PERSONNEL**

**MOVED BY *Maio*, SECONDED BY *Denby***, to approve the personnel items for the February 11, 2020 Board of Education meeting including approval of G.Bradley LTS Reading appt; J.Didio LTS Phys Ed appt; L.George LTS Teacher Assistant appt; T.Merriam, E.Boyce, C.Durfee Student Teacher appts, Yearly Duty appts, Coaching appts; and Parent Volunteer appt. as submitted.

**VOTE ON THE MOTION                      AYES 6 NAYS 0**  
**MOTION CARRIED**

**TEXTBOOK APPROVAL**

**MOVED BY *Elberson*, SECONDED BY *Parker***, to approve the textbook for the Oneida High School The Empire State: A History of New York as submitted.

**VOTE ON THE MOTION                      AYES 6 NAYS 0**  
**MOTION CARRIED**

**COURSES FOR APPROVAL**

**MOVED BY *Denby*, SECONDED BY *Kelly***, to approve the Oneida High School courses: GD145 Digital Applications 1; MA089 Arithmetic; HI103 History of Western Civilization; PT101 Photography; AC115 Financial Accounting; BM108 Personal Finance; IS200 Spreadsheet Concepts and Applications; IS101 Computers in Society as submitted.

**VOTE ON THE MOTION                      AYES 6 NAYS 0**  
**MOTION CARRIED**

**NYSPPHSAA SECTION III COMBINING CONTRACT**

**MOVED BY *Parker*, SECONDED BY *Maio***, to approve the NYSPPHSAA Section III Combining Contract between OCSD and Rome City School District for Varsity and JV Boys Lacrosse as submitted.

**VOTE ON THE MOTION                      AYES 6 NAYS 0**  
**MOTION CARRIED**

**Finance**  
**NO ACTION**

**Personnel**  
**ACTION NO.148**

G.Bradley, J.Didio, L.George LTS appts; T.Merriam, E.Boyce, C.Durfee Student Teacher appts; yearly duty appts; coaching appts; parent volunteer appt;

**Textbook Approval**  
**ACTION NO. 149**

The Empire State: A History of New York

**Courses for Approval**  
**ACTION NO. 150**

GD145 Digital Applications 1; MA089 Arithmetic; HI103 History of Western Civilization; PT101 Photography; AC115 Financial Accounting; BM108 Personal Finance; IS200 Spreadsheet Concepts and Applications; IS101 Computers in Society;

**NYSPPHSAA Section III Combining Contract**  
**ACTION NO. 151**

**DONATION TO MUSIC BOOSTERS**

MOVED BY *Denby*, SECONDED BY *Parker*, to approve the generous donation of a \$2500 grant to the Music Boosters from the Oneida Elks to purchase ukuleles and tuners for the students at OSMS as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**Donation to Music  
Boosters**  
ACTION NO. 152

Ukeleles and tuners for OSMS students

**DONATION TO ATHLETIC DEPARTMENT**

MOVED BY *Elberson*, SECONDED BY *Maio*, to approve the generous donation of a \$1,000 grant to the Athletic Dept from Dicks Sporting Goods as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**Donation to Athletic  
Department**  
ACTION NO. 153

**DONATION TO NORTH BROAD ELEMENTARY**

MOVED BY *Kelly*, SECONDED BY *Denby*, to approve the generous donations of \$500 from Rally Sports through a North Broad Parent, Nick Fedchenko and \$683.31 from North Broad PTO to North Broad Elementary for a gym mat with their Huskie logo as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**Donation to North  
Broad Elementary**  
ACTION NO. 154

**AMEND DISTRICT'S FLEXIBLE SPENDING PLAN**

MOVED BY *Elberson*, SECONDED BY *Parker*, to approve the amendment to the district's Flexible Spending Plan to allow employees to contribute an annual amount not to exceed the Internal Revenue Service annual limit for health expense accounts as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**Amend District's  
Flexible Spending Plan**  
ACTION NO. 155

**OTTO SHORTELL MIDDLE SCHOOL ASSISTANT PRINCIPAL**

MOVED BY *Elberson*, SECONDED BY *Parker*, to approve the abolishment of Middle School Assistant Principal and hereby places Amanda Larson on the preferred eligibility list for a period of seven years for the position of Middle School Assistant Principal as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**OSMS Assistant  
Principal**  
ACTION NO. 156

Abolish position



**NYSSBA CONFERENCE AND PROFESSIONAL LEARNING**

Discussion regarding NYSSBA Conference and Professional Learning.

**FOR DISCUSSION ONLY**

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**NYSSBA Conference &  
Professional Learning -  
Discussion**  
NO ACTION

**BUDGET PRESENTATION**

Discussion regarding Budget Presentation.

**FOR DISCUSSION ONLY**

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**Budget Presentation -  
Discussion**  
NO ACTION

**SUPERINTENDENT REPORT**

Ms. Mary-Margaret Zehr presented her Superintendent's Report.

**FOR INFORMATION ONLY**

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**Superintendent Report**  
NO ACTION

**ASSISTANT SUPERINTENDENT FOR FINANCE REPORT**

Mr. Jim Rowley presented his Assistant Superintendent for Finance Report.

**FOR INFORMATION ONLY**

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**Assistant  
Superintendent for  
Finance Report**  
NO ACTION

**EXECUTIVE SESSION**

**MOVED BY *Maio*, SECONDED BY *Denby***, that the board of education meeting of February 11, 2020 move to executive session at 7:43 PM for purposes of discussion regarding proposed, pending or current litigation;

**Exec Session**  
ACTION NO. 161

**VOTE ON THE MOTION            AYES 6 NAYS 0**  
**MOTION CARRIED**

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*The Board of Education returned to regular session at 8:52 PM*

**IMPARTIAL HEARING**

**MOVED BY Denby, SECONDED BY Parker,** that the Oneida City School District hereby ratifies a resolution agreement between the District and the parent of a student with a disability described in executive session as submitted.

**VOTE ON THE MOTION                    AYES 6 NAYS 0**  
**MOTION CARRIED                        \_\_\_\_\_**

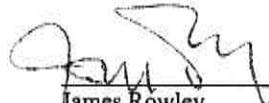
**ADJOURNMENT**

**MOVED BY Denby, SECONDED BY Maio,** that the Board of Education meeting of February 11, 2020 be adjourned at 8:55 PM.

**VOTE ON THE MOTION                    AYES 6 NAYS 0**  
**MOTION CARRIED                        \_\_\_\_\_**

**Impartial Hearing**  
**ACTION NO. 162**

**Adjournment**  
**ACTION NO. 163**

  
\_\_\_\_\_  
James Rowley  
Clerk of the Board

**BUDGET WORK MEETING OF THE  
ONEIDA CITY SCHOOL DISTRICT'S  
BOARD OF EDUCATION**

February 26, 2020  
6:00 PM at the Administrative Offices

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**MEMBERS PRESENT:** Ms. Melinda Bowe, Vice President  
Ms. Heather Denby  
Mr. John Elbersen  
Mr. Martin Kelly  
Mr. James Maio  
Ms. Jennifer Parker

**MEMBERS ABSENT:** Mr. Robert Group, President

**ADMINISTRATORS PRESENT:** Ms. Mary-Margaret Zehr, Superintendent  
Mr. James Rowley, Assistant Superintendent for  
Finance and Clerk of the Board

**SPECTATORS PRESENT:**

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The budget work meeting of the Oneida City School District's Board of Education for February 26, 2020 was called to order by Vice President Ms. Melinda Bowe at 6:00 PM. The Pledge of Allegiance was said. Vice President Bowe then referred to the prepared agenda.

**2020-2021 BUDGET**

Discussion regarding 2020-21 Budget.

**FOR DISCUSSION ONLY**

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**2020-2021 Budget**

**NO ACTION**

*Discussion*

**AUDIT RFP**

Discussion regarding Audit RFP.

**FOR DISCUSSION ONLY**

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**Audit RFP**

**NO ACTION**

*Discussion*

**CORONAVIRUS**

Discussion regarding the impact of the Coronavirus on the Japanese Exchange Program and the France Field Trip.

**FOR DISCUSSION ONLY**

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**CoronaVirus**

**NO ACTION**

*Discussion*

**EXECUTIVE SESSION**

**Exec. Session**  
ACTION NO. 164

MOVED BY *Maio*, SECONDED BY *Kelly*, that the board of education budget work session of February 26, 2020 move to executive session at 6:37 PM for purposes of discussion regarding employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

VOTE ON THE MOTION            AYES 6 NAYS 0  
MOTION CARRIED

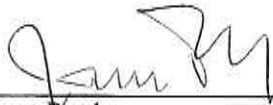
*The Board of Education returned to regular session at 6:49 PM*

**ADJOURNMENT**

**Adjournment**  
ACTION NO. 165

MOVED BY *Parker*, SECONDED BY *Denby*, that the board of education budget work session of February 26, 2020 adjourn at 6:49 PM.

VOTE ON THE MOTION            AYES 6 NAYS 0  
MOTION CARRIED

  
\_\_\_\_\_  
James Rowley  
Clerk of the Board

# Oneida City School District

## SUPERINTENDENT'S REGULATION

RECEIVED  
FEB 12 2020

INSTRUCTION

8400.1

By:

### FIELD TRIP REQUEST TO THE SUPERINTENDENT OF SCHOOLS

Contact Staff: Erika Morgan Building: North Broad  
Group Making Request: Fifth Grade Date of Request: Feb. 10, 2020  
No. of Students Traveling: 40 No. of Chaperones: 15  
Destination: Boston, MA  
Dates of Travel: June 19, 2020  
Cost per Student: \$ 110.00  
How is this being funded?: Cases Grant and Self-pay

Travel Plans Organization: (bus, plane, train....); Provide address, phone number, contact

Hale Transportation Bus Company 37 Kirkland Ave  
Clinton, NY 13323

Is there Refund Insurance for a canceled trip? 30 days prior

Last date to cancel and receive a full refund? May 20, 2020

Last date to cancel for terrorist/national/international security reasons: 0/K

**\*\*Parent Permission forms must state that the Board of Education reserves the right to cancel the trip if there is an issue of national or international security.\*\***

**\*Parents need to be informed of these conditions and that the Board of Education will not be liable for lost funds.\***

Approved  Disapproved

Parents Informed

Department Chairperson

Date

Approved

Disapproved

Eric A. Coriale  
Building Principal

2/12/20

Date

Approved  Disapproved

District Superintendent

Date

Approved by the Superintendent: 05/17/16

Adopted: 04/10/01

Revised: 10/14/03



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: FINANCIAL REPORTS**  
**DATE: MARCH 10, 2020**

Financial reports for the month of January 2020:

General Fund Revenue Report  
Treasurer's Report  
OHS Classroom Activity Funds  
OSMS Student Activity Accounts

**RECOMMENDED ACTION**

**Motion to approve the financial reports as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

# ONEIDA CITY SCHOOL DISTRICT - GENERAL FUND REVENUE REPORT

Month Ending January 31, 2020

		<u>Budgeted</u> <u>Revenues</u>	<u>Revenues</u> <u>Received</u>	<u>Balance</u> <u>Unearned</u>
A1001	Real Property Tax	\$ 15,205,474.11	\$ 14,017,230.91	\$ 1,188,243.20
A1081	Payments in Lieu of Taxes	59,900.00	20,832.36	39,067.64
A1085	School Tax Relief Reimbursement	2,689,235.89	2,687,004.49	2,231.40
A1090	Interest & Penalties on Taxes	70,000.00	39,030.84	30,969.16
A1310	Day School Tuition (Includes Foster)	0.00	0.00	0.00
A1330	Textbook Charges from Individuals	300.00	70.47	229.53
A1410	Admissions	15,000.00	8,657.81	6,342.19
A1489	Other Charges/Services	0.00	1,617.00	(1,617.00)
A2280	Health Services-Other Districts	25,000.00	0.00	25,000.00
A2308	Transportation-BOCES	0.00	0.00	0.00
A2401.A	Interest and Earnings	4,000.00	6,984.17	(2,984.17)
A2410	Rental of Property	11,000.00	17,231.50	(6,231.50)
A2413	Rental of Property-BOCES	76,000.00	0.00	76,000.00
A2414	Rental of Buses	12,000.00	30,011.13	(18,011.13)
A2450	Commissions	0.00	249.03	(249.03)
A2650	Sale of Scrap and Excess	0.00	0.00	0.00
A2655	Minor Sales/Machine	0.00	0.00	0.00
A2660	Sale of Real Property	0.00	0.00	0.00
A2665	Sale of Equipment	10,675.00	13,416.70	(2,741.70)
A2666	Sale of Transportation Equipment	0.00	14,775.00	(14,775.00)
A2670-2	Sale of Instr. Supplies	0.00	0.00	0.00
A2680	Insurance Recoveries	0.00	1,088.81	(1,088.81)
A2690	Other Compensation for Loss	0.00	3,589.20	(3,589.20)
A2700	Reimb. Medicare Part D Expenditures	150,000.00	88,377.54	61,622.46
A2701	Refund-Prior Yrs. Expenditures/BOCES aid	150,000.00	490,363.02	(340,363.02)
A2703	Refund-Prior Yrs. Expenditures	100,000.00	30,464.26	69,535.74
A2705	Gifts and Donations	0.00	0.00	0.00
A2707	Special Program Revenue	0.00	0.00	0.00
A2725	VLT/Tribal Compact Monies	0.00	4,595.82	(4,595.82)
A2770	Miscellaneous Revenues	100,000.00	40,055.85	59,944.15
A3089	Star Program/Reimbursement/Admin.	0.00	0.00	0.00
A3101.A	Basic Aid & Building	17,140,731.00	2,992,240.53	14,148,490.47
A3101.E	Excess Cost Aid	2,773,428.00	769,940.25	2,003,487.75
A3102	Lottery Aid	3,159,756.00	3,590,634.38	(430,878.38)
A3103	BOCES	2,402,962.00	0.00	2,402,962.00
A3104	Tuition Aid/Students w/Disabilities	0.00	0.00	0.00
A3260	Textbooks	116,279.00	29,940.00	86,339.00
A3262	Computer Software Aid	71,070.00	0.00	71,070.00
A3263	Library Loan Program	13,052.00	0.00	13,052.00
A3289.A	Other State Aid-Incar. Youth	50,000.00	3,456.00	46,544.00
A3289	Other State Aid	0.00	203,951.00	(203,951.00)
A4601	Medicaid Assistance	115,000.00	107,835.38	7,164.62
A5031.E	Transfers From Debt Service Fund	50,000.00	50,000.00	0.00
A5050	Interfund Transfer for Debt	0.00	0.00	0.00
	Subtotal	\$ 44,570,863.00	\$ 25,263,643.45	\$ 19,307,219.55
19-20	Appropriated Fund Balance	2,386,926.00	0.00	2,386,926.00
	Appropriated Reserves	32,500.00	0.00	32,500.00
	<b>TOTAL REVENUES</b>	<b>\$ 46,990,289.00</b>	<b>\$ 25,263,643.45</b>	<b>\$ 21,726,645.55</b>

# ONEIDA CITY SCHOOL DISTRICT

## TREASURER'S REPORT - GENERAL FUND

Cash Per Books:	January 1, 2020	\$	<u>12,789,206.58</u>	
Cash receipts - State/BOCES Aid			<u>2,823,898.97</u>	
- Other			<u>665,217.80</u>	
Receipts and Cash Balance			<u>16,278,323.35</u>	
Cash Disbursements		(	<u>4,365,664.11</u>	)
<b>Cash Per Books:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u>11,912,659.24</u></b>

### BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>148,424.49</u>	
	CD/Savings		<u>7,360,438.21</u>	
	Investment		<u>4,499,593.32</u>	
	subtotal		<u>12,008,456.02</u>	
<b>Plus:</b>				
<b>Less:</b>				
Outstanding Checks:		(	<u>95,796.78</u>	)
<b>Reconciled Balance:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u>11,912,659.24</u></b>

### TREASURER'S REPORT - SCHOOL LUNCH FUND

Cash Per Books:	January 1, 2020	\$	<u>103,820.74</u>	
Cash receipts:			<u>60,090.20</u>	
Receipts and Cash Balance			<u>163,910.94</u>	
Cash Disbursements		(	<u>63,454.21</u> )	
<b>Cash Per Books:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u><u>100,456.73</u></u></b>

#### BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>98,761.18</u>	
<b>Less:</b>				
Outstanding Checks		(	<u>0.00</u> )	
<b>Add:</b>				
Lunch deposits			497.86	
MSB In-Transit			516.63	
Heartland In-Transit			<u>681.06</u>	
<b>Reconciled Balance:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u><u>100,456.73</u></u></b>

### TREASURER'S REPORT - SPECIAL AID FUND

Cash Per Books:	January 1, 2020	\$	<u>109,641.49</u>	
Cash receipts:			<u>207,536.69</u>	
Receipts and Cash Balance			<u>317,178.18</u>	
Cash Disbursements		(	<u>300,777.73</u> )	
<b>Cash Per Books:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u><u>16,400.45</u></u></b>

#### BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>46,939.36</u>	
	subtotal		<u>46,939.36</u>	
<b>Less:</b>				
Outstanding Checks		(	<u>30,538.91</u> )	
<b>Reconciled Balance:</b>	<b>January 31, 2020</b>	<b>\$</b>		<b><u><u>16,400.45</u></u></b>

**TREASURER'S REPORT - CAPITAL FUND**

<b>Cash Per Books: January 1, 2020</b>		\$ <u>826,631.77</u>	
Cash receipts:		<u>9.39</u>	
Receipts and Cash Balance		\$ <u>826,641.16</u>	
Cash Disbursements		<u>( 81,802.30 )</u>	
<b>Cash Per Books: January 31, 2020</b>			\$ <u><u>744,838.86</u></u>

**BANK RECONCILIATION**

Balance as Per Statement:	Checking	\$ <u>552,571.34</u>	
	CD/Savings	<u>193,017.52</u>	
	Subtotal	\$ <u>745,588.86</u>	
<b>Less:</b>			
Outstanding Checks		<u>( 750.00 )</u>	
<b>Reconciled Balance: January 31, 2020</b>			\$ <u><u>744,838.86</u></u>

**TREASURER'S REPORT - TRUST AND AGENCY/SCHOLARSHIP FUNDS**

<b>Cash Per Books: January 1, 2020</b>		\$ <u>639,553.68</u>	
Cash receipts:		3,487,076.75	
Receipts and Cash Balance		\$ <u>4,126,630.43</u>	
Cash Disbursements		<u>( 3,397,485.45 )</u>	
<b>Cash Per Books: January 31, 2020</b>			\$ <u><u>729,144.98</u></u>


**BANK RECONCILIATION**

Balance as Per Statement:	Checking	\$ <u>733,269.21</u>	
	Payroll Checking	<u>39,773.62</u>	
	Scholarship Savings	<u>64,785.07</u>	
	Subtotal	\$ <u>837,827.90</u>	
<b>Plus:</b>			
ERS - 2 employees that had ERS issues		<u>140.95</u>	
OMNI and AmeriCU payroll wires in transit (transmitted 12/31/19 for 1/3/20 payroll)		<u>0.00</u>	
<b>Less:</b>			
Outstanding Checks: Trust & Agency		<u>( 68,860.25 )</u>	
Payroll		<u>( 39,483.35 )</u>	
Payroll (Journal entry to clear out old outstanding November 2018 payroll check)		<u>( )</u>	
Payroll (ERS wires less than was posted to nVision)		<u>( 480.27 )</u>	
<b>Reconciled Balance: January 31, 2020</b>			\$ <u><u>729,144.98</u></u>

## EXTRA CLASSROOM ACTIVITY FUNDS

### ONEIDA SENIOR HIGH SCHOOL

#### Report of Accounts

Month Ended					As of:	31-Jan-20
	Beginning					Ending
Activity	Balance	Receipts	Total	Disbursements		Balance
Advanced Placement	5,779.15		5,779.15			5,779.15
Art Club	404.72		404.72			404.72
Banking Fees & Interest	90.19	3.36	93.55			93.55
Business Club	-		-			-
Class of 2020	1,493.26		1,493.26			1,493.26
Class of 2021	4,402.62		4,402.62	100.00		4,302.62
Class of 2022	3,509.72		3,509.72			3,509.72
Class of 2023	2,000.18		2,000.18			2,000.18
Concert Choir	4,860.83		4,860.83	3,055.20		1,805.63
Drama Club--Fall Play	2,823.50		2,823.50			2,823.50
Drama Club--Spring Musical	15,675.46		15,675.46	2,011.00		13,664.46
Environmental Club	701.23	780.00	1,481.23			1,481.23
French Travel	1,353.27		1,353.27			1,353.27
Future Bus. Leaders of America	283.41		283.41			283.41
International Relations Club	2,270.75		2,270.75			2,270.75
Japanese Exchange Club	517.14		517.14			517.14
LGBTQ	20.00		20.00			20.00
Marching Band	568.89		568.89			568.89
National Honor Society	1,201.04		1,201.04			1,201.04
NYS Sales Tax Due	3,260.90		3,260.90			3,260.90
Photography Club	80.39		80.39			80.39
Projects (Yearbook)	1,062.44		1,062.44			1,062.44
Retailers (Bookstore)	2,772.12		2,772.12			2,772.12
Ski Club	851.45		851.45			851.45
Spanish Club	42.61		42.61			42.61
Sports Club	1,206.11		1,206.11			1,206.11
Stage Band	112.00		112.00			112.00
Student Council	921.47		921.47			921.47
Technology	4,476.51		4,476.51	624.04		3,852.47
Technology Student Association	454.87		454.87			454.87
Teens For A Better World	31.17		31.17			31.17
Wind Ensemble	762.12	204.00	966.12			966.12
Z Club	2,593.28		2,593.28			2,593.28
<b>Total</b>	<b>66,582.80</b>	<b>987.36</b>	<b>67,570.16</b>	<b>5,790.24</b>		<b>61,779.92</b>
Checking Account ... 9146		25,370.67			 Laura J. Reff, Central Treasurer	
Money Market Account ... 4977		39,576.00				
Deposits in Transit						
Less Checks Outstanding		3,166.75				
Working Balance		<b>61,779.92</b>				
<b>This report and supporting evidence examined and approved except as follows:</b>						
Date						
	Auditor					

**OTTO SHORTELL MIDDLE SCHOOL  
EXTRACLASROOM ACTIVITY FUND  
REPORT OF ACCOUNTS**

For the month

Jan-20

ACTIVITY	BEGINNING BALANCE	MONTHLY RECEIPTS	Total RECEIPTS	Monthly PAYMENTS	ENDING BALANCE
STUDENT COUNCIL	\$ 19,696.94	\$ 6,594.20	\$ 26,291.14	\$ 5,120.85	\$ 21,170.29
	\$ -		\$ -	\$ -	\$ -
MUSIC CLUB (Band/Chorus)	\$ 8,263.81		\$ 8,263.81	\$ 69.60	\$ 8,194.21
LIBRARY CLUB	\$ 862.31		\$ 862.31		\$ 862.31
FOREIGN LANGUAGE	\$ 1,975.17		\$ 1,975.17	\$ 203.97	\$ 1,771.20
DRAMA	\$ 6,547.93		\$ 6,547.93		\$ 6,547.93
ART	\$ 268.30		\$ 268.30		\$ 268.30
YEARBOOK	\$ 8,306.32		\$ 8,306.32		\$ 8,306.32
<b>TOTALS</b>	<b>\$ 45,920.78</b>	<b>\$ 6,594.20</b>	<b>\$ 52,514.98</b>	<b>\$ 5,394.42</b>	<b>\$ 47,120.56</b>

OUTSTANDING CHECKS

4375 \$ 15.00  
4406 \$ 8.00

**\$23.00**

STATEMENT OF BANK BALANCE #614309154  
 CHECKING \$ 47,143.56  
 Less Outstanding Chks. \$ 23.00  
 Plus Outstanding Deps. \$ -  
 Working Balance \$ 47,120.56

This report and supporting evidence examined and approved except as follows:

Auditor

Treasurer



Principal



2/20/20  
DATE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: APPROPRIATION TRANSFER**  
**DATE: MARCH 10, 2020**

The attached Appropriation Transfers for March 2020 are submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the appropriation transfers as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_



# ONEIDA CITY SCHOOL DISTRICT

## APPROPRIATION TRANSFER REQUEST FORM


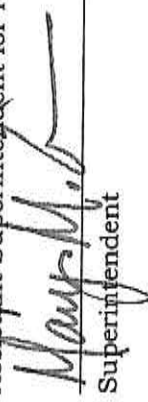
GENERAL FUND        OTHER: \_\_\_\_\_

REQUESTED BY: J. Rowley  
DATE \_\_\_\_\_

FOR BOARD APPROVAL        PRESENTATION: \_\_\_\_\_

#	FROM (BUDGET CODE)	TO (BUDGET CODE)	AMOUNT	COMMENTS
1	A2610.500-00-3469	A2610.490-00-0169	\$936.00	School Library Supplies to School Library AV & BOCES (override e books)
2	A2110.140-00-0100	A2110.169-00-0100	\$64,000.00	Teach Inst Sal Substitutes to Teach Non-Inst Sal Hourly Aides
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Approved  Disapproved \_\_\_\_\_  
 Approved  Disapproved \_\_\_\_\_

  
 Assistant Superintendent for Finance  
  
 Superintendent

2/24/20    Date  
2/24/20    Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: PERSONNEL**  
**DATE: MARCH 10, 2020**

We are recommending the approval of the attached personnel items for the March 10, 2020 Board of Education meeting.

**RECOMMENDED ACTION**

**Motion to approve the personnel items for the March 10, 2020 Board of Education meeting as presented.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Personnel Report  
March 10, 2020  
Board of Education Meeting

**RECOMMENDED INSTRUCTIONAL RESIGNATION**

<b>Personnel</b>	<b>Building</b>	<b>Position</b>	<b>Effective</b>
Lennox, Kalpana	DV/WP	Library Media Specialist	May 29, 2020

**RECOMMENDED ONE-TIME SALARY ADJUSTMENTS**

<b>Personnel</b>	<b>Building</b>	<b>Tenure Area</b>	<b>Effective</b>
Koelsch, Julie	OSMS	Elementary (Grade 6)	2020-2021 school year

**RECOMMENDED 2020 SPRING COACHING APPOINTMENTS**

<b>Coach</b>	<b>Team</b>	<b>Step</b>	<b>Rate of Pay</b>
Lloyd Quick	Varsity Baseball	9+	\$6814
Danielle Jeffery	Boys Mod Assist Track Coach	1	\$2250

**RECOMMENDED VOLUNTEER COACH**

<b>Coach</b>	<b>Team</b>
Matt Cretaro	Volunteer Baseball Assistant

**RECOMMENDED SALARY INCREMENT REQUESTS**  
AS ATTACHED

**RECOMMENDED SUBSTITUTE TEACHERS**  
AS ATTACHED

**CLASSIFIED PERSONNEL**  
AS ATTACHED

ONEIDA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
MARCH 10, 2020  
EARNED SALARY INCREMENTS

<b>Teacher Name</b>	<b>BOE Date of Approval</b>	<b>Total Credits</b>
Infarinato, Kenneth		6
Lachut, Karyn		6
Laemmermann, Kelly		6
Marino, Melissa		6
Murphy, Elizabeth		6
Niles, Mindy		6
Poulos, Beth		6
Wilson, Ashley		6
	<b>TOTAL CREDITS</b>	<b>48</b>

Oneida City School District  
Personnel Report  
March 10, 2020  
Board of Education Meeting

Recommended Substitute Teachers

Substitute Teacher	Area(s) to Sub	Certification
Gloria Piazza	Any	Certified
Dawson Carroll	Any	Non-Certified
Jonathan Streeter	Secondary; College student avail mid May end of Yr; college breaks;	Non-Certified
Sherri McMullen	LTS at DV 3/16/20-4/3/20	Nurse

Oneida City School District  
 Personnel Report  
 March 10, 2020  
 Board of Education Meeting

CLASSIFIED PERSONNEL

**RECOMMENDED CLASSIFIED PROBATIONARY APPOINTMENT**

NAME	TITLE	LOCATION	PAYRATE	EFFECTIVE DATE
Amber Baum	Bus Monitor FT - 5 hrs./day	Trans. Ctr.	11.80 per/hour	3/2/20
Susan Clark	Teacher Aide – 5.5 hrs./day (Temp. FT – 2/24/20-6/30/20)	NB	11.80 per/hour	2/24/20
Jody McNichol	Teacher Aide – 3 hrs./day - Mon& Fri (Temp. PT – 2/6/20 – 6/30/20)	HS	11.80 per/hour	2/6/20
Melissa Peebles	Teacher Aide PT – 3.5 hrs./day	DV	11.80 per/hour	3/11/20
Melissa Peebles	Teacher Aide – 2.5 hrs./day (Temp. PT – 3/11/20-6/30/20)	DV	11.80 per/hour	3/11/20

**RECOMMENDED CLASSIFIED RESIGNATION**

NAME	TITLE	LOCATION	EFFECTIVE DATE
Tina Wagner	Food Service Helper	WP	3/13/20

**RECOMMENDED CLASSIFIED SUBSTITUTE**

NAME	TITLE	LOCATION
Dawson Carroll	Teacher Aide	District Wide
Lisa Hiscox	Food Service Helper	District Wide
Jennifer Knight	Clerical	District Wide
Tina Wagner	Food Service Helper	District Wide

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXCESSING OF TECHNOLOGY EQUIPMENT**  
**DATE: MARCH 10, 2020**

We are recommending approval of excessing the attached list of technology equipment as submitted.

**RECOMMENDED ACTION**

**Motion to approve the excessing of technology equipment as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

Items to be Excessed  
Board of Education Meeting  
March 10, 2020

Asset No.	*Asset Type	*Manufacturer	*Model	Serial Number	Location	MORIC Tag	OCSD Tag
20	Desktop	Dell	Optiplex GX760	HJB1VL1	HS	None	103459
21	Desktop	Dell	Optiplex GX760	1JB1VL1	HS	None	103460
155	Desktop	Nexlink	DQ965GF-VB	024624	HS	143931	101343
467	Desktop	Nexlink	D945GCCR-VB	19541	HS	266584	101975
501	Desktop	Nexlink	D945GCCR-VB	19193	HS	266695	101106
578	Desktop	Dell	Optiplex GX760	5JB1VL1	HS	N/A	102995
579	Desktop	Dell	Optiplex GX760	3HB1VL1	HS	N/A	102996
580	Desktop	Dell	Optiplex GX760	7HB1VL1	HS	N/A	102997
824	Laptop	Dell	Latitude E6400	6320VL1	HS		102975
826	Laptop	Dell	Latitude E6400	D320VL1	HS		102976
840	Laptop	Dell	Latitude E6400	4420VL1	HS	None	102954
847	Laptop	Dell	Latitude E6400	6ZYZTL1	HS		102958
894	Laptop	Dell	Latitude E6400	F320VL1	HS		102973
963	Netbook	HP	2140	CNU9191RWF	HS	124234	104359
987	Laptop	Dell	Latitude E6400	DZYZTL1	HS		102967
990	Laptop	Dell	Latitude E6400	D220VL1	HS		102966
1056	Laptop	Dell	Latitude D620	GMZ4DD1	HS	267568	103214
1071	Laptop	Dell	Latitude E6400	3420VL1	HS		102947
1089	Laptop	Dell	Latitude E6400	5320VL1	HS		102956
1142	Laptop	Dell	Latitude E6400	FZYZTL1	HS		102965
1204	Monitor	AOC	177S-1	97975CA0055408	HS	266555	104481
1225	Monitor	AOC	177S-1	97975CA000360	HS	266129	104229
1475	Monitor	AOC	177S-1	97975CA005145	HS	266896	104947
1628	Monitor	HP	1702	CNN5160SGM	HS	128409	103171
1762	Monitor	AOC	177S-1	J0675CA004239	HS	267371	101855
2102	Netbook	Acer	Aspire One P531h-1791	F98B1601	HS	None	104839
2116	Netbook	Acer	Aspire One P531h-1791	CNU919160Z	HS	124227	104169
2142	Netbook	Acer	Aspire One P531h-1791	F52B1601	HS		104785
2159	Netbook	Acer	Aspire One P531h-1791	325B591601	HS	N/A	104632
2625	Projector	Mitsubishi	XD206U	1010769	HS	224761	102221
2732	Monitor	HP	1702	CNN5160SGT	HS	128430	103530
2750	Laptop	Dell	Latitude D620	1NGD3D1	HS	NA	103547
2859	Docking Station	Dell	PRO2X	2250155601465	HS	188938	104987



Items to be Excessed  
Board of Education Meeting  
March 10, 2020

Asset No.	*Asset Type	*Manufacturer	*Model	Serial Number	Location	MORIC Tag	OCSD Tag
3007	Monitor	HP	1702	CNN5160SGB	HS	128442	20100069
3249	Projector	Hitachi	CP-S318	RT5A014271	HS	222457	100287
3271	Projector	Mitsubishi	XD206U	1015597	HS	224781	101598
3833	Laptop	Dell	Latitude E6400	69C90L1	HS	None	104698
4030	iPad	Apple	iPad	GB1077WUZ38	HS		20100821
4313	Laptop	Apple	Macbook	45124B58F5W	HS	191741	20090505
4326	Laptop	Apple	Macbook	45124FQ3F5W	HS	191750	20090518
4338	Laptop	Apple	Macbook	45124DCWF5W	HS	188339	20090530
4353	Laptop	Apple	Macbook	45124FM2F5W	HS	188320	20090548
4357	Laptop	Apple	Macbook	45124KEVF5W	HS	188347	20090554
4360	Laptop	Apple	Macbook	45124D8TF5W	HS	188344	20090551
4412	Laptop	Apple	Macbook	45124KZVF5W	HS	188403	20090612
4464	Laptop	Apple	Macbook	45124H3YF5W	HS	188396	20090661
4477	Laptop	Apple	Macbook	45124HCNF5W	HS	188423	20120245
4478	Laptop	Apple	Macbook	45124FNTF5W	HS	191752	20090677
4512	iPad	Apple	iPad	SDMPFWDWCDFFH	HS	188537	20090698
4560	iPad	Apple	iPad	SDMPFWB2JDFHW	HS	188521	20090752
4642	Laptop - Mini	Lenovo	X120e	1S05962RULR4H3V	HS	188699	20090839
4656	Laptop - Mini	Lenovo	x100e	1S05962RULR4H3V	HS	188702	20090845
4665	Laptop - Mini	Lenovo	x100e	1S05962RULR4H4H	HS	188716	20090857
4685	Laptop - Mini	Lenovo	x100e	LR3Z8P7	HS	188670	20090876
4742	Netbook	HP	2140	CNU9191S3Z	HS	124187	20100922
4744	Netbook	HP	2140	CNU9191V9N	HS	124238	104314
4745	Netbook	HP	2140	CNU9191RTV	HS	124240	104318
4748	Netbook	HP	2140	CNU9191S2L	HS	124214	104331
4749	Netbook	HP	2140	CNU9191RXG	HS	124202	104320
4770	Netbook	HP	2140	CNU91914Z2	HS	124201	104328
4771	Netbook	HP	2140	CNU9191RTN	HS	124239	104315
4785	Monitor	AOC	919Vwa	AKWB2HAO17517	HS	188947	20100720
4878	Desktop	Nexlink	DH61CR	498042	HS	186257	20090293
4961	Desktop	Nexlink	DH61CR	498009	HS	186285	20090254
4973	Desktop	Nexlink	DH61CR	498028	HS	186227	20090270
5188	Laptop	Dell	Latitude E6400	J3DNTK1	HS		001278

Items to be Excessed  
Board of Education Meeting  
March 10, 2020

Asset No.	*Asset Type	*Manufacturer	*Model	Serial Number	Location	MORIC Tag	OCSD Tag
5191	Laptop	Dell	Latitude E6400	743YJK1	HS		001283
5435	Monitor	AOC	919Vwa	AKWB2HA018205	HS		20100985
5567	Laptop	Dell	Latitude E6430	G45YTY1	HS		20120097
5753	Projector	Mitsubishi	XD206U	1015858	HS	224815	102006
6428	Scanner	Canon	CanoScan Lide25	KJKM19398	HS	none	20100490
6669	USB DVDRW	Dell	DW316	CN-ORKR9T-48321-	HS		20120777
9007	USB DVDRW	Dell	DW316	cn-0rkr9t-48321-67g	HS		20121550
9176	USB DVDRW	Dell	DW316	cn-0rkr9t-48321-g76	HS		20121659
9355	USB DVDRW	Dell	DW316	cn-0rkr9t-48321-67g	HS		20121650
10460	Jet Direct	HP	JetDirect 300X	sg02152537	HS	115966	20120647

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXTERNAL AUDIT – D’ARCANGELO & CO., LLP**  
**DATE: MARCH 10, 2020**

We are recommending approval of the attached External Audit Proposal from D’Arcangelo & Co., LLP for the time period of June 2020 through June 2024 as submitted.

**RECOMMENDED ACTION**

**Motion to approve the External Audit Proposal from D’Arcangelo & Co., LLP for June 2020 through June 2024 as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

**APPENDIX D**  
**SCHEDULE OF AUDIT QUOTATIONS**

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Our professional fee for audit services requested is based on the estimated number of hours by staff level at our blended hourly rates. We estimate that the total number of hours for the engagement should not exceed 265 hours. As requested, the proposed fee covers follow-up work, rectifying deficiencies with cognizant agencies and consultation to the organization throughout the term of the agreement.

The following audit fees are based on an audit in accordance with current generally accepted auditing standards, Government Auditing Standards, and Title 2, U.S. Code of Federal Regulations (CFR), Part 200, Uniform Administrative Guidance Cost Principles, and Audit Requirement for Federal Awards (Uniform Guidance). The total audit fees for the year ending June 30, 2020, 2021, 2022, 2023, and 2024, are not expected to exceed the following schedule:

	<u>6/30/20</u>	<u>6/30/21</u>	<u>6/30/22</u>	<u>6/30/23</u>	<u>6/30/24</u>
Audit of general purpose financial statements, and all other services not separately listed below	\$ 18,000	\$ 18,000	\$ 18,400	\$ 18,400	\$ 18,400
Single Audit	3,000	3,000	3,000	3,000	3,000
Audit of Extraclassroom Activity Fund	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>TOTAL ALL-INCLUSIVE MAXIMUM PRICE</b>	<u>\$ 22,500</u>	<u>\$ 22,500</u>	<u>\$ 22,900</u>	<u>\$ 22,900</u>	<u>\$ 22,900</u>

FIRM D'Arcangelo & Co., LLP

ADDRESS 200 East Garden Street, Rome, NY 13440

PHONE# 315-336-9220 FAX# 315-336-0836

SIGNATURE  Leonard Placencia, CPA

TITLE Partner

DATE January 27, 2020

**APPENDIX E**  
**SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS IF**  
**REQUESTED**

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	<u>Hourly Rate</u>
Partners	\$ 180
Managers	\$ 110
Supervised Staff	\$ 80

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: 403(b) RETIREMENT PLAN AMENDMENT**  
**DATE: MARCH 10, 2020**

We are recommending approval of the attached 403(b) Retirement Plan Amendment as submitted.

**RECOMMENDED ACTION**

**Motion to approve the 403(b) Retirement Plan Amendment as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

HARDSHIP AND ELIGIBILITY AMENDMENTS TO  
THE Oneida City School District  
403(b) RETIREMENT PLAN

WHEREAS, the Oneida City School District ("Plan Sponsor") maintains the Oneida City School District 403(b) Retirement Plan ("Plan"); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the "Note" provisions set forth in the Adoption Agreement, "Employee Eligibility" is hereby restated and amended to read as follows:

*[Note: An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.]*

*[Note: Persons occupying an elected or appointive public office are not eligible for the Plan unless such office is one to which the individual is elected or appointed only if the individual has received training, or is experienced, in the field of education.]*

BE IT FURTHER RESOLVED that the "Note" provision set forth in the Adoption Agreement, "Hardship Distributions" is hereby restated and amended to read as follows:

*[Note: if hardship distributions under the Plan are allowed, the Plan and Vendors will apply the IRS "safe harbor" rules for such distributions. Effective 1/1/2020, the plan will no longer suspend elective contributions following a hardship withdrawal. See section 5.5 of the Plan for more information.]*

BE IT FURTHER RESOLVED that section 5.5 of the Basic Plan Document, "Hardship Withdrawals" is hereby restated and amended to read as follows:

**5.5 Hardship Withdrawals**

(a) Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship.

(b) The Individual Agreements shall provide for the exchange of information among the Employer or Employer's agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations). In addition, in the case of a hardship withdrawal that is not automatically deemed to be

necessary to satisfy the financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.

(c) Safe Harbor Contributions/QNECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.

(d) Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:

i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);

ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and

iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

(e) Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.

(f) Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.

(g) Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)-1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).

(h) New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):

i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Resolution and Amendment to be adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

Oncida City School District

By: \_\_\_\_\_



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: UPDATED OHS NATIONAL HONOR SOCIETY CHAPTER  
CHARTER, GUIDELINES & PROCEDURES**  
**DATE: MARCH 10, 2020**

We are recommending approval of the attached updated Oneida High School's National Honor Society Chapter Charter, Guidelines & Procedures as submitted.

**RECOMMENDED ACTION**

**Motion to approve the updated OHS National Honor Society Chapter Charter, Guidelines & Procedures as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

**A** \_\_\_\_\_ **N** \_\_\_\_\_

add Intro H  
→

# The Oneida High School National Honor Society Charter

Previously  
adopted at  
BOE meeting  
12/10/2019

Article I: Oneida High School National Honor Society (OHS NHS)

Article II: The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high schools students. More than just an honor roll, NHS serves to honor those who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

Article III: Selection Procedure

1. Seniors who have an overall average of <sup>89.5%</sup> 90% or higher in all courses taken during the regular school year qualify for membership. These students will be identified by the Principal's Office.

2. ~~The entire faculty will rate these students who are candidates in the areas of character, leadership, and service.~~ The N.H.S. definition of these qualities will be provided to the faculty. An objective system of evaluation, which parallels the procedure suggested in the N.H.S. Handbook, will be used.

3. Final selection will be made by the O.H.S. National Honor Society Faculty Council.

4. The Committee:

- a. N.H.S. Advisor(s) - non-voting members.
- b. Faculty members appointed by the Principal.

5. Oneida High School Procedure:

- a. All grades in courses taken for credit during the regular school year are used. If a student's Comprehensive Regents grade is higher than his/her average, that grade is used. If the average is higher than it is used.
- b. Students have to be a member of the school for at least one semester.
- c. All faculty members are given a list of prospective members a list of requirements and explanations, and a rating sheet.

6. ~~An index of three (3.00) is minimum for membership based on ratings of 4-3-2-1 in each category (leadership, service, and character).~~

7. The Faculty Council of which the advisors are non-voting members then review the candidates for induction.

~~Rating System:~~

- ~~4... exceptional, unusually superior~~
- ~~3... receptive, productive, constructive~~
- ~~2... cooperative, but passive~~
- ~~1... negative qualities if 1 is used, an explanation must accompany ballot~~

Qualities Defined:

Leadership - Demonstrates constructive and effective leadership in class activities.  
Shows initiative in studies.  
Successfully holds student or community offices or other positions of responsibility.  
Illustrates organization and good communication skills.

Previously Adopted  
NHS Charter

2

**Service** - Puts service to others above self-interest. Gives time, effort, talents, not for personal gain, but for the class, school or community. Performs committee or staff work. Represents the school in various types of competition.

**Character** - Meets promptly, pledges responsibilities to the school and faculty. Demonstrates the highest standards of honesty, reliability, fairness, and tolerance. Cooperates willingly and shows great industry and perseverance. Illustrates the highest ethical standards of social conduct.

Self 3

#### Article IV: Officers/Elections

Officers are elected by its members by majority vote in September

#### Officers Duties:

##### President

The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter.

The role of the chapter president must:

Know how to handle many types of situations

Be mature

Be organized with good time management skills

Have sound judgment

Have energy

Be able to work with many different kinds of people and personalities

Have a good relationship with the chapter, faculty, and student body

##### Vice President

The vice president's primary (and very necessary) role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities.

The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the president's closest student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society. The vice president serves as the behind-the-scene person who plans, organizes, schedules, and oversees to make sure the chapter work is done.

To be successful, the vice president needs to:

Know how to handle many types of situations

Be mature

Be organized with good time management skills

Have sound judgment

Have energy

Be able to work with many different kinds of people and personalities

Have a good relationship with the president, chapter members, committees, and the student body

# Previously Adapted NTHS Charter

3

## Secretary

The secretary's primary responsibility is to keep the official records of chapter business and serve as the official correspondent for the chapter. The job requires accuracy, neatness, and completeness.

The secretary is expected to:

Be the keeper of the records, designer of the agenda

Be organized

Know nearly everything about every meeting

Be alert to the calendar and the progress of committees

Be knowledgeable about meeting procedures

Spend time planning and organizing the chapter's work.

## Treasurer

The treasurer's primary responsibility is to keep accurate records of all financial transactions of the chapter and periodically report a summary of these transactions at meetings.

The treasurer is expected to:

Be the chief financial officer for the chapter

Know about money, accounting, and budgeting

Be called upon to give financial advice

Be able to research and develop cost analyses

Keep accurate records of the chapter's finances

Article IV.

## ↳ Discipline and Dismissal

**Section 1.** The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

**Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. *Give examples here -*

**Section 4.** In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

**Section 5.** For purposes of dismissal, a majority vote of the Faculty Council is required.

**Section 6.** A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

## Article V - Meetings

Meetings will be ~~held on the first Monday of each month at 2:30pm in the high school cafeteria.~~ *mandatory* *to be determined.* Members receive reminders of meeting dates and location via the REMIND app. In the event of a special meeting, members will be sent notification via REMIND and a school announcement.

Attendance is mandatory.

Add:

Article VII - fundraising

Article VIII - Community Service Hours

## **Oneida High School's National Honor Society Chapter Charter, Guidelines, and Procedures**



**Being a member of National Honor Society is an honor and comes with responsibilities and expectations. Below are the Chapter's charter, guidelines, and procedures to abide by during the academic year to remain in good standing in National Honor Society. Please read each specific guideline in this document and sign and date at the bottom and return by the last Friday in September.**

### **Article I:**

Oneida High School National Honor Society (OHS NHS)

### **Article II:**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but also challenges members to develop further through active involvement in school activities and community service.

### **Article III—Selection Procedure:**

1. **Scholarship:** After the first semester of students' junior year, those students who have an overall average of 89.5% in all courses taken during the regular school year qualify for membership. The Guidance Office will identify the students who meet the grade criteria. All grades in courses taken for credit during the regular school year are used. If a student's Regents' grade is higher than his/her average, that grade is used in the calculation. If the average is higher than the Regents' grade, then it is used. Students must be a member of the school for at least one semester.
2. Qualified students are notified in writing by the NHS Advisor(s) of their candidacy for induction into the National Honor Society. Candidates will be required to obtain six teachers' and/or coaches' endorsement for candidacy into NHS based on the leadership, service, and character qualities defined below. Faculty members are provided a list of prospective members and the NHS qualities defined in advance.

#### **Qualities defined:**

##### **Leadership:**

- Demonstrates constructive and effective leadership in class activities.
- Shows initiative in studies.
- Successfully holds student or community offices or positions of responsibility.
- Illustrates organization and good communication skills.

Service:

- Puts service to others above self-interest.
- Gives time, effort, talents, not for personal gain, but for the class, school or community.
- Performs committee or staff work.
- Represents the school in various types of competition.

Character:

- Meets promptly, pledges responsibilities to the school and faculty.
- Demonstrates the highest standards of honesty, reliability, fairness, and tolerance.
- Cooperates willingly and shows great industry and perseverance.
- Illustrates the highest ethical standards of social conduct.

3. Student candidates must complete a two-part application. Students will complete an informational packet detailing participation in high school activities. Students will also write a one-two page essay outlining why he/she deserves to be accepted into NHS. The typed essay should detail their most valuable, life-changing service or leadership experience. Candidates will submit all paperwork to the Faculty Council for final review and acceptance of candidacy. The Faculty Council membership consists of high school teachers appointed by the Principal. The Faculty Council, not the High School Principal, makes the final determination for candidates' acceptance into NHS. The NHS advisors do not have a vote in candidates' acceptance into NHS.

**Article IV—Officers/Elections:**

Officers are elected by its members by majority vote in September. It is expected that all officers attend the NHS induction ceremony for the next year's inductee class and be a part of the ceremony.

**Officers' Duties:**President:

The chapter president must maintain a delicate balance between leading and encouraging other officers, members, and interested students to take on leadership responsibilities. The president's responsibilities extend beyond the students within the chapter. The role of the president must:

- Know how to handle many types of situations.
- Be mature.
- Be organized with good time management skills.
- Have sound judgment.
- Have energy.
- Be able to work with many different kinds of people and personalities.
- Have a good relationship with the chapter, faculty, and student body.

Vice President:

The vice president's primary (and very necessary) role is to serve as the official replacement for the president should the president fail to function or be unable to fulfill his or her responsibilities. The vice president, more than any other officer, has the opportunity to be creative in the position beyond the primary job description. The vice president is the president's closest student adviser and assistant. The vice president and president must work very closely together to create a productive Honor Society. The vice president serves as the behind-the-scene person who plans, organizes, schedules, and oversees who makes sure the chapter work is done. To be successful, the vice president needs to:

- Know how to handle many types of situations.
- Be mature.
- Be organized with good time management skills.
- Have sound judgment.
- Have energy.
- Be able to work with many different kinds of people and personalities.
- Have a good relationship with the president, chapter members, faculty, and student body.

Secretary:

The secretary's primary responsibility is to keep the official records of chapter business and serve as the official correspondent for the chapter. The job requires accuracy, neatness, and completeness. The secretary is expected to:

- Be the keeper of the records and designer of the agenda.
- Be organized.
- Know nearly everything about every meeting.
- Be alert to the calendar and the progress of committees.
- Be knowledgeable about meeting procedures.
- Spend time planning and organizing the chapter's work.

Treasurer:

The treasurer's primary responsibility is to keep accurate records of all financial transactions of the chapter and periodically report a summary of these transactions at meetings. The treasurer is expected to:

- Be the chief financial officer for the chapter.
- Know about money, accounting, and budgeting.
- Be called upon to give financial advice.
- Be able to research and develop cost analyses.
- Keep accurate records of the chapter's finances.

**Article V—Discipline and Dismissal:**

Section 1: The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2: Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school code of conduct or the law, a member does not need to be warned.

Section 3: The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

- If a member gets a discipline referral, the member will be put on probation for 30 days.
- If a member is already on NHS probation, the student will be removed from NHS.
- If a member is absent from a scheduled monthly meetings without notifying advisor or is not legally absent from school, he/she will be put on probation for one month.
- If hours are not completed, he/she will be removed from NHS.

- If a member does not turn in two (2) community service hours each month, the student will be put on probation for one month. If hours are not completed, he/she will be removed/dismissed from NHS.
- If the disciplinary action results in a higher offense, the member will be removed/dismissed from National Honor Society, violence and drugs/alcohol are an automatic removal/dismissal.

Section 4: In all cases of pending removal/dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 5: For purposes of removal/dismissal, a majority vote of the Faculty Council is required.

Section 6: A member who has been removed/dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7: NASSP shall hear no appeals in removal/dismissal cases.

#### **Article VI—Meetings:**

Monthly meetings, September through June, will be mandatory and held once per month as determined by the advisor(s). NHS members will be notified via REMIND app of meeting times, dates, and location. In the event of a special meeting, members will be sent notification via REMIND and school announcements.

- There will be a mandatory meeting once a month. Students will receive all meeting dates at the first meeting.
- If a student is planning to be absent from a scheduled meeting, he/she must speak to the advisor prior to the meeting.
- Missed meetings are only counted as excused if it is for a school-related event or student was legally absent from school. Staying 10<sup>th</sup> period with a teacher counts as an excused absence if the teacher writes a note to the advisor indicating student's participation in 10<sup>th</sup> period.
- If a student has two unexcused absences from meetings, he/she will be placed on probation. If the student has one additional unexcused absence from a scheduled meeting while placed on probation, the NHS Faculty Council will remove/dismiss the student as a NHS member.

#### **ARTICLE VII—Fundraising:**

- It is expected that every NHS member participates in all fundraisers for the year.
- Members who do not participate in service projects shall be removed/dismissed from NHS.
- If a member is already on probation and neglects to return fundraising materials on time, the NHS Faculty Council may remove/dismiss the student from the NHS Chapter.
- Additional fundraisers will be announced throughout the year.

#### **ARTICLE VIII—Community Service Hours:**

- All members are required to submit two (2) community service hours each month.
- If a member does not turn in hours for one month, he/she have until the end of the next month to make up the hours. If a member does not make up the hours, he/she will be put on probation.
- Members are not allowed to count extra hours one month for future months unless special permission is granted. (For example, if a student volunteers 6 hours in September, it will not



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count for September, October and November. Students are still responsible for completing 2 hours for October and November.)

- Advisors will help students find community service hours; however, it is not advisors' responsibility to always have hours readily available. Members must research ways to gain community service hours on their own.

**I have read the above charter, guidelines, and procedures and agree to follow the rules for the academic year as a National Honor Society member to remain in good membership standing.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: MEMORANDUM OF AGREEMENT**  
**DATE: MARCH 10, 2020**

We are recommending approval of the attached Memorandum of Agreement by and between the Oneida Teachers Association, the Oneida School Employees United, and the Oneida City School District as submitted.

**RECOMMENDED ACTION**

**Motion to approve the Memorandum of Agreement by and between the Oneida Teachers Association, the Oneida School Employees United, and the Oneida City School District as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
THE  
ONEIDA TEACHERS ASSOCIATION,  
THE  
ONEIDA SCHOOL EMPLOYEES UNITED,  
AND THE  
ONEIDA CITY SCHOOL DISTRICT

This Agreement, dated this \_\_\_\_ day of March, 2020, by and between the Oneida City School District, with its administrative offices and official place of business located at 565 Sayles St., Oneida, New York 13421 (hereinafter "District"), the Oneida Teachers Association, with its offices and official place of business located at Otto Shortell Middle School, Markell Drive, Wampsville, NY 13163 (hereinafter "OTA"), and the Oneida School Employees United, with its offices and official place of business located at Willard Prior Elementary School, 205 East Ave, Oneida, NY 13421 (hereinafter "OSEU").

WITNESSETH

WHEREAS, the job title of Licensed Teaching Assistant ("LTA") is contained within the bargaining unit represented by the Oneida School Employees United (OSEU); and,

WHEREAS, with the exception of LTAs, all other job titles in the OSEU derive their rights from New York State Civil Service Law, and are members of the New York State Employees' Retirement System; and,

WHEREAS, Licensed Teaching Assistants are licensed professionals who require valid certification by the New York State Education Department, who derive their rights from New York State Education Law, and who are members of the New York State Teachers' Retirement System; and,

WHEREAS, the Oneida Teachers' Association (OTA) is recognized as the sole and exclusive bargaining agent for all regularly employed, certified employees; and

WHEREAS, it is the desire of the parties to place the LTAs into a bargaining unit in which there is a community of interest; and

WHEREAS, all three parties agree that the OTA is the most appropriate bargaining unit placement for Licensed Teaching Assistants; and

IT IS HEREBY AGREED AS FOLLOWS:

1. Effective upon execution of this Agreement, the Licensed Teaching Assistants employed by the Oneida City School District shall no longer be represented by the OSEU, and shall instead be represented by the OTA.

2. Article I.A of the July 1, 2019 to June 30, 2024 collective bargaining agreement between the OSEU and District shall be modified to read:

**Article I**

**RECOGNITION AND PAYROLL DEDUCTIONS**

**A. RECOGNITION**

The District, pursuant to Section 206 of the Civil Service Law, hereby recognizes the Union as the sole and exclusive bargaining agent for all teacher aides, custodians, cleaners, clerical employees, and cafeteria employees except for the School Lunch Manger, for the purpose of collective bargaining for terms and conditions of employment and the administration of grievances arising thereunder.

3. Any additional references to Licensed Teaching Assistants contained within the collective bargaining agreement between the OSEU and the District shall no longer be valid and shall be deleted from any successor agreements.
4. Upon execution of this agreement, the OTA and District shall negotiate to completion any necessary modifications to the current collective bargaining agreement in order to fully incorporate the LTAs into said agreement. . Until such time as negotiations are completed the terms and conditions of employment of the LTAs shall continue as set forth in District's collective bargaining agreement with the OSEU.
5. This agreement may not be changed, modified, or altered without the express written consent of all parties to the agreement.
6. This agreement is effective immediately upon execution by the parties.

\_\_\_\_\_  
Allison Ferrucci, President  
Oneida School Employees United

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Dampf, President  
Oneida Teachers Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Margaret Zehr, Superintendent  
Oneida City School District

\_\_\_\_\_  
Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: 2020-2021 SCHOOL YEAR CALENDAR**  
**DATE: MARCH 10, 2020**

The 2020-2021 school year calendar is presented for your review with consideration for approval at the April Board of Education Meeting.

**FOR REVIEW ONLY**

# ONEIDA CITY SCHOOL DISTRICT 2020 - 2021 CALENDAR

SEPTEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

OCTOBER 2020						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2020						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2021						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2021						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26r	27r	28r	29r	30
31						

JUNE 2021						
S	M	T	W	TH	F	S
		1r	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16r	17r	18r	19
20	21r	22r	23r	24r	25	26
27	28	29	30			



### ATTENDANCE DAYS

September	17 days	February	15 days
October	21 days	March	22 days
November	17 days	April	16 days
December	16 days	May	20 days
January	19 days	June	18 days
Conference Days:	4	Student Attendance Days:	181

Adopted:

Revised:

## 2020 - 2021

### SPECIAL DAYS

September 8, 2020	Superintendent's Conference Day
September 9, 2020	Superintendent's Conference Day
March 19, 2021	Superintendent's Conference Day
January 26-29, 2021	Regents Exams
June 16-24, 2021	Regents Exams
June 25, 2021	Rating Day/Superintendent's Conference Day
<b>June 26, 2021</b>	<b>Graduation Day</b>

### SPECIAL HALF DAYS

November 20, 2020	ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch
November 30, 2020	ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch
February 5, 2021	ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch
October 16, 2020	ELEMENTARY Grade Level Day 12:00 Dismissal w/ Lunch
March 5, 2021	ELEMENTARY Grade Level Day 12:00 Dismissal w/ Lunch
June 18-23, 2021	6 <sup>th</sup> – 8 <sup>th</sup> Grade Level Days 12:00 Dismissal w/ Lunch

### RECESS DAYS

September 4, 2020	School Holiday
September 7, 2020	School Holiday
October 12, 2020	School Holiday
November 11, 2020	School Holiday
November 25–27, 2020	Thanksgiving Recess
December 23, 2020 – January 1, 2021	Winter Recess
January 18, 2021	School Holiday
February 15-19, 2021	Mid-Winter Recess
April 2-9, 2021	Spring Recess
May 31, 2021	School Holiday

Underline – Student Classes Not in Session

**(Parenthesis)** – Superintendent's Days

**r** – Regents Exams

**Accent Red\*** – State Testing Dates

**Half Days** for Elementary Grade Level Days

**Half Days** Elementary Parent/Teacher Conferences

Adopted:

Revised:

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: MARY-MARGARET ZEHR**

**RE: POLICIES FOR REVIEW**

**DATE: MARCH 10, 2020**

The attached policies are submitted for your first reading. Vote for approval will be at a future Board of Education Meeting:

4404	Duties of the Independent Auditor
4801	Student Fundraising Projects
4801.1	Student Fundraising Project Request Form
5008	Safety Policy Statement
7103	Management of Student Allergies
7501	Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys
7501.1	PPRA Opt-Out Letter

Policies recommended for deletion:

7302.1	Physical Update for Sports Participation
7302.2	Parent/Student Consent Form
2014	Annual Budget Hearing
8055	Incidental Teaching

**FOR REVIEW ONLY**



DUTIES OF THE INDEPENDENT AUDITOR

- I. The Board of Education shall employ an auditor annually to perform the following duties:
  - A. To examine the balance sheet of the School District at the close of its fiscal year and the related statements of transactions in the various funds;
  - B. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
  - C. To provide to the Board for their review a report on the basic financial statements of the District, a report on the required supplementary information other than management's discussion and analysis, a report on any other supplementary information, and single audit reports and schedules.
  - D. To render an opinion on the financial statements prepared at the close of the fiscal year;
  - E. To make such recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable; and
  - F. To perform such other related services as may be requested by the Board.

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Oneida City School District

Legal Ref: NYS Education Law §§1709(20-a) and 1724; 8 NYCRR 170.2

Adopted: 08/10/82

Reviewed: 12/09/03

Revised: \_\_\_\_\_

STUDENTS

Draft 08/28/2019  
4801 Renumber 1030

## STUDENT FUNDRAISING PROJECTS

I School facilities, staff and school children shall not in any manner advertise or otherwise promote any commercial, political or non-school agency, individual or organization in the schools.

### II. Rationale and General Guidelines

Becoming a good citizen involves learning to give back to the community within which one lives through donations of time, talent, and money. Students are encouraged to participate in school activities intended for this purpose.

- A. Student participation in any charitable or fundraising activity is to be voluntary;
- B. Participation in a particular charitable or fundraising activity may not be made a condition for membership in any school group, nor may any student be excluded from any school group for refusing to participate in a particular charitable or fundraising activity;
- C. Charitable and fundraising activities may not interfere with classroom instruction;
- D. The purpose for which a fund raising project is undertaken shall be relative to the educational program.
- E. Fund raising projects conducted within the school building shall be limited to those activities which have been approved by the building principal or Athletic Director.

### III. Student-Led Fund Raising and Charitable Activities

- A. Student organizations may: a) raise funds for student activities, such as the Junior Prom; or b) support and/or raise funds for charitable activities and charitable organizations.
  - 1. All such activities must conform to the general guidelines for fundraising and charitable activities in Section II.
  - 2. The principal must approve all such activities before they begin.
  - 3. Principals will insure that the approved activities are age appropriate for the student members.
  - 4. Principals and advisors will make any necessary safety arrangements if the activities involve door to door solicitation or other out-of-school activity.

STUDENTS

STUDENT FUNDRAISING PROJECTS

- 5. School bake sales will be permitted within the legal limit of State Education Law and Commissioner’s Regulations.
- 6. Solicitation of acceptable advertisements in school publications by students must be authorized and supervised by the building Principal.

B. For each project, an account will be established through the extra-curricular treasurer who will record all receipts and disbursements through the extra-curricular fund.

IV. Fundraising by School Related Organizations

School-related organizations, such as the PTA, band and sports boosters, or Oneida City School Foundation, may engage in fundraising projects with students where the proceeds of these projects are used to enrich the educational experience in the Oneida schools.

- A. All such activities must conform to the general guidelines for charitable and fundraising activities in Section II.
- B. Parents or legal guardians of children in kindergarten through sixth grade shall be notified in advance of any fundraising activities in which their children may participate and shall be offered the opportunity to request that their children not participate.
- C. If possible, only one group may conduct fundraising at a time. It is recommended that a fundraising calendar be established.
- D. Fundraising by school-related organizations must not interfere with fundraising by student groups.
- E. Money raised to be used to supplement, not supplant, costs normally associated with the operation of the school district.
- F. School related organization soliciting outside of school would be approved by Principal of respective school.
- G. School related organization soliciting at school would be at the discretion of the building Principal. (Bake sales, etc.)

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Oneida City School District

Legal Ref: 8 NYCRR 19.6, New York State Constitution Article VIII, Section 1, Education Law Section 414

Adopted: 02/10/04

Revised: 09/12/17, \_\_\_\_\_

# Regulation

Draft 08/28/2019

COMMUNITY RELATIONS

4801.1 Renumber 1030.1

## STUDENT FUND-RAISING PROJECT REQUEST FORM

Date Submitted:

The \_\_\_\_\_ wishes to hold a fund-raising project that will start on  
(Name of Organization)  
\_\_\_\_\_, 20\_\_ and end on \_\_\_\_\_, 20\_\_.

The purpose of this project will be to raise funds for \_\_\_\_\_ which will cost \$\_\_\_\_\_ and  
take \_\_\_\_\_ projects to complete.

If a trip or activity is the purpose, what requirements will be made for a student to qualify to  
participate in the trip or activity? Example: take part in three of the four projects and sell "x"  
amount of tickets, etc.

If the purpose is a trip or activity, at what date will the decision be made to terminate or continue  
the project?

This project consists of selling \_\_\_\_\_ for \$\_\_\_\_\_.  
(Item)

The goal (total profit) the organization hopes to raise will be \$\_\_\_\_\_.

It is suggested that uniqueness be used when deciding on a fund-raising project, and that  
duplication results in failure. Plan your project well in advance of your sale, choose an item that  
is attractive, and finish your project as soon as possible. If you use this simple formula, you have  
a good chance for success. Be certain your project is on the district fund-raising calendar.

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date

Principal's Action:      \_\_\_ Approved      \_\_\_ Disapproved

\_\_\_\_\_  
Oneida City School District

Superintendent Approved: \_\_\_\_\_

Adopted:      02/10/04

Board Rescinded: \_\_\_\_\_

# Policy

Draft 08/28/2019

SUPPORT OPERATIONS

5008 Renumber/Revise 7050

## SAFETY POLICY STATEMENT

### I. Statement of Policy

We consider the safety and well-being of students, employees, and the general public of prime importance in all school activities. Consequently, we must strive to provide a safe school environment by insuring that:

1. A. All students and employees are provided all reasonable safeguards to insure safe educational and working conditions.
2. B. All instructional material, equipment, tools, machines, and vehicles are maintained in good working condition.
3. C. Any unsafe condition or practice noticed by an employee will be corrected and/or reported to the safety coordinator immediately.
4. D. Continue to study and develop safe work methods and train students and employees in these methods.
5. E. Continue to comply with federal, state and local laws regarding accident prevention.

Responsibility for developing, directing, and coordinating all safety policies and activities rests with the Safety Coordinator:

*Administrator for Technology & Social Program*  
Mr. Gregory Raee

The success of accident prevention program depends on the continuing and sincere efforts of all employees and students regarding their active participation and support.

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Oneida City School District

Legal Ref: NYS Education Law §409-a; 8 NYSCRR 141.10; Environmental

Conservation Law §§27-2101 and 27-2115; General Municipal Law §120-aa

Adopted: 06/09/92

Revised: \_\_\_\_\_

## MANAGEMENT OF STUDENT ALLERGIES

### I. Statement of Policy

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. Although the District cannot guarantee that school facilities will be allergen-free, it will take reasonable steps to protect students with known allergies from accidental exposure to those allergens that may foreseeably cause a severe or life-threatening allergic reaction (anaphylaxis). The District will also take reasonable steps to provide each student with equal educational opportunities, regardless of that student's known allergies. School staff shall be trained to recognize and respond to a student's anaphylactic reaction.

### II. Family Responsibilities

#### A. Parent Responsibilities

1. Identify their child(ren) to the principal or designee and provide the healthcare provider prescribed treatment;
2. Cooperate with the District in preparing an Individualized Healthcare Plan, 504 plan, or IEP, as appropriate, to accommodate the student's needs throughout the school, including in the classroom, cafeteria, after-care programs, school-sponsored activities, and on the bus;
3. Provide the District with written medical documentation, instructions, and medications as directed by a physician, as well as documents that include the student's symptoms and directions for emergencies;
4. Provide the District with necessary written parent permission, the health care provider's orders, and any necessary equipment;
5. Provide properly labeled medications and replace medications after use or expiration;
6. Educate their child ~~student~~ in self-management of their allergy, including foods to avoid, symptoms of allergic reactions, how to read food labels, and how and when to tell an adult of a possible allergy-related problem;
7. Review policies/procedures with school staff, their child's physician, and the student after a reaction has occurred.

## STUDENTS

MANAGEMENT OF STUDENT ALLERGIES

## B. Student Responsibilities

1. Be proactive in the care and management of their food allergies and reactions based on their developmental level;
2. Students should not trade food with others, or eat anything with unknown ingredients;
3. Students should immediately notify a staff member if they eat something they believe may contain the food to which they are allergic, or of a possible allergy-related problem.

## III. District Responsibilities

## A. Creating an Allergen-Safe School Environment

Avoidance of exposure to allergens is the key to preventing a life-threatening anaphylactic reaction. To guard against accidental exposure, the Superintendent shall implement procedures to ensure the monitoring of high-risk areas and activities.

## B. In addition, the District will:

1. Develop an Individualized Healthcare Plan that includes necessary treatments, medications, training and educational requirements for students with life-threatening allergies. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate plan will also include necessary treatments, training and educational requirements relating to the life threatening allergy;
2. Provide training by licensed medical personnel (e.g. registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
3. Have standing emergency medical protocols for nursing staff;
4. Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the schools registered professional nurse to administer in the event of an unanticipated anaphylactic episode;
5. As permitted by New York State law, maintain stock supplies of life saving emergency medications such as epinephrine ~~and antihistamine~~ in all health offices for use in first time emergencies;

POLICY

Draft 03/04/2019

7103 Renumber/Revise 7056

STUDENTS

MANAGEMENT OF STUDENT ALLERGIES

6. Ensure that Building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
7. Educate students regarding the importance of immediately reporting symptoms of an allergic reaction;
8. Assist students in the self-management of their chronic health condition based upon the student's knowledge and skill level;
9. Allow self-directed students, as assessed by the school nurse, to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medication.

IV. Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The use of Epinephrine Auto-Injector Devices (Epi-Pens) will comply with the District's Student Medications Policy. (Policy No. 7102 7054)

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Oneida City School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration, Medical Practice Act (Education Law Section 6527 (4)(a) ) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv) ) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a). Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. 34 Code of Federal Regulations (CFR) Part 300 Education Law Sections 6527 and 6908 Public Health Law Sections 2500-h and 3000-a

Policy Ref: 7054 7102 Student Medications

Adopted: 5/20/14

Revised: \_\_\_\_\_



# Policy

Draft 10/17/2019

STUDENTS

7501 Revise/Renumber 7062

## PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

### I. Introduction:

- A. This ~~regulation~~ policy governs the District's use and disclosure of Instructional Materials, Protected Information Surveys, Third Party Surveys and Marketing Surveys.
- B. For the purposes of this policy, ~~regulation~~ the term "parent" means parent or legal guardian or other person standing in loco parentis to a student.
- C. The District's Records Access Officer is: **Assistant Superintendent for Finance.**

### II. Protected Information Surveys:

- A. A "Protected Information Survey" is any survey, analysis or evaluation of students that is required by the District and concerns one or more of the following eight protected areas:
  1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

POLICY

Draft 10/17/2019

7501 Revise/Renumber 7062

STUDENTS

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

- B. The District will not, without prior written consent, require as part of any applicable program, any student to submit to a Protected Information Survey if the survey is funded in whole or in part by the US Department of Education.
- C. The District will provide parents and eligible students with notice and the opportunity to opt-out of any Protected Information Surveys regardless of funding.
- D. In the event that the District administers a Protected Information Survey, the District will:
  - 1. Strictly safeguard all protected information.
  - 2. Not use the protected information for any improper purpose;
  - 3. Restrict the disclosure of the protected information to persons the District deems essential to the purpose of the collection.
  - 4. Allow requesting parents an opportunity to inspect the Protected Information Survey.

III. Instructional Materials:

- A. The term "Instructional Materials" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. The District will make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.
- C. A parent may request the opportunity to inspect instructional materials according to the following procedure:
  - 1. Requests for inspection of instructional materials may be submitted during regular school hours to the District's Records Access Officer. The request should be precise enough for the appropriate teacher to find the requested materials.

POLICY

STUDENTS

Draft 10/17/2019  
7501 Revise/Renumber 7062

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

2. The District Access Officer will review the request with the appropriate teacher and will determine:
  - a. Whether the materials are instructional in nature, and
  - b. What steps, if any, must be taken to preserve the privacy of any student who is not the legal responsibility of the requesting parent.
3. The District will respond to a parent's request for inspection within a reasonable period of time after the District's receipt of the request.
  - a. If the Records Access Officer determines that the requested materials are not instructional in nature, the Records Access Officer will notify the requesting parent of his/her determination.
  - b. If the Records Access Officer determines that the requested materials are instructional in nature, the appropriate teacher:
    - ii. Will take all steps that are necessary to preserve the privacy of any student who is not the legal responsibility of the requesting parent, and
    - iii. Will promptly contact and schedule a meeting with the requesting parent. The purpose of the meeting will be to provide the requesting parent the opportunity to inspect the instructional materials that he/she requested.

IV. Third Party Surveys:

- A. The term "Third Party Survey" means any survey created by a third party and administered or distributed by the school district.
- B. The District will notify parents of its intent to administer or distribute a third party survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the third party survey before the District administers it or distributes it to students.

V. Marketing Surveys:

- A. The term "Marketing Surveys" means any survey used to disclose or collect individually identifiable information (including a student or parent's first and last name, home or physical address (including street name and city/town name),

POLICY

STUDENTS

Draft 10/17/2019  
7501 Revise/Renumber 7062

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

telephone number or social security identification number) from students for the purpose of marketing or selling the collected information, or providing that information to others for the purpose of marketing or selling the collected information.

- B. The term “Marketing Surveys” does not include any instrument used to disclose or collect such information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or institutions such as:
1. Colleges or other postsecondary educational recruiters or, military recruiters;
  2. Book clubs, magazines, and programs providing access to low-cost literary products;
  3. Curriculum and instructional materials used by elementary schools and secondary schools;
  4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  5. The sale by students of products or services to raise funds for school-related or education-related activities
  6. Student recognition programs.
- C. The District will notify parents of its intent to administer or distribute a marketing survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the marketing survey before the District administers it or distributes it to students. Requests should be submitted to the District’s Records Access Officer during regular business hours.
- D. If the District uses a marketing survey to collect individually identifiable information from students, the District will:
1. Strictly safeguard all confidential student information that is collected;

POLICY

Draft 10/17/2019

7501 Revise/Renumber 7062

STUDENTS

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

2. Not use such information for any improper purpose;
3. Restrict the disclosure of such information to persons the District deems essential to the purpose of the collection.
4. Allow requesting parents an opportunity to inspect the Marketing Survey.

VI. Parental Notification:

- A. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.
- B. The District will notify parents (or in the case of a student of an appropriate age, the student) annually of the specific or approximate dates when activities involving "Marketing Instruments (as defined by this regulation) are scheduled. The annual notice will offer parents the opportunity to opt their child out of such activities.
- C. The District will notify parents annually of the specific or approximate dates when activities involving Protected Information Surveys are scheduled. The annual notice will:
  1. Offer parents the opportunity to provide prior written consent for their child's participation in any Protected Information Survey that is funded in whole or in part by the US Department of Education,
  2. Offer parents the opportunity to opt their child out of participation in any Protected Information Survey regardless of funding.

VII. Parental Participation: This policy was developed and adopted in consultation with parents.

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Oneida City School District

Legal Ref: 20 USCA 1232h; 34 CFR Part 98.

Cross Ref: Policy 7500, Educational Records

Adopted: 07/05/11

Revised: \_\_\_\_\_

# Regulation

Draft 10/17/2019

7501.1 Renumber 7062.1

STUDENTS

## PPRA OPT-OUT LETTER

Date: \_\_\_\_\_

Dear Parent or Eligible Student:

The *Protection of Pupil Rights Amendment (PPRA)* requires the Oneida City School District to notify you and obtain consent or allow you to opt your child out of participating in the following school activities:

1. Certain Protected Information Surveys: Any student survey, analysis or evaluation that is required by the District and concerns one or more of the following eight protected areas:
  - A. Political affiliations or beliefs of the student or student's parent;
  - B. Mental or psychological problems of the student or student's family;
  - C. Sex behavior or attitudes;
  - D. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - E. Critical appraisals of others with whom respondents have close family relationships;
  - F. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - G. Religious practices, affiliations, or beliefs of the student or parents; or
  - H. Income, other than as required by law to determine program eligibility.
2. Certain Marketing Surveys: In general, surveys that are used to disclose or collect individually identifiable information from students for the purpose of marketing or selling the collected information. Certain exceptions to this definition exist.
3. Certain Non-Emergency Invasive Physical Examinations and Screenings: Certain statutorily specified non-emergency invasive physical examinations or screenings.

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The following schedule lists the activities that require parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or is an emancipated minor under State law):

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REGULATION

STUDENTS

Draft 10/17/2019  
7501.1 Renumber 7062.1

PPRA OPT-OUT LETTER

**(Sample Protected Information Survey Notice)**

Date: On or about October 15, 20\_\_.

Grades: Five and Six

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent: **(Use the following consent language only if the protected information survey is funded in whole or in part by US Department of Education):** A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey.

Opt-Out: **(Use the following opt-out language only if the protected information survey is not funded in whole or in part by the US Department of Education):** Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

---

**(Sample Invasive Physical Exam Or Screening Notice)**

Date: November 22 - 24, 20\_\_.

Grades: One through Six

Activity: Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

---

**(Sample Survey That Collects Only Directory Information)**

Date: 20\_\_ – 20\_\_ School Year.

Grades: Nine through Twelve

Activity: Student-Based Commercial Services

Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

REGULATION

STUDENTS

Draft 10/17/2019  
7501.1 Renumber 7062.1

PPRA OPT-OUT LETTER

**Note to schools: This information (names, addresses, and telephone listings) may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*). Instead of using this model notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” disclosure at the start of each school year, which should include all marketing activities).**

---

**(Sample Survey That Collects More Than Directory Information)**

Date: 20\_\_ – 20\_\_ School Year.  
Grades: Nine through Twelve  
Activity: Student-Based Commercial Services  
Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.  
Consent: A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey

**Note to schools: While some of the information – names, addresses, and telephone listings may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*), schools that permit marketing activities that involve the collection, use, and disclosure of the students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with Section 99.30 of the *FERPA* regulations.)**

---

**Request To Review Certain Surveys Or Instructional Materials**

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to (District Official) at (District Address). (District Official) will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey is administered to a student.

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REGULATION

STUDENTS

**Draft 10/17/2019**  
7501.1 Renumber 7062.1

PPRA OPT-OUT LETTER

Consent Form

I \_\_\_\_\_ (parent's name) give my consent for \_\_\_\_\_ (student's name) to take the \_\_\_\_\_ (specify the name and date of the activity).

Date: \_\_\_\_\_  
\_\_\_\_\_ (Parent's signature)

Please return this form no later than (insert date) to the following school official:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

---

Oneida City School District  
Approved by the Superintendent: 6/14/11, \_\_\_\_\_

DELETE

# Regulation

Draft 08/28/2019

INSTRUCTION

7302.1 Partially Replaces 8060

## PHYSICAL UPDATE FOR SPORTS PARTICIPATION

### ONEIDA CITY SCHOOL DISTRICT

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Sport \_\_\_\_\_

(Circle one) Level V, JV, 9<sup>th</sup>-JHS

Has this student had any injury, illness, or surgery with remaining effects since his/her athletic physical?  
If so, list dates, treatment and doctor: \_\_\_\_\_

\_\_\_\_\_

Treated at Emergency Room: (Last 12 months) If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Hospitalized for any reason?: (Last 12 months) If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Is there anything concerning your child's health that the school should know as it relates to athletic participation? Allergies, Asthma, Arthritis, Diabetes, Epilepsy, Heart, Joint or Kidney Disease, etc. \_\_\_\_\_

\_\_\_\_\_

Recent immunizations \_\_\_\_\_ Under Medications? \_\_\_\_\_ If so,  
What? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

I understand that the District provides coverage under the New York State Public High School Athletic Association, Inc., Pupil benefits Plan. (An explanation of these benefits is on file in the District office.) In the event of accident or injury, I am prepared to pay for any expenses exceeding the amounts covered by this Policy.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Oneida City School District  
Approved by the Superintendent: \_\_\_\_\_

DELETE

# Regulation

Draft 08/28/2019

INSTRUCTION

7302.2 Partially Replaces 8060

## PARENT/STUDENT CONSENT FORM

### ONEIDA CITY SCHOOL DISTRICT

I, Mr. /Mrs. \_\_\_\_\_, have received and read a copy of the rules governing all athletic activities in the Oneida City School District and will cooperate with the school authorities in their enforcement.

I give my permission for \_\_\_\_\_  
(name of student)  
to play \_\_\_\_\_ this year.  
(name of sport)

I give my permission to allow a coach to have emergency medical/services administered to my child providing I cannot be contacted by telephone.

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

### BUS PERMISSION

I give my permission to have \_\_\_\_\_  
(name of student)  
transported by unauthorized vehicle to all scheduled out-of-town games.

Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

### STUDENT AFFIDAVIT

I, \_\_\_\_\_, have received a copy of and have read the athletic rules and regulations pertaining to the Oneida City School District and will cooperate in abiding by the established codes.

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

Oneida City School District  
Approved by the Superintendent: \_\_\_\_\_

POLICY

**Draft 08/28/2019-Delete**  
2014 Replaced by 4011

SCHOOL BOARD OPERATIONS

ANNUAL BUDGET HEARING

- I. The Board of Education will hold an annual budget hearing at which it will present the tentative budget for the following school year.
- II. The budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the annual district meeting, at which the district's voters will vote on the budget. The proposed budget will be completed at least seven (7) days before the budget hearing. A copy of the proposed budget may be obtained by any district resident at each school during certain designated hours on each day (other than a Saturday, Sunday or holiday) during the fourteen (14) day period immediately preceding the annual district meeting and election.
- III. Notice of the date, time and places of the annual budget hearing will be published in the official district newspaper.
- IV. The agenda for the budget hearing shall be as follows:
  - A. Call of meeting to order by the Board President.
  - B. Introductory statement of the Board President regarding budget.
  - C. Presentation of budget components.
  - D. Open to questions from the audience.
  - E. Adjournment.

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Oneida City School District

Legal Ref: Education Law Section 1608(2)-(4); Section 1716(2)-(4), 1906(1); 2001(1), 2004(1), 2022(2); 2601-a

Adopted: 11/09/82

Revised: 10/14/97, 12/09/03

## POLICY

### INSTRUCTION

**Draft 08/28/2019-Delete  
8055-Replaced by 6100**

### INCIDENTAL TEACHING

**I.** The Superintendent of Schools is authorized by Section 80.2© of the Commissioner's Regulations to assign a teacher to teach a subject not covered by such teacher's certificate for a period not to exceed five (5) classroom hours per week, when no certified or qualified teacher is available after extensive and documented recruitment and provided that the approval of the District Superintendent of the BOCES, on behalf of the Commissioner of Education, is obtained.

**II. A.** It is the policy of the Board of Education that such incidental assignments shall be made in accordance with the procedures established by the Commissioner of Education.

**B.** Through the school year 1998-99, this incidental assignment may be made by the Superintendent without the prior approval of the Commissioner of Education.

**1.** The Superintendent shall determine that the teacher being assigned to teach a subject on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach the subject in a competent manner.

**2. a.** The Superintendent shall submit a list of all teachers assigned to teach on an incidental basis, including the courses he or she has been assigned to teach and the certification area of the teacher so assigned, to the Board of Education by October 1<sup>st</sup> of each year at a public meeting.

**b.** In the event an incidental teaching assignment is made after October 1<sup>st</sup>, the Superintendent shall report the assignment at the next regularly scheduled Board meeting.

**c.** The list of incidental teaching assignments for the current school year shall be submitted to the State Education Department as part of the District's Annual Comprehensive Assessment Report.

## POLICY

### INSTRUCTION

8055  
(Continued)

II. **B. 3. a.** The Superintendent of Schools shall establish a process to inform the parents of incidental assignments. The methods of informing parents may include public discussion at a Board meeting, publication in a newsletter or posting of letters to parents.

**b.** Upon request, the parent shall be afforded an opportunity to discuss the subject being taught on an incidental basis with the teacher in such assignment and the Superintendent. Such written request shall be submitted to the Superintendent within ten (10) school days of the notice of incidental assignment.

**c.** In the event that the parent remains dissatisfied after the informal conference with the teacher and the Superintendent, he/she may appeal to the Superintendent for formal review of the incidental assignment. Such written appeal shall be filed within ten (10) school days of the informal conference.

**d.** The Superintendent shall meet with the parent to hear his/her appeal. After such hearing the Superintendent shall communicate his/her decision and any findings on the incidental assignment to the parent.

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Legal Ref: 8N.Y.C.R.R. Section 80.2©

Oneida City School District

**ADOPTION:** 12.10.96

**RE-ADOPTED:** 6.13.00

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: COMMITTEE CHAIR REPORTS**  
**DATE: MARCH 10, 2020**

The Committee Chair Reports will be presented.

Audit:

Policy:

Curriculum, Instruction  
& Technology

Finance & Facility:

Governance:

**FOR INFORMATION ONLY**

**Policy Committee Meeting Minutes**  
**February 6, 2020**

Present:

Jennifer Parker  
Heather Denby  
Melinda Bowe  
Mary-Margaret Zehr  
Jim Rowley

**The following policies were approved by the committee and will be presented to the BOE for a first reading:**

4404 (renumber 2041.6) – Duties of the Auditor  
4801 (renumber 1030) – Student Fundraising Projects  
4801.1 (renumber 1030.1) – Regulation – Student Fundraising Project Request Form  
5008 (renumber/revise 7050) – Safety Policy Statement (as amended)  
7103 (renumber 7056) – Management of Student Allergies  
7202 (revise/renumber 7053) – Student Alcohol and Drug Abuse (as amended)  
7501 (revise/renumber 7062) – Parental Access to Third Party Surveys and Marketing Surveys (reviewed by Shared Decision Making)  
7501.1 (renumber 7062.1) – Regulation – PPRA Opt-Out Letter (reviewed by Shared Decision Making)

**The following policies were approved by the committee for deletion:**

7302.1 – Regulation – Physical Update for Sports Participation  
7302.2 – Regulation – Parent/Student Consent Form  
2014 – Annual Budget Hearing  
8055 – Incidental Teaching

**The following policies were tabled by the committee:**

8104 (renumber 7015) – Class Size  
TBA – DRAFT Instructional Department Staffing Guidelines  
8037 – Oneida City School District Schedule Change Form (determine if better suited for regulation)  
8011 – Computing Final Grade Averages for Rank in Class (input from Dept. Chairs)

Note – regulation 7202.1 will be cross-referenced to the code of conduct 1005 and incorporated where applicable with the intent of deleting this regulation.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BOE REPORT**  
**DATE: MARCH 10, 2020**

Mr. Bob Group will give his Board President's Report.

**FOR INFORMATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BUDGET**  
**DATE: MARCH 10, 2020**

Discussion regarding Budget.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: HEALTH CONCERNS**  
**DATE: MARCH 10, 2020**

Discussion regarding health concerns.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: SUPERINTENDENT REPORT**  
**DATE: MARCH 10, 2020**

Ms. Mary-Margaret Zehr will give her Superintendent's Report.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: ASSISTANT SUPERINTENDENT FOR FINANCE REPORT**  
**DATE: MARCH 10, 2020**

Mr. Jim Rowley will give his Assistant Superintendent for Finance Report.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXECUTIVE SESSION**  
**DATE: MARCH 10, 2020**

We are recommending approval to enter into Executive Session for the purpose of the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**RECOMMENDED ACTION**

**Motion to enter into Executive Session as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_