

SOUTH LEWIS CENTRAL SCHOOL
TURIN, NEW YORK 13473

SUBSTITUTE TEACHERS – COMPENSATION AS OF 9/1/15

Uncertified/No Degree	\$75.00 Per Day
Uncertified with Bachelor's Degree	\$85.00 Per Day
Certified with Bachelor's Degree	\$95.00 Per Day
Certified Retired Teacher	\$100.00 Per Day

NOTES:

Once a substitute teacher in any of the four above categories has substitute taught a total of 25 days their rate of pay will increase \$10/day.

If a substitute teacher is hired for thirty (30) consecutive days or more they will be placed on salary step.

If a substitute teacher is hired for a period for less than 30 consecutive days, they will be compensated at the rate of a certified teacher (\$95.00 per day). If, for unforeseen reasons, this substitute's service becomes more than thirty (30) consecutive days, they will be placed on salary step beginning with the 31st day. Salary step payment will not be retroactive back to the first day.

Substitute Teachers must have two years of college in order to sub at South Lewis. An Associates Degree is not required.

SOUTH LEWIS CENTRAL SCHOOL
TURIN, NEW YORK 13473

SUBSTITUTE SCHOOL RELATED PERSONNEL
COMPENSATION RATES 2018-2019

	<u>Current Rate</u>	<u>Effective 12-31-18</u>
(Classroom)	\$10.40	\$11.10
Aide (Transportation)	\$10.40	\$11.10
Custodian	\$10.40	\$11.10
Maintenance Worker	\$10.40	\$11.10
Cleaner	\$10.40	\$11.10
Watchperson	\$10.40	\$11.10
Food Service Helper	\$10.40	\$11.10
Baker	\$10.40	\$11.10
Van Driver	\$10.50	\$11.10
Bus Driver	\$15.00	
Mechanic	\$11.25	
Registered Nurse (RN)	\$19.50	
Monitor	\$10.40	\$11.10
Clerical	\$10.40	\$11.10
LPN Nurse/Aide	\$15.00	

ESSA UP-DATE

July 3, 2018

South Lewis Board of Education Meeting

Marilyn Trainor (BOCES) & Kristy McGrath (South Lewis)

WHAT IS ESSA?

- Every Student Succeeds Act
- NY receives \$1.6 billion under ESSA annually
- It is a Federal law
- NY's ESSA Plan was approved in January of 2018
- This is the accountability system that pertains to schools for this past year 2017-18
- We will get our results in the fall/winter of 2018-19

WHAT'S THE SAME?

- State testing in:
 - 3-8 ELA and math
 - Science 4th gr. (will be moving to 5th gr.) and 8th gr.
 - High School Testing in ELA, math, Science and SS
- Required 95% participation in the above assessments

BASIC OVERVIEW:

- There are 7 “Measures of Success” that are looked at for every school and district
- The 3 most important ones are “**Student Academic Achievement**,” “**Student Growth**,” and “**Graduation Rates**”
- Each of the 7 will end up with a score of 1, 2, 3, or 4 (1 being the lowest and 4 being the highest)

ACCOUNTABILITY MEASURE #1 – STUDENT ACADEMIC ACHIEVEMENT

- Core Subject Performance Index – all continuously enrolled students taking the exams mentioned on the previous slide
 - All students earn a level 1-4 on each assessment:
 - 0 credit for students at level 1
 - 1 credit for students at level 2
 - 2 credits for students at level 3
 - 2.5 credits for students at level 4
 - Computed as = $\frac{(\text{number of continuously enrolled tested students scoring at Level 2} + (\text{Level 3} * 2) + (\text{Level 4} * 2.5))}{\text{the number of continuously enrolled tested students}} * 100$
- Weighted Academic Achievement Index – uses the Performance Index mentioned above, and you divide by whichever is higher, the number of students eligible to test or 95%.
 - The Weighted Academic Achievement Index is required by ESSA and holds schools accountable for the performance of all students, including those who do not participate in state assessments.
 - It is computed as follows: $\frac{(\text{number of continuously enrolled tested students scoring at Level 2} + (\text{Level 3} * 2) + (\text{Level 4} * 2.5))}{\text{the greater of the number of continuously enrolled tested students or 95\% of that number}} * 100$

Proficiency
is
considered
Level 3.

ACCOUNTABILITY MEASURE #1 – STUDENT ACADEMIC ACHIEVEMENT

- Both Measures Will End Up Being 1-4 (Core Subject Performance Index and Weighted Academic Achievement Index), all schools are ranked in order, and depending on where you fall across the state

School Average Rating on Achievement Index	School/Subgroup Achievement Level
10th Percentile or Less	1
10.1 to 50th Percentile	2
50.1 to 75th Percentile	3
Greater than 75th Percentile	4

- This is done for every sub-group (Students with Disabilities, General Education Students, Economically Disadvantaged Students, Different Ethnic Groups, etc.) and every assessment

ACCOUNTABILITY MEASURE #2 – STUDENT GROWTH

- Growth scores in ELA and math for students in grades 4-8
- This is calculated for each sub-group

Performance Levels (Student Growth Level)	
<i>What rating can my school or subgroup receive on this measure?</i>	
Subgroup's MGP	Growth Level
45 or less	1
Between 45.1 and 50	2
Between 50.1 and 54	3
Greater than 54	4

MIP – MEASURE OF INTERIM PROGRESS

- For all indicators other than achievement and growth, there are long-term goals established (5 years) and end goals
- The state has subtracted where we currently are from the 5-year goal, and divided this by 5, to set where we need to be each year (same concept as what AYP used to be)
- The measure that needs to be met each year to be on track are called the Measures of Interim Progress

ACCOUNTABILITY MEASURE #3 – ACADEMIC PROGRESS

- The end goal is a PI of 200 (maximum PI is 250)
- Refer to the state's attachment for the PI needed each year for each sub-group to meet the MIP (Target and Standard)

	Did Not Meet Standard	Met Long-Term Standard	Exceeded Long-Term Standard
Did not meet Target	1	3	3
Met lower Target	2	3	4
Met higher Target	3	4	4

ACCOUNTABILITY MEASURE #4 – GRADUATION RATE

- Four-, Five-, and Six-Year Graduation Rates Are Each Done
- The end goal is to reach 95% graduation rate (4-year), 96% (5-year) and 97% (6-year)
- Each sub-group has a MIP set to take into consideration where it is starting at, and where it's expected it is in 5 years

	Did Not Meet Long-Term Goal	Met Long-Term Goal	Exceeded Long-Term Goal
Did not meet MIP	1	3	3
Met lower MIP	2	3	4
Met higher MIP	3	4	4

ACCOUNTABILITY MEASURE #5 – ENGLISH LANGUAGE PROFICIENCY

- NA – must have 30 ENL students for this to pertain

ACCOUNTABILITY MEASURE #6 – CHRONIC ABSENTEEISM

- Chronically absent: Excused and unexcused absences equaling 10% or more of enrolled school days
- This pertains to students in grades 1-12, and it doesn't matter if the days are excused or unexcused absences
- The end goal is that in 5 years, a school has no more than 5% of its students chronically absent
- This chart will be used for both measure #6 and #7 (next one):

	Did Not Meet Standard	Met Long-Term Standard	Exceeded Long-Term Standard
Did not meet Target	1	3	3
Met lower Target	2	3	4
Met higher Target	3	4	4

ACCOUNTABILITY MEASURE #7 – COLLEGE, CAREER & CIVIC READINESS

The end goal is that each sub-group will earn an average of 175 points.

College, Career, and Civic Readiness Index

	Roadiness Measure	Points
CCCR Index= Average Points Earned	<ul style="list-style-type: none"> Regents Diploma with Advanced Designation Regents Diploma with CTE Endorsement Regents Diploma with Seal of Biliteracy Regents Diploma and score of 3 or higher on an AP exam Regents Diploma and score of 4 or higher on IB exam Regents Diploma and the issuance of college credit earned through a dual enrollment course from an accredited college or university Regents Diploma and the passage of nationally certified CTE examination 	200
	<ul style="list-style-type: none"> Regents Diploma and high school credit earned through participation in an AP, IB, or dual enrollment course Regents Diploma with CDOS endorsement 	150
	Regents or Local Diploma	100
	High School Equivalency Diploma	50
	No High School or High School Equivalency Diploma	0

PUTTING IT ALL TOGETHER

We Know:

- 1-We will get a 1-4 on each of the 7
- 2-The state will combine this to give each school a rating
- 3-Academic Achievement, Student Growth and Graduation Rate are most important in this matrix

The diagram shows a large blue arrow pointing from left to right. Along the arrow, four categories of schools are marked with blue dots: Comprehensive Support and Improvement Schools (CSI), Targeted Support and Improvement Schools (TSI), Schools in Good Standing, and Recognition Schools.

How does New York State identify schools for recognition and support?	
<ul style="list-style-type: none"> New York uses each of the seven indicators to identify schools. All public schools will receive one of four ratings: 	
Recognition Schools	A school in Good Standing that is high-performing or rapidly improving as determined by the Commissioner
Schools in Good Standing	A school that is not TSI or CSI
Targeted Support and Improvement Schools (TSI)	A school with low-performing subgroups of students
Comprehensive Support and Improvement Schools (CSI)	A school with low overall performance for the all students group or a school with low-performing subgroups that have not improved

COMPREHENSIVE SUPPORT & INTERVENTION

Type of Schools	Description	Timeline for ID	Initial Year
Lowest Performing	Lowest 5% of Schools	At least once every 3 years	2018-2019
Low Graduation Rates	All public high schools in the state with graduation rates lower than 67%	At least once every 3 years	2018-2019
Chronically Low-Performing Subgroup(s)	Any school previously identified for targeted support for a low-performing subgroup and did not improve during the state-determined number of years	At least once every 3 years	State determined

Our high school 4-year grad. rate in 2015-16 was 68%.

TARGETED SUPPORT & INTERVENTION

Type of Schools	Description	Timeline for ID	Initial Year
Consistently Underperforming Subgroup(s)	Any school with one or more consistently underperforming subgroups	Annually	2019-2020
Low Performing Subgroup	Any school with a subgroup performing below the threshold for the all students group for the lowest 5%. These schools must receive additional targeted support under the law.	At least once every 3 years	2018-2019

GOOD STANDING AND REWARD SCHOOLS



OVERALL

- State exam scores are important – 3-8 ELA & math, 4 & 8 Sci, and HS Regents –
 - **for all subgroups**
- Participation is important in these exams
- Graduation rate is important
- Attendance is important and focus on chronically absent students
- Pushing high school students to Advanced Designation, Seal of Bi-literacy, CDOS, CTE, and all other items on measure #7 are important

QUESTIONS





NYSED ESSA ACCOUNTABILITY

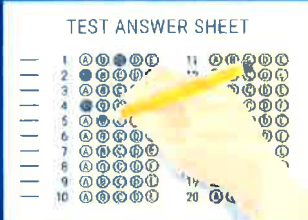
SEVEN MEASURES OF SUCCESS

ELEMENTARY SCHOOL

MIDDLE SCHOOL

HIGH SCHOOL

STUDENT ACADEMIC ACHIEVEMENT



Composite Performance Index which measures **achievement on ELA, math and science state assessments.**



Composite Performance Index which measures **achievement on ELA, math and science state assessments.**



CPI which measures **achievement on ELA, math, science, and social studies state assessments.**

STUDENT GROWTH



Growth on state ELA and math 4-8 assessments. Comparing the scores in the current year to similar scores in prior years.



Growth on state ELA and math 4-8 assessments. Comparing the scores in the current year to similar scores in prior years.

ACADEMIC PROGRESS



Current **ELA and math state assessments against long-term goals and measures of interim progress (MIPs).**



Current **ELA and math state assessments against long-term goals and measures of interim progress (MIPs).**

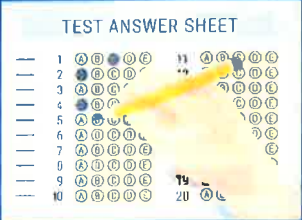




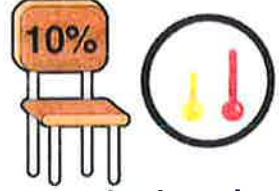
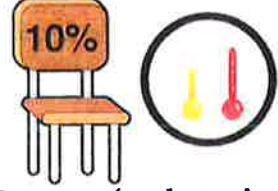
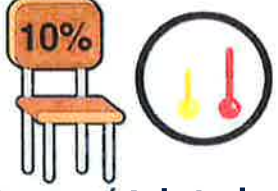




Current **ELA and math state assessments against long-term goals and measures of interim progress (MIPs).**

GRADUATION RATES



Current **four-, five-, and six-year cohort graduation rates against long-term goals and MIPs.**

	ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
ENGLISH LANGUAGE PROFICIENCY 	 Progress of ELL in meeting their individual progress targets on NYSESLAT.	 Progress of ELL in meeting their individual progress targets on NYSESLAT.	 Progress of ELL in meeting their individual progress targets on NYSESLAT.
CHRONIC ABSENTEEISM 	 Percentage of students who miss 10%+ of the year against long-term goals and MIPs. (No K)	 Percentage of students who miss 10%+ of the year against long-term goals and MIPs.	 Percentage of students who miss 10%+ of the year against long-term goals and MIPs.
COLLEGE, CAREER AND CIVIC READINESS 			 Current diplomas, credentials, advanced course credits, CTE certifications, and other indicators against long-term goals and MIPs.

New York State will use multiple measures of success to identify schools, beginning with 2017-2018 school year results

Student Academic Achievement

For **all schools**, based on the Composite Performance Index, which measures achievement on state assessments in English language arts (ELA), math and science. For **high schools**, also measures achievement on state assessments in social studies

Student Growth

For **elementary and middle schools**, measures student growth on statewide assessments in ELA and math for students in grades 4-8 by comparing the scores of students in the current year to the scores of students with similar scores in prior years

Academic Progress

For **all schools**, measures student progress on state assessments in ELA and math against long-term goals and measures of interim progress (MIPs).

Graduation Rates

For **high schools**, measures four-, five-, and six-year cohort graduation rates against long-term goals and MIPs

English Language Proficiency

For **all schools**, measures the progress of English Language Learners in meeting their individual progress targets on the New York State English as a Second Language Achievement Test (NYSESLAT)

Chronic Absenteeism

For **all schools**, measures the percentage of students who miss 10% or more of the school year against long-term goals and MIPs

College, Career and Civic Readiness

For **high schools**, measures the percentage of students who are leaving school prepared for college, career, and civic readiness as measured by diplomas, credentials, advanced course credits and enrollment, career and technical education certifications, and other similar indicators against long-term goals and MIPs



Note: NYS will add an indicator based on out-of-school suspension rates in 2018-2019 (to be used for school identification after 2020-2021) and will consider adding additional indicators in the future.

South Lewis Central Schools

Board of Education Goals

2017-18

The Board of Education will educate all stakeholders of the capital project and promote it prior to the public referendum.

The Board of Education will educate and inform itself of the Every Student Succeeds Act (ESSA) and its impact on South Lewis Central School District.

2017-18 SOUTH LEWIS CENTRAL SCHOOL DISTRICT - Board of Education Self-Evaluation

Instructions for rating performance – Place an “X” in the box that best describes the BOE’s performance based on the following scale:

Highly Effective (H) – *continually exceeds the criteria.*

Effective (E) – *consistently meets the criteria.*

Developing (D) – *partially meets the criteria.*

Ineffective (I) – *does not meet the criteria.*

#	CRITERIA	H	E	D	I	COMMENTS
1	As a BOE member, do you feel that Board members speak loudly and clearly enough so everyone present can hear what is being discussed?					
2	As a BOE member, do you feel the Board meeting is conducted in a business-like manner and follows accepted parliamentary procedures and rules?					
3	As a BOE member, do you feel that the chairperson takes charge of the Board meetings and keeps the meetings under control?					
4	As a BOE member, do you feel Board members treat school personnel and each other politely and with respect during the meetings?					
5	As a BOE member, do you feel the appropriate school personnel are present at Board meetings to supply information for agenda items?					
6	As a BOE member, do you feel the location and setting of Board meetings are comfortable and conducive to getting business done with adequate room for the public and media?					
7	As a BOE member, do you feel a conscious effort is made to make the public feel welcome at Board meetings, providing them with copies of the agenda?					
8	As a BOE member, do you feel the policy for public participation is explained at each meeting by the Board chairperson and is followed to maintain order?					

#	CRITERIA	H	E	D	I	COMMENTS
9	As a BOE member, do you feel Board members appear familiar with the materials provided to them prior to the Board meeting?					
10	As a BOE member, do you feel appropriate procedures are in place to permit any Board member to add items to the agenda?					
11	As a BOE member, do you feel Board members display good listening skills, a spirit of compromise when problems arise, and work to achieve unity?					
12	As a BOE member, do you feel Board members vote their conscience, but support the majority decisions?					
13	As a BOE member, do you feel the Board follows its role as a policy body and does not become involved in making administrative decisions at Board meetings?					
14	As a BOE member, do you feel Board discussions are confined to the issue on the floor?					
15	As a BOE member, do you feel issues before the Board are resolved unless postponed or tabled pending further study?					
16	As a BOE member, do you feel issues that are first brought to the Board by residents, students, or staff are appropriately referred back to the administration for investigation?					
17	As a BOE member, do you feel if the Board goes into Executive Session, a reason is announced that is consistent with the Open Meeting Law?					
18	As a BOE member, do you feel only the items that have been identified in public session are discussed in Executive Session?					
19	As a BOE member, do you feel Board meetings start on time and end within a reasonable time?					

South Lewis Central School

**South Lewis Administrators Agreement
(for the 2018-19 - 2020-21 school years)**

REVISED 7.3.18

These policies do not constitute a contract between South Lewis and Administrators. The Board of Education reserves the right to modify, amend or appeal at any time.

Article I

Employment Conditions and Compensation

1.0 Workday

The Superintendent of Schools will determine the starting and ending times for administrators.

12-month employees shall work 260 days. 12-month employees are the following: Glenfield Principal, Port Leyden Principal, Middle School Principal, High School Principal, Curriculum/Data Coordinator, and the Business Administrator.

10-month employees shall work the school year from September 1 to June 30. The workdays will be school days only. The Superintendent can request these 10-month employees to work the days between high school graduation and June 30. 10-month employees are the following: Director of Health, Physical Education and Athletics and the Director of Special Education.

1.1 Director of Health, Physical Education and Athletics shall be allowed/required work up to 15-days during July and August at a per diem rate. These additional days must be approved with permission from the Superintendent of Schools.

2.1 Director of Health, Physical Education and Athletics may work on a flex-time schedule. This flex time must be approved with permission from the Superintendent of Schools.

3.1 Director of Special Education shall be allowed/required to work up to 15-days during July and August. These flex days must be approved with permission from the Superintendent of Schools. These flex days worked in July and August allow the Director of Special Education to take flex days during the school year from September 1 to June 30 without leave being deducted from her/her sick or personal time. These flex days taken during the school year cannot exceed the number of days worked during July and August and must be approved with permission from the Superintendent of Schools.

2.0 Salary

Three-year salary agreement. An increase of 3.0% for year 2018-19, 2019-20, and the 2020-21 school years.

3.0 Retirement

- 3.1 Retiring administrators shall be reimbursed for their accumulated sick leave as follows:
Accumulated Sick Days - \$25 per day

Such payment will be to a maximum of \$5,000.

3.11 The method used to indicate retirement shall be a letter addressed to the Board of Education stating the administrator's date of retirement, transmitted through the Superintendent's office.

3.12 To qualify, administrators must be an employee of the District immediately preceding their retirement.

- 3.2 Payment from 3.1 will be made to the unit member's 403b account on the final payday prior to retirement. All administrators eligible for this payment must take this payment in the form of a 403b deposit.

4.0 Sick Day Buy Back

- 4.1 Any administrator who has over the maximum of 200 accumulated sick days on June 1st of any given school year, may sell up to 8 days back to the District, on June 1st, at the rate equal to the certified substitute teacher pay rate in effect at the time of his/her request. An administrator may not sell back an amount of sick days that will reduce the accumulated sick day total below 200 days.

ARTICLE II Insurance and Hospitalization

1.0 Jefferson-Lewis School Employees Health Plan

- 1.1 The Board of Education of the South Lewis Central School District elects to participate as a participating employer in the Jefferson-Lewis School Employees Health Plan and to include in such plan its officers and employees. The Board will pay 100% of an administrator's individual coverage and 88% of a family or member plus dependent premium.

1.1.1 For employees hired after July 1, 2011 the Board will pay 90% of an administrator's individual coverage and 85% of a family or member plus dependent premium.

- 1.2 For administrators who retire on or after July 1, 1988, the Board will pay 70% of the individual retiree's coverage and 35% of dependent coverage plus Medicare coverage.

1.3 The Board of Education has the right to select the insurance carrier or to self-insure.

2.0 Compensable Injury

Whenever an administrator is absent from school as a result of personal injury caused by an assault, he/she will be paid his/her full salary for the first 30 days and such 30 days of absence will not be charged to his/her sick leave.

Above does not apply to injury received as a result of assault by a fellow administrator.

The School District will make application to the compensation carrier for reimbursement to the District of pay benefits for the applicable time period

3.0 Dental Insurance effective July 1, 2003

3.1 Effective July 1, 2003, the Board will contribute towards the dental insurance premium of any administrator who chooses to participate in the dental insurance program in the following manner:

3.11 The lesser of \$163.36 or 90% of the premium for the individual coverage plan or the lesser of \$163.36 or 85% of the premium for the family coverage plan.

3.2 The Board will provide payroll deduction for administrators who elect the Dental Program.

4.0 IRS Section 125 Flexible Spending Plan

The District agrees to provide a section 125 flexible spending plan for the payment of health and dental insurance premiums, unreimbursed medical expenses and dependent care costs.

**Article III
Employment Conditions**

1.0 Paid Holidays

12-month administrators shall receive paid holidays: Independence Day, Labor Day, Columbus Day, Veteran's Day (Nov. 11th), Day before Thanksgiving*, Thanksgiving Day, Day following Thanksgiving, Day before Christmas*, Christmas Day (Dec. 25), December 26-31*, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday* and Memorial Day. Administrators will be required to work on Snow Days unless excused by the Superintendent.

*If school is not in session.

2.0 Paid Vacation Days

- 2.1 12-month administrator shall be entitled to 20 paid vacation days per year. On or after July 1st, each 12-month administrator may carry over up to ten days of accrued vacation to a maximum total of 30 vacation days.
- 2.2 Vacation time is based on a prorated basis if employee leaves prior to June 30th.

3.0 Longevity

Each administrator is entitled to longevity bonuses contingent upon a positive evaluation from the Superintendent as follows (amounts are non cumulative):

After Year 3	-	\$1,000
After Year 6	-	\$2,000
After Year 9	-	\$3,000
After Year 12	-	\$4,000
After Year 15	-	\$5,000
After Year 18	-	\$6,000
After Year 21	-	\$7,000
After Year 24	-	\$8,000

And so on every three years.

**Article IV
Leave**

1.0 Sick Leave

1.1 Each administrator will receive 1.2 days/month to a total of 14.4 days/year (this includes remedial health days) (for 12-month employees and 12 days for 10-month employees.

1.11 Up to 6 days of personal sick leave may be used for the illness of immediate family. At the sole discretion of the Superintendent, additional days of personal sick leave may be used upon the request of the individual administrator.

1.2 The Superintendent may require a doctor's verification for an absence for illness. Abuse of sick leave will result in a warning by the Superintendent. Further abuse may be followed by the Superintendent's request for a doctor's note.

1.3 A statement from the school physician may be required before returning to employment for any extended illness that is longer than 30 calendar days.

2.0 Personal Leave

2.1 Each administrator shall be entitled to 5 personal leave days per year.

- 2.11 All personal leave days must be approved in advance by the Superintendent or designee and may be granted provided that such leave is not used to extend vacation periods or legal holidays. In cases of emergency, the Superintendent may grant leave for a day before or after a vacation period or legal holiday.
- 2.12 Two days of personal leave may be used without providing a reason on the request form.
- 2.13 Up to five (5) days of unused personal leave will be accumulated at the end of the year as sick leave. However, the maximum accumulated sick days shall not exceed a total of 200 days.

3.0 Leave of Absence

- 3.1 Extended leaves of absence, without pay, may be granted for good and sufficient reason (e.g. personal health, travel, or study) to an administrator who has been employed in the District for a minimum of two years at the sole discretion of the Board of Education and shall be granted for a minimum of one semester. Application for an extended leave of absence will be made, in writing, to the Superintendent as early as possible. If the administrator is eligible for leave under the Family and Medical Leave Act (FMLA), the reason for the leave is permitted under FMLA and the administrator has not exhausted all of his or her allowable leave, then the employee shall continue receiving health benefits by paying the same amount as if he or she were still working up to the maximum period of twelve weeks. All elements of the Board Of Education FMLA policy will be applicable. No more than a year leave may be taken.
- 3.2 Where the effective date and date of return is not included in the approved request, the effective date and date of return from an extended leave of absence will be established by the Superintendent after giving consideration to the wishes of the administrator and the best interests of the students. The administrator shall begin a leave at the beginning or end of a semester and resume teaching services at the beginning of a semester.
- 3.3 Upon return from an extended leave of absence, an administrator shall regain all rights and privileges and be returned to the same or similar position from that which he/she left, provided that the administrator furnishes the Superintendent with written notice of his/her intent at least 60 days prior to the date of proposed return.

4.0 Parental Leave

- 4.1 Parental leave without pay, may be granted to an administrator at the sole discretion of the Board of Education and shall be granted not to exceed one (1) year, will be available for the purpose of caring for a child in the first year following birth, adoption, or placement in foster care.

- 4.2 While on parental leave, the administrator may continue receiving health benefits by paying the full premium cost. All benefits previously accumulated will continue in force for the administrator. If the administrator is eligible for leave under the Family and Medical Leave Act (FMLA) and the administrator has not exhausted all of his or her allowable leave, then the administrator shall continue receiving health benefits by paying the same amount as if he or she were still working up to the maximum period of twelve weeks. All elements of the Board Of Education FMLA policy will be applicable. No more than a year leave may be taken.
- 4.3 Sick leave is available for the period of medical disability relating to pregnancy occurring prior to an unpaid leave of absence. Administrators on medical disability must provide physician verification that the administrator is physically able to return to work.
- 4.4 Requests for parental leave shall be submitted to the Superintendent, for Board of Education consideration, in writing, at least thirty (30) days prior to the anticipated start of the leave.
- 4.5 Upon return, the administrator regains all rights and privileges, and returns to the same or similar position in their certified area as that which they left.
- 4.51 The Superintendent may, at his/her discretion, permit an administrator to return at a time other than in Section 4.5 above.
- 4.6 Birth/Adoption Leave: Administrators shall be entitled to five (5) days paid leave for the birth or adoption of each of their children. Such leave shall be taken no later than one month after the child's arrival in the home. Only one member of the family (if both are employees within the District) may take advantage of this benefit. This benefit is for one child per year.

5.0 Bereavement Leave

- 5.1 Administrators shall be entitled to five (5) days per occurrence for bereavement in the event of death in the Immediate Family. Administrators shall be entitled to three (3) days per occurrence for bereavement in the event of death of close relatives. Such leave shall not be deducted from other leaves. Immediate Family is defined as grandparents, parents, spouse, children, brothers, sisters, grandchildren, parents of spouse, and with the approval of the Superintendent of Schools, domestic partner.

6.0 Jury Duty

- 6.1 An administrator called for jury duty, or subpoenaed to give testimony on behalf of the school district before a judicial or administrative tribunal will:

- 6.11 Receive full pay for length of time involved.
- 6.12 The administrator will reimburse the District for any compensation received from jury duty (less mileage) for the days served, unless the member has completed his/her normal workweek.
- 6.13 If the administrator is dismissed before noon on jury duty or other judicial assignment, he/she is to report to work for the remainder of his/her normal workday whenever possible.
- 6.14 When an individual is notified of jury duty, he/she will inform the Superintendent.

7.0 Sabbatical Leave

- 7.1 On the recommendation of the Superintendent, the Board of Education may permit tenured members of the professional staff to take sabbatical leaves when in their considered judgment the professional competence of the staff member and the general welfare of the public schools will be benefited.
- 7.2 Sabbatical leave is given to professional personnel to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research, and/or writing, and travel. Applications for sabbatical leave for other types of experiences shall be considered on their merits and may be approved by the Board of Education upon the recommendation of the Superintendent.
- 7.3 Sabbatical leave may be combined with programs of study, research, writing, or travel, which are financed by outside noncommercial agencies such as universities or foundations. However, the amount of any financial grant or salary provided by an outside noncommercial agency shall be taken in account and an adjustment made in the salary paid by the Board to the staff member while on leave if he/she is receiving his/her full salary.
- 7.4 A maximum of one member of the professional staff may be on sabbatical leave at any one time.
- 7.5 Applicants must be permanently certified before being considered for sabbatical leave.
- 7.6 Approval of a sabbatical leave by the Board of Education shall be contingent upon securing an employee qualified to assume the applicant's duties, or some other equally satisfactory arrangement made.
- 7.7 A sabbatical leave once granted may not be terminated before the date of expiration except as otherwise provided herein or as otherwise agreed upon by the Superintendent and the Board of Education.

7.8 The Board of Education reserves the right to reject any or all requests for sabbatical leaves of absence.

7.9 Qualified staff members may be permitted to choose between the following alternatives:

<u>Minimum Consecutive Years of Regular Service within the District or Component School District Leave</u>	<u>Length of Leave</u>	<u>Portion of Salary Paid While on</u>
7	*Up to one semester	100%
7	*One year	50%

7.10 Applicant will not receive, in total amount, more than one half his/her annual salary.

7.11 As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the Clerk of the Board of Education, a written agreement stipulating that he/she will remain in the service of the South Lewis Central School District for the following number of years after the expiration of said leave:

<u>Length of Leave</u>	<u>Portion of Salary Paid</u>	<u>Years of Service to be rendered</u>
*One Year	50%	2 Years
*One Semester	100%	2 Years
*One Semester	50%	1 Year

7.1.1 When a staff member completes the planned program of the leave, but does not complete the agreed number of years of service in the South Lewis Central School District, he/she shall within two (2) years repay to the Board of Education the proportionate part of his/her leave of absence salary as the unexpired period of service bears to said agreed upon years of service. This rule does not apply in cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the Board of Education.

7.2.2 At the expiration of a sabbatical leave, the staff member shall be restored to his/her position or to a position acceptable to the returnee with like nature, seniority, status, and pay provided that the staff member remains eligible for reinstatement under other rules and regulations of the Board of Education.

**Article V
Sick Bank**

(See Appendix A)

**ARTICLE VI
Personnel Files**

1.0 An official administrator personnel file shall be maintained under the following circumstances.

- 1.1 No material derogatory to an administrator's conduct, service, character, or personality shall be placed in the files unless the administrator has had an opportunity to read the material. The administrator shall acknowledge that he/she has read such material and must affix his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its content.
- 1.2 The administrator shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
- 1.3 Upon appropriate and reasonable request by the administrator, he/she shall be permitted to examine his/her files. This does not include any pre-employment confidential material.
- 1.4 The administrator shall be permitted to reproduce any material in his/her file. (This does not include pre-employment confidential material). The administrator may be liable for any expense incurred.

The only exception to this shall be where the material is relevant and where there is a legitimate reason why such material was not included in the file previously. (For example, when a single, specific incident has just occurred and is the basis for the action taken).

ARTICLE VII TSA

1.0 TSA Payroll Deductions

- 1.1 For a District approved TSA, the Board will contribute \$3000 a year for each administrator. The administrator may elect to (a) apply toward the purchase of a tax-sheltered annuity provided by a company selected by the administrator, or (b) receive in salary. Unless properly deferred pursuant to a salary reduction agreement and applied toward the purchase of a tax-sheltered annuity, such amount shall be included in the administrator's gross income and shall be subject to reduction for applicable withholdings and deductions (e.g., income and employment taxes).
 - 1.1.1 For employees hired after July 1, 2011 the Board will contribute \$2000 a year for each administrator.
- 1.2 Administrators may enter or change their contributions to TSAs during the months of September and March only.

2.0 Direct Deposit

The District will provide Direct Deposit of employee pay to any eligible bank. Employees can commence or change Direct Deposit at any time.

3.0 Tuition

- 3.1 After three years of service, the Board of Education will pay the SUNY hourly tuition rate for up to six (6) college credit hours for tenured administrators. The superintendent must approve the request prior to the individual taking the courses. SUNY appropriate hourly tuition rate will be paid to the individual after successful completion of course(s).

SICK LEAVE BANK

Purpose

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered a prolonged illness. The Sick Leave Bank will be administered according to the guidelines below.

Eligibility and Membership

1. All full-time employees who are not represented by a union are eligible for membership.
2. Application for membership must be made in writing to the Superintendent of Schools. Employees employed with the District on the date this policy is implemented have 30 days to apply for initial membership. New employees may apply within 30 days of their date of hire. Any employee may apply on or before July 1 to be a member for the following year.
3. An initial contribution of 2-5 days must be made from a member's accumulated sick leave days at the individual's discretion. Thereafter, on July 1, an annual contribution of one day per year must be made from a member's accumulated sick leave in order to retain membership in the bank. If a participant wishes to withdraw from the bank he or she must make his or her intentions known, in writing, by June 1 and withdrawal will be effective June 30. All days donated to the bank remain in the bank.
4. When a total number of days in the bank reach 100, no additional days will be contributed by members except for members who did not join initially, they will continue to contribute until the total contribution matches the maximum of initial members.
5. When the number of days falls below 25, each member will be assessed one day of sick leave from their accumulated sick leave.

Sick Leave Bank Rules

1. In the event of prolonged illness and after having exhausted their personal accumulated sick leave days, a member may apply to the Sick Leave Bank Committee (SLB Committee) for extra days of sick leave. The written request for sick days from the bank shall include the following information (all information is confidential and shall not be shared with anyone not on the SLB Committee:
 - a. Nature of the prolonged serious illness, injury or physical disability;
 - b. Physician's written recommendation;
 - c. Estimated number of additional sick leave days needed.
2. Days contributed to the Sick Leave Bank are non-refundable.
3. There will be no waiting period before drawing days from the bank.

4. Maximum benefits shall generally be limited to 35 days per year, with a lifetime maximum of 150 days. The SLB Committee has, at its discretion, the option of allowing additional days if the severity of the hardship warrants such action.
5. Benefits received from the Sick Leave Bank shall not be repaid by the individual.
6. Benefits are applicable only to the subscribing members and are not available for other than personal use.
7. Benefits shall only be available so long as there are days in the Sick Leave Bank.
8. Benefits apply only to days on which the applicant would normally have worked.
9. Generally, use of sick leave bank days should not alter the amount of an employee's paycheck. If the employee's paycheck fluctuates, then the benefit will be calculated upon the number of days the individual normally works, his or her hourly rate, and his or her normal workday.
10. If the member does not use the total number of sick leave days that have been donated, the remainder of days will be totaled and returned to the sick bank.

Decision-making Process

1. The SLB Committee shall be made up of three employees appointed by the Superintendent.
2. The SLB Committee shall forward a copy of all documentation and their decision to the Superintendent.
3. The Superintendent shall review the committee's recommendation and make a final determination.

SOUTH LEWIS CENTRAL SCHOOL

BOARD MEETING DATES

2018-2019

- TUESDAY - JULY 3, 2018 - 6:30 PM (Reorganization and Regular Meeting)
- TUESDAY - AUGUST 7, 2018 - 6:30 PM
- TUESDAY - AUGUST 28, 2018
OR
SEPTEMBER 4, 2018 - 6:30 PM (If necessary)
- TUESDAY - SEPTEMBER 18, 2018 - 6:30 PM
- TUESDAY - OCTOBER 16, 2018 - 6:30 PM
- TUESDAY - NOVEMBER 20, 2018 - 6:30 PM
- TUESDAY - DECEMBER 18, 2018 - 6:30 PM
- TUESDAY - JANUARY 15, 2019 - 6:30 PM
- TUESDAY - FEBRUARY 12, 2019 - 6:30 PM (Regular & Budget Meeting)
- TUESDAY - MARCH 5, 2019 - 6:30 PM (Budget Meeting)
- TUESDAY - MARCH 19, 2019 - 6:30 PM (Regular & Budget Meeting/Adoption)
- WEDNESDAY- APRIL 24, 2019 - 6:30 PM (BOCES Admin. Budget Vote)
- TUESDAY - MAY 14, 2019 - 6:30 PM (Budget Hearing & Regular Mtg.)
- TUESDAY - JUNE 18, 2019 - 6:30 PM

***Additional board meetings as needed to be held the first Tuesday of the month**

SOUTH LEWIS CENTRAL SCHOOL DISTRICT

2019-2020

BUDGET CALENDAR

Tuesday	July 3, 2018	Approve 2019-2020 Budget Calendar
	Nov/Dec, 2018	Budget Preparation Information to Building Principals, Transportation and Building Maintenance Supervisors
	January, 2019	Study and Assessment of Professional and Support Staffing Needs and Enrollment
	January 2019	Board Sub-Committee Workshops
Tuesday	February 12, 2019 (With BOE meeting)	Board Review of the Following Budget Items: Special Education (K-12) Elementary School (PK-4) Middle School (5-8) High School (9-12) Music (K-12) Interscholastic Athletics, PE, Health, and Nursing Technology Building and Grounds Transportation
Tuesday	March 5, 2019	Board review of the following budget items: Administration BOCES and RIC Services Staffing/Programs Estimated Revenue and State Aid Budget Draft
Monday	March 11, 2019	Petitions for Board of Education Seats available In the District Office
Tuesday	March 19, 2019 (With BOE Meeting)	Final Budget Workshop/Budget Adoption by BOE
Wednesday	March 20, 2019	Tax Report Card due to NYSED Website (24 hours after BOE adopts Budget)

Monday	March 25-April 19, 2019	Budget Newsletter Preparation
Friday	April 5, 2019	First Legal Notice Published in Official Newspapers
Thursday	April 11, 2019	Petitions for BOE Seats Due in District Office (5:00 pm) (30 days prior to Annual District vote, if on Saturday or Sunday; use following Monday)
Wednesday	April 17, 2019	Second Legal Notice Published in Official Newspapers
Wednesday	April 24, 2019	Third Legal Notice Published in Official Newspapers
Tuesday	April 30, 2019	Budget Brochure Mailed to the Public
Tuesday	May 14, 2019 (With BOE meeting)	Budget Hearing (7:00 pm)
Wednesday	May 15, 2019	Budget Notice Mailed to Public
Wednesday	May 15, 2019	Fourth Legal Notice Published in Official Newspapers
Tuesday	May 21, 2019	Annual Meeting (Budget Vote and Election: Noon - 8:00 pm)

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Access to Meals

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.
- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or the District's training program.
- b) Staff training will include ongoing eligibility certification for free or reduced price meals.

(Continued)

Non-Instructional/Business
Operations

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

Parent Notification

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within two days of the charge and then every five days thereafter.

Parent Outreach

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals.
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

Minimizing Student Distress

- a) Staff will not publicly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges.

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

Ongoing Eligibility Certification

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload at least monthly to maximize free eligibility.
- b) Staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- e) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- f) The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students.

Prepaid Accounts

Students/Parents/Guardians may pay for meals in advance via www.MySchoolBucks.com or with a check payable to South Lewis School Lunch. Further details are available on the District's webpage at www.southlewis.org. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

Adoption Date: 7/3/18

SOUTH LEWIS CENTRAL SCHOOLS

School Vehicle Lease Agreement

AGREEMENT made this 20th Day of June 2018 between South Lewis Central School District, County of Lewis, New York, hereinafter called the Lessor, and Jefferson Lewis BOCES hereinafter called the Lessee, in manner following:

The Lessor hereby leases the following school vehicle(s) for a term commencing on the July 9, 2018, and ending on August 17, 2018, upon the terms specified below:

<u>VEHICLE NO.</u>	<u>MAKE</u>	<u>YEAR</u>	<u>CAPACITY</u>	<u>ENGINE/SERIAL NO.</u>
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South Lewis Bus Fleet - TBD on a trip basis

The Lessor certifies that the vehicle(s) described herein meet(s) the specifications of the New York State Education Department and also the rules and regulations pertaining to school buses of the Department of Transportation and the Department of Motor Vehicles.

The Lessee agrees to pay the Lessor as rental for the use of said school vehicles the sum of \$15.00/day for the lease and school district provided insurance coverage plus \$2.00/mile as well as \$15.00/hour for the cost of the driver's wages and benefits payable within 30 days upon receipt of a billing invoice. The driver of the school vehicle must be an approved South Lewis Central School District Bus Driver.

Each school bus above described has been examined by Lessee, who accepts the same in its present condition. The Lessee shall inspect the vehicle and notify the Lessor of any damage before use by the Lessee and at the time the vehicle is returned. In addition the Lessee shall remove any trash and other items and return the school vehicle in broom clean condition.

The Lessor hereby agrees that the motor vehicle(s) heretofore described will be used only for the designated purpose(s): (Check all provisions that apply)

- (a) any senior citizens center or organization that is recognized and funded by the office for the aging;
- (b) any non-profit incorporated organization serving senior citizens;
- (c) any non-profit incorporated organization serving the physically or mentally handicapped;
- (d) any not-for-profit organization that provides recreation, youth services, or the operation of playgrounds or neighborhood recreation centers;
- (e) any municipal corporation, as defined in the general construction law;
- (f) any not-for-profit organization providing transportation services in rural counties as defined in section seventy-three-c of the transportation law for children participating in the agricultural child care program authorized by the agriculture and markets law; and
- (g) an operator of a coordinated public transportation service, as defined by section seventy-three-c of the transportation law, for the purpose of providing a portion of a coordinated public transportation service plan as authorized by article two-F of the transportation law.
- (h) any not-for-profit organization, community based organization, or educational or employment and training agency which provides education or employment and training services for youths and adults in a rural county, as defined by section seventy-three-c of the transportation law.
- (i) any fire company as defined in subdivision two of section three of the volunteer firefighters' benefit law, or an ambulance company as defined in subdivision two of section three of the volunteer ambulance workers' benefit law.

The Lessee hereby agrees to reimburse the Lessor for any damage to each said school bus occurring while said school bus is in the possession of the Lessee under Lease which is not covered by the aforementioned insurance. This includes, but is not limited to, the approximate \$1000.00 collision, liability and/or comprehensive deductible of the aforementioned insurance.

The parties hereto agree to have any and all liability, personal injury, fire, extended coverage or any and all material damage insurance endorsed with the following subrogation clause: "This insurance

shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any party for loss resulting from personal injury or damage occurring to the property described herein:" and each party hereto hereby waives all claims for recovery from the other party for any loss for personal injury or damage to any of its property insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance.

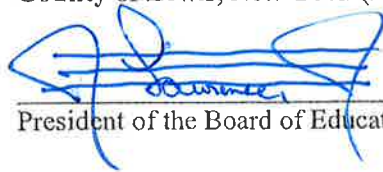
The Lessee acknowledges receipt from the Lessor of a true copy of this lease which comprises the entire Lease Agreement between the parties and supersedes any and all other agreements respecting the school bus herein described.

ALL LEASE AGREEMENTS MUST BE APPROVED BY RESOLUTION OF THE BOARD OF EDUCATION PRIOR TO USE OF THE VEHICLE BY THE LESSEE.

IN WITNESS WHEREOF, Lessor and Lessee have executed this agreement in duplicate, one copy being delivered to and retained by both the Lessor and Lessee, on the day and year first above written.

**Board of Education of the
South Lewis Central School District
County of Lewis, New York (Lessor)**

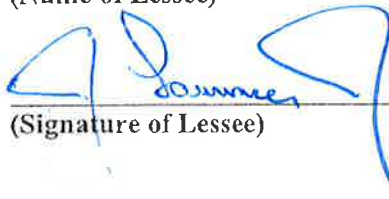
By:



President of the Board of Education

James L. Lawrence, Jr.
(Name of Lessee)

By:



(Signature of Lessee)

SOUTH LEWIS CENTRAL SCHOOLS

Non-School Group Request for Contracting of School Owned Vehicles (Information Sheet to be Attached to Lease)

Name of Person/Group/Organization Making Request: Jefferson-Lewis BOCES

Contact Name: Alicia Ross Date of Request: June 13, 2018

Phone: 315-377-7365 Email: aross@boces.com

Billing Address: 20104 State Route 3, Watertown, NY 13601

Destination: Field trips in Lewis County for Extended School Year

Purpose of Trip: Field trips during the summer

of Adults: Max 20 # of Students: 40 - 50 Students

Number and Type of Vehicles Requested: 2 DOT approved transport, 1 of the 2 needs to be a handicap bus

Name and Cell # of Supervising Adult: Alicia Ross 315-405-2871

Number of other Supervising Adults: 20

Date(s) of Trip: Tentative Type of Trip: Overnight X Drop & Return

Pick-Up Time and Location: Boak Educational Center; TBD

Return Time and Location: Boak Educational Center; TBD

Special Requests: _____

Alicia Ross
Requesting Name

Alicia Ross
Requesting Signature

6/13/18
Date

Insurance Requirements: Insurance coverage is required by section 1501-b of the Education Law and includes the cost of public liability and property damage insurance, fire insurance and compensation insurance of drivers and the cost of collision insurance in the amount of the value of the vehicle to protect the lessor. The cost of insurance coverage is included within the lease amount.

For School District Use Only

Lease Request Receiving Date: _____

Transportation Department Approval Date: _____

Board of Education Approval Date: _____