

**DRAFT**

**BOARD AGENDA  
BUSINESS MEETING**

Wednesday, December 18, 2024  
7:00 PM In the School Cafeteria

CV-S Central School  
Cherry Valley, NY

- I. OPENING OF MEETING
  - A. QUORUM CHECK
  - B. CALL TO ORDER
  - C. PLEDGE OF ALLEGIANCE
  - D. SPECIAL PRESENTATIONS - Community Service, Student Representative, Administration, and Board Committee Reports
  - E. ADDITIONS TO AGENDA
  - F. CORRESPONDENCE RECEIVED
  - G. SUPERINTENDENT’S REPORT
  - H. RECOGNITION OF VISITORS
- II. PROPOSED EXECUTIVE SESSION SUBJECT TO BOARD APPROVAL
- III. CONSENT AGENDA ITEMS – Consider motion to approve consent agenda items to include RESOLUTIONS 1-12-2024 through RESOLUTION 10-12-2024.
  - A. RESOLUTION 1-12-2024  
APPROVAL OF MINUTES – November 20, 2024
  - B. RESOLUTION 2-12-2024  
ACKNOWLEDGE RECEIPT OF TREASURER’S AND FINANCIAL REPORTS – November 2024
  - C. PERSONNEL
    - RESOLUTION 3-12-2024  
RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby accept the retirement of Gina Alex, Teacher Aide, effective June 27, 2025.
    - RESOLUTION 4-12-2024  
RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby appoint the following Extracurricular assignments for the 2024-2025 school year: Jennifer LeJeune - Chaperone Basketball Games Beth Spaulding - Piano Accompanist

#### RESOLUTION 5-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby appoint Sarah Paradiso as a long term substitute in the position of Special Education Teacher, pending her certification as a Special Education Teacher. Ms. Paradiso's appointment will be effective December 13, 2024 and continue for a period not to exceed 90 instructional days, unless sooner terminated by the Board. Provided Ms. Paradiso obtains certification in the area of Special Education Teacher during this time period, the Board shall reappoint Ms. Paradiso to a probationary position in the Special Education Teacher tenure area. No term of employment is conferred by this resolution, unless and until a probationary appointment is subsequently granted by the Board of Education.

#### RESOLUTION 6-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby accept the resignation of Lisa Wannamaker as a part time food service helper so she can accept a full time food service helper position effective December 12, 2024. Her probationary period will continue through to April 17, 2025.

#### RESOLUTION 7-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby appoint the following After School Program assignment for the 2024-2025 school year: After School Program Student Peer Mentors - Alexis Cooper, Destiny Gray, Vincent Hurley, Amelia Nemo, Parker Sitterly, Gianna Aramini and Brenden Reckeweg

#### RESOLUTION 8-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby appoint the following as Instructional Support Staff Substitutes for the 2024-2025 school year: Darlene Coon Luke Dubben

#### RESOLUTION 9-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby appoint the following as an Instructional Substitute for the 2024-2025 school year: Luke Dubben

#### RESOLUTION 10-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District, upon the recommendation of the Superintendent, does hereby approve the following as volunteers for the 2024- 2025 school year: Melody Loft Katie Krause Tommy Herrington Janet McCarty

### IV. NEW BUSINESS

### V. OLD BUSINESS

#### A. POLICY REVIEW

##### RESOLUTION 11-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District does hereby conduct a second reading of Policies 1120 School District Records and 8130 School Safety Plans and Teams.

RESOLUTION 12-12-2024

RESOLVED, that the Board of Education of the Cherry Valley-Springfield Central School District does hereby direct the District Clerk to transmit to NYSSBA updated Policies 1120 School District Records and 8130 School Safety Plans and Teams to the New York State School Boards Association by December 27, 2024.

VI. PROPOSED EXECUTIVE SESSION SUBJECT TO BOARD APPROVAL

- Matters leading to the employment of particular individual(s)
- Employment history of particular individual(s) or corporation(s)
- Review recommendations made by the Committee on Preschool Special Education and the Committee on Special Education

VII. ADJOURNMENT



## **Policy: 1120**

### **SCHOOL DISTRICT RECORDS**

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

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

#### **Retention and Destruction of Records**

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

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

#### **Employee Notification of Disciplinary Record Requests**

As required by Public Officers Law §87, the district will notify current and former employees in writing that the district has responded to a Freedom of Information Law request for their disciplinary records within five (5) working days after the district provides information in response to the request. For former employees, the district will send notification to the last known address or email address, and if current contact information cannot be found, the district will document its attempts.

For purposes of this policy, the district defines "disciplinary records" as any record created in furtherance of a disciplinary proceeding (i.e., any investigation and subsequent hearing or disciplinary action conducted by the district), including but not limited to:

1. The complaints, allegations, and charges against an employee;
2. The name of the employee complained of or charged;
3. The transcript of any disciplinary hearing, including any exhibits introduced at such hearing;
4. The disposition of any disciplinary proceeding; and
5. The final written opinion or memorandum supporting the disposition and discipline imposed including the district's complete factual findings and its analysis of the conduct and appropriate discipline of the employee.

#### **Litigation-Hold**

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply

with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

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

Cross-ref:

5500, Student Records

8630, Computer Resources and Data Management

8635, Information and Data Privacy, Security, Breach and Notification

Ref:

Public Officers Law §84 *et seq.* (Freedom of Information Law)

Education Law §§2-d; 2116

Arts and Cultural Affairs Law §57.11

Arts and Cultural Affairs Law Article 57-A (Local Government Records Law)

Federal Rules of Civil Procedure, 16, 26

8 NYCRR §185.15 (8 NYCRR Appendix L) – Records Retention and Disposition Schedule LGS-1 for New York Local Government Records; Part 121

21 NYCRR Part 1401

NYS Department of State, Committee on Open Government, Advisory Opinions OML-AO-#19867 (9/16/24)

Adoption date:

Revised: 04.24, 07.10.2024, 10.16.2024, 12.18.2024

## **Policy: 8130**

### **SCHOOL SAFETY PLANS AND TEAMS**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district-wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building-level plans provide a comprehensive approach to addressing school safety and violence prevention and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies and to facilitate the district's coordination with local and county resources. The plans will also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools and will address school closures and continuity of operations.

In accordance with state law and regulation, the district will have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

#### **Comprehensive District-Wide School Safety Team and Plan**

The Board will annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel (including bus drivers and monitors). This team is responsible for the development and annual review of the comprehensive district-wide school safety plan and must consider the installation of a panic alarm system. The plan will cover all district school buildings and will address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It will include all those elements required by law and regulation, including protocols for responding to declared state disaster emergencies involving a communicable disease that are substantially consistent with the provisions of Labor Law §27-c, and an emergency remote instruction plan.

The Board may also appoint a student representative to the district-wide school safety team. However, no confidential building-level emergency response plans will be shared with the student member, nor will the student member be present during discussion of any confidential building-level emergency response plans, or confidential portions of the district-wide emergency response strategy.

The Superintendent of Schools or designee will be the district's chief emergency officer and will coordinate communication between school staff and law enforcement and first responders. The chief emergency officer will ensure that all staff understand the district-wide school safety plan and receive annual training on the building-level emergency response plan (including all elements required by state law and regulations), violence prevention and mental health, and will also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer will ensure that the district-wide plan is coordinated with the building-level plans, and will ensure that required evacuation, emergency dismissal, and lockdown drills are conducted.

#### **Building-Level Emergency Response Plans and Teams**

Each Building Principal is responsible for annually appointing a building-level emergency response planning team that includes representation from teachers, administrators, parent organizations, school

safety personnel, other school personnel (including bus drivers and monitors), law enforcement officials, fire officials and other emergency response agencies. The emergency response planning team is responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) will address response to emergency situations, such as those requiring evacuation, shelter/shelter-in-place and lockdown at the building level and will include all components required by law and regulation, including measures necessary to comply with Labor Law § 27-c to respond to public health emergencies involving a communicable disease. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians, and as of July 1, 2025, considerations for the access and functional needs of student and staff, and procedures for the reunification of students with parents/persons in parental relation following an emergency.

To maintain security and in accordance with law, the building-level emergency response plan(s) are confidential and not subject to disclosure under the Freedom of Information Law or any other law.

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans must designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, school health personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

## **Drills**

The Building Principal is responsible for conducting drills every school year of the emergency response procedures under the building-level emergency response plan including procedures for evacuation, lockdown and emergency drills as required by state regulations.

Any drill conducted during the school day with students present must be done in a trauma-informed, developmentally and age-appropriate manner, and will not include tactics intended to mimic an actual act of violence or emergency. Except for evacuation drills, at the time a drill is conducted, students and staff will be informed that it is a drill. The district will give parents or persons in parental relation advance notice (at least one week) prior to each drill.

## **Annual Review and Adoption**

All plans will be annually reviewed and updated, if necessary, by the appropriate team by July 15. In conducting the review, the teams will consider any changes in organization, local conditions and other factors including an evaluation of the results of the emergency response procedures drills which may necessitate updating of plans. If the plan requires no changes, then it will remain in effect. If the district-wide plan requires change, then the updated plan will be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.



## **Reporting to the State and Law Enforcement**

The Superintendent of Schools is responsible for submitting the district-level school safety plan and any amendments to the plan to the Commissioner within 30 days after its adoption, no later than October 1 of each year. The district-wide plan will be posted on the district's website. Each Building Principal is responsible for submitting the building-level emergency response plan for the building, and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after its adoption, but no later than October 15 of each year until the 2020-2021 school year, when it must be submitted by October 1 of each year.

### Cross-ref:

0115, Bullying and Harassment Prevention and Intervention  
5300, Code of Conduct  
9700, Staff Development

### Ref:

Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
Labor Law §27-c  
8 NYCRR §155.17 (School Safety Plans and Teams)  
*School Safety Plans Guidance*, New York State Education Department, June 2010

### Adoption date:

Revised: 03.20 06.20 05.16.2023, 12.18.2024

