

02

**DRAFT**

The Budget Workshop Meeting of the Board of Education of Madison Central School was held on March 5, 2019 at 6:30 pm in the library.

**MEMBERS PRESENT:** Ms. Jessica Clark  
Ms. Stephanie Clark  
Mr. Mike Filipovich  
Mrs. Jennifer Lavoie – arrived at 6:31 pm  
Mrs. Brittany Rizzo  
Mr. Jona Snyder  
Mr. Steven Yancey

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Michael Davis, Superintendent  
Mr. Larry Nichols, Building Principal  
Mr. Brian Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order
  - a. Ms. Clark, president, called the meeting to order at 6:30 pm.
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 – APPROVAL OF AGENDA**

ON THE MOTION of Mr. Filipovich, seconded by Mr. Yancey, the board moved to approve the agenda for this meeting. Motion carried 6 yes, 0 no.

- b. Approval of Minutes
  - 1. February 13, 2019 Regular Meeting Minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Ms. Clark, seconded by Mr. Filipovich, the board moved to approve the minutes from the February 13, 2019 Regular Meeting. Motion carried 6 yes, 0 no.

Mrs. Lavoie arrived at 6:31 pm.

- IV. Public Forum
  - a. The Presentation of the Administrative Budget was done at this time by Jackie Starks, Richard Engelbrecht, Lisa Decker and Scott Budelman.
- V. Superintendent – Budget Discussion
  - a. The board discussed the proposed 2019-2020 budget as it is in its current stage of development.

- VI. New Business
  - a. Personnel
    - 1. Appointment
      - a. Matt Martin – Varsity Baseball Coach for Spring 2019

**MOTION # 3 – APPROVAL OF MATT MARTIN**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve Matt Martin as the Varsity Baseball Coach for the Spring 2019 season. Motion carried 7 yes, 0 no.

- VII. Executive Session

**MOTION # 4 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to enter into Executive Session at 7:44 pm with Ms. Clark acting as temporary District Clerk, to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, **employment**, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion carried 7 yes, 0 no.

- VIII. Adjourn Executive Session

**MOTION # 5 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Rizzo, the board moved to adjourn Executive Session at 9:17 pm. Motion carried 7 yes, 0 no.

- IX. Adjournment

**MOTION # 6 – ADJOURNMENT**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to adjourn for the evening at 9:18 pm. Motion carried 7 yes, 0 no.

# Kindergarten Immunization Report

## MADISON CENTRAL SCHOOL

School ID#: 251101040003

### 2017-18 Academic School Year

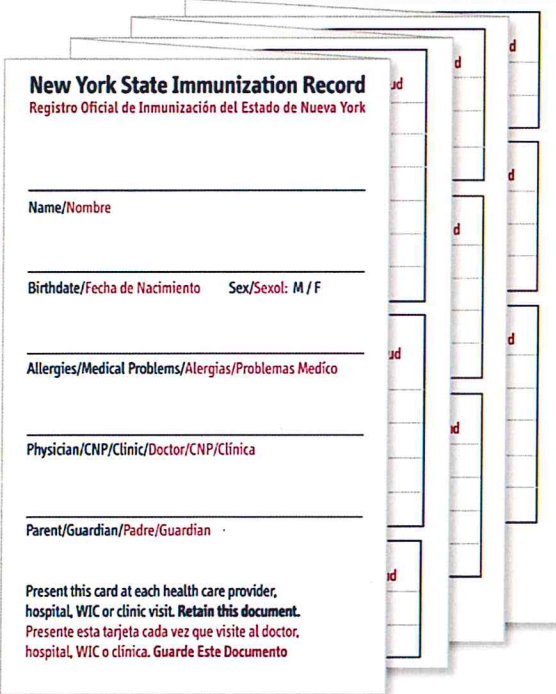
| <u>Title:</u>                     | School Rate | District Rate | NYS Rate |
|-----------------------------------|-------------|---------------|----------|
| Students Completely Immunized     | 100%        | 100%          | 96.4%    |
| Students without Record           | 0%          | 0%            | 0.1%     |
| Students with Medical Exemption   | 0%          | 0%            | 0.2%     |
| Students with Religious Exemption | 0%          | 0%            | 0.7%     |
| Student in Process                | 0%          | 0%            | 1.7%     |
| Students Compliant with NYS PHL   | 100%        | 100%          | 99%      |

### School Progress Report

*The percentage of student records reported as meeting New York State Immunization Requirements Increased.*

### 2016-17 Academic School Year

|                                   |       |
|-----------------------------------|-------|
| Students Completely Immunized     | 93.8% |
| Students without Record           | 3.1%  |
| Students with Medical Exemption   | 0%    |
| Students with Religious Exemption | 3.1%  |
| Student in Process                | 0%    |
| Students Compliant with NYS PHL   | 97%   |



**New York State Immunization Record**  
 Registro Oficial de Inmunización del Estado de Nueva York

Name/Nombre \_\_\_\_\_

Birthdate/Fecha de Nacimiento Sex/Sexol: M / F \_\_\_\_\_

Allergies/Medical Problems/Alergias/Problemas Médico \_\_\_\_\_

Physician/CNP/Clinic/Doctor/CNP/Clinica \_\_\_\_\_

Parent/Guardian/Padre/Guardian \_\_\_\_\_

Present this card at each health care provider, hospital, WIC or clinic visit. **Retain this document.**  
 Presente esta tarjeta cada vez que visite al doctor, hospital, WIC o clinica. **Guarde Este Documento**



**Department of Health**

NYS Department of Health | Bureau of Immunization

Oneida-Madison-Herkimer Counties School Boards Institute  
General Membership Meeting

**“School and Community Program Showcase of Component Districts from the Oneida BOCES Region and SED Update and discussion with Commissioner MaryEllen Elia”**

**Program Date:** Thursday, March 28, 2019

**Location:** Oneida BOCES  
Oneida, Madison, Herkimer Rooms

*Each year our School and Community Showcase will feature a presentation at our respective BOCES center highlighting Educational/Community Programs from that area. SBI Members will view and gain information from this program; they may take concepts and see if they would be effective in possibly serving the students in their respective districts. Its is our local effort in sharing success and reinforcing our OMH-SBI Mission statement of “Children First”*

**Registration of SBI members/Check In:** 4:45 – 5:15 p.m.

**Educational Showcase:** 5:15 – 6:30 p.m.

❖ Viewing of Educational Fair Exhibits stationed around the OMH Rooms

**Participating Schools for Educational/Community Program Fair**

- |                      |                    |
|----------------------|--------------------|
| • Brookfield CSD     | • Oriskany CSD     |
| • Clinton CSD        | • Remsen CSD       |
| • Holland Patent CSD | • Sauquoit CSD     |
| • New Hartford CSD   | • Utica City SD    |
| • New York Mills CSD | • Waterville CSD   |
| • Oneida BOCES       | * Westmoreland CSD |
| * Regional Effort    | * Whitesboro CSD   |

**Showcase Summary:** 6:30 – 6:45 p.m.

**Buffet Dinner:** 6:45 – 7:30 p.m.

❖ Prepared and served by the Oneida BOCES Culinary Program

**Program:** 7:30 – 8:15 p.m.

❖ State Education Department Update and Discussion  
**Presenter:** SED Commissioner MaryEllen Elia

**Closing**



Oneida-Madison-Herkimer Counties School Boards Institute

**"School and Community Program Showcase of Component Districts from the Oneida BOCES Region and Technology Focus on Student-Centered Schools"**

**Thursday, March 28, 2019**

**Registration Form** - Register by Wednesday, March 20

**\* Oneida BOCES, 4747 Middle Settlement Rd, New Hartford\***

**To register:** Fill out the form & submit by email to [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

Any questions contact: Vicki Devereese, Herkimer BOCES, School Boards Institute, at (315) 867-2007

4:45-5:15 p.m. - "Check in"  
5:15-6:30 p.m. - Educational Showcase  
6:30-6:45 p.m. - Showcase Summary  
6:45-7:30 p.m. - Dinner  
7:30-8:15 p.m. - Program

**Buffet Dinner**

**Prepared by the Oneida BOCES Culinary Students**

**Fresh Tossed Garden Salad w/House Vinaigrette**

**Entrée**

**Chicken Kjev**

*(Oven baked fresh chicken breast stuffed with garlic and cream cheese stuffing. Served with Sauce Veloute')*

**Vegetarian Choice: Vegetarian Riggies**

*(A twist on the Utica Classic featuring fresh mushrooms, peppers, red onions, black olives, with rigatoni pasta tossed in slightly pink Alfredo sauce)*

**Marinated fresh summer squashes and grilled to perfection.**

**Homemade Rolls/Butter**

**Courto Cannoli**

*(Gina's secret blend of ricotta, sugar, and cream)*

**Iced Tea, Water**

SCHOOL DISTRICT: \_\_\_\_\_

**Buffet Dinner:** To help us properly plan, please let us know if you will be participating in the buffet dinner.

| Name  | Title | Buffet Dinner |    |
|-------|-------|---------------|----|
|       |       | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |
| _____ | _____ | Yes           | No |

**Note:** A flat fee of \$20.00, approved by the OMH-SBI Executive Committee, will be charged to ALL member schools, which will support this program (regardless of attendance).



# School Boards Institute

*“Children First”*

2/23/19

## Calendar – 2019-20

### GENERAL MEMBERSHIP MEETINGS

(These meetings are open to all board members and superintendents)

- September 19, 2019  
(Thursday)
- Topic: TBD by Executive Committee and or Program Committee**  
Time: Registration and Light Dinner 6:00 p.m.  
Program starts at 6:30 p.m.  
Site: Oneida BOCES
- November 14, 2019  
(Thursday)
- Topic: Regent report – Regent Elizabeth S. Hakanson – 5<sup>th</sup> Judicial District**  
Time: Registration and Light Dinner 6:00 p.m.  
Program starts at 6:30 p.m.  
Site: Oneida BOCES
- January 30, 2020  
(Thursday)  
February 6, 2020  
(Snow date)
- Topic: “Legislative Forum - Assembly & Senate Educational Forum”**  
Time: Registration, Coffee and Dessert Reception 6:00 p.m. / Program 6:30 pm  
Program starts at 6:30 p.m.  
Site: Oneida BOCES
- March 26, 2020  
(Thursday)
- Topic: “School and Community Program Showcase of Component Districts from the Herkimer BOCES region”  
Program Fair visitation and presentations 5:15 – 6:30 pm**  
Time: Dinner 6:30 – 7:15p.m.  
Program 7:15 p.m. – Synopsis of programs by appropriate individuals & Technology update  
Site: Oneida BOCES
- May 14, 2020  
(Thursday)
- Topic: Distinguished Service Awards & Student Achievement Awards**  
Time: “Check in” 5:15 - 5:45 p.m.  
Student Musical Group 5:45 p.m. - 6:00 p.m.  
Dinner at 6:00 p.m.  
Program begins immediately after dinner  
Site: Twin Ponds Golf and Country Club



# School Boards Institute

*"Children First"*

## Calendar – 2019-20

### EXECUTIVE COMMITTEE MEETINGS (These meetings are for district representatives)

September 12, 2019  
(Thursday)

**Topic: Reorganization & Business Meeting**  
Site: Oneida BOCES

December 2, 2019  
(Monday)

**Topic: Business Meeting & Legislative Agenda & Draft Calendar**  
Site: Oneida BOCES

Moved as per last Executive Committee meeting

March 9, 2020  
(Monday)

**Topic: Business Meeting & Nominations**  
Site: Oneida BOCES

June 1, 2020  
(Monday)

**Topic: Business Meeting & Election of Officers**  
Site: Oneida BOCES

Light Dinner will be served beginning at 5:30 p.m.  
Meetings start at 6:00 p.m.

**OFFICER AND COMMITTEE CHAIRS MONTHLY MEETINGS TBD (Legislative, Program, Membership, Nominating)** historically on the first Monday of each month with exceptions as dictated by calendar and conflicts

March 23, 2020- 9:00 a.m. - 10:30 a.m. SAA / SDA Selection Committee  
10:30 a.m. – 11:30 a.m. Officers Meeting @ Delmonico's Restaurant





# School Boards Institute

*"Children First"*

## Calendar – 2019-20: BOARD MANDATED TRAINING WORKSHOPS (For BOE members elected May 19, 2020)

June 11, 2020 **Topic: New BOE Member Orientation & Required Training**  
(Thursday-Part 1) Time: 5:30 p.m. "Check in" and light dinner; Program 6:00 - 9:00 p.m.  
Site: Oneida BOCES (Oneida Room)

June 15, 2020 **Topic: New BOE Member Orientation & Required Training**  
(Monday- Part 2) Time: 5:30 p.m. "Check in" light dinner; Program 6:00 - 9:00 p.m.  
Site: Oneida BOCES (Oneida Room)

**\*(NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\***

June 18, 2020 **Topic: Fiscal Oversight Fundamentals Training (FOT)**  
(Thursday - Part 1) Time: 5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.  
Site: Oneida BOCES

June 22, 2020 **Topic: Fiscal Oversight Fundamentals Training (FOT)**  
(Monday -Part 2) Time: 5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.  
Site: Oneida BOCES

**\*(NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\***

## 2019-20 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS

August 21, 2019 **Topic: "Superintendent Evaluation Process"**  
(Wednesday) NYSSBA Partnership Program open to current Superintendents, BOE officers and potential BOE officers  
Time: 6:00 p.m. "Check In" and Light dinner  
Site: Oneida BOCES





# School Boards Institute

*“Children First”*

2019-20 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS continued...

October 24-26, 2019 NYSSBA Convention in Rochester  
(Thursday - Saturday)

November 21, 2019 **Genesis “Honor Education Celebration”**  
(Thursday) *This is not an SBI function but we usually have over 65% of our Member schools, individuals, programs or Board members receiving recognition.*  
Time: 6:00 p.m.  
Site: Harts Hill Inn

December 16, 2019 **Topic: “Fiscal Planning for 2016-17 & Advocacy Initiatives”**  
(Monday) Presenter: NYSSBA Governmental Relations staff  
Time: 6:00 p.m. “Check in” and Light dinner  
Site: Oneida BOCES

January 13, 2020 **Topic: “Timely Curriculum Topic”**  
(Monday) Presenter: OMH Professional Development Teams  
Time: 6:00 p.m. “Check in” and Light dinner  
Site: Oneida BOCES

February 9-10, 2020 **Topic: NYSSBA Capital Conference - Lobby Day is Monday, February 10th**  
(Sunday - Monday) Time: Appointments with Legislators/ (First meeting 9:30 am)  
Site: State Legislative Offices, Albany, NY  
*OMH-SBI Legislative Committee will schedule times with Assembly and Senate Representatives*

February 26, 2020 **Topic: “BOE Clerk Round Table & Legal Updates” Workshop**  
(Wednesday) Time: 9:00 a.m. - 3:00 p.m. – Continental Breakfast, snacks and lunch  
Site: Oneida BOCES

March 28, 2020 **Topic: “How to become a School Board of Education Candidate and what you need to know”**  
(Saturday) Time: 8:30 a.m. Continental Breakfast  
9:00 – 12:00 Program  
Site: Oneida BOCES

May/June/July 2020 **Local Legislative Lobbying Initiative**  
Local Assembly and District Offices of NYS Representatives & Congressional Representatives for the OMH-SBI Region



# School Boards Institute

*"Children First"*

## Oneida-Madison-Herkimer School Board Institute

### Educational Showcase

### Agenda & Timeline

**Program Date:** Thursday, March 28, 2019

**Location:** Oneida BOCES  
Middle Settlement Road, New Harford

- |                  |                                                                                                |
|------------------|------------------------------------------------------------------------------------------------|
| 3:00 – 4:45 p.m. | Set-up for highlighted programs/activities ( <i>if needed</i> )                                |
| 4:45 – 5:15 p.m. | Check In                                                                                       |
| 5:15 – 6:30 p.m. | Educational Showcase<br><i>Attended by board members, superintendents and school personnel</i> |
| 6:30 – 6:45 p.m. | Showcase Summary                                                                               |
| 6:45 – 7:30 p.m. | Pizza provided to Students ( <i>attending as part of program</i> )                             |
| 6:45 – 7:30 p.m. | Dinner                                                                                         |
| 7:30 – 8:15 p.m. | Program                                                                                        |

❖ *State Education Department Update and Discussion  
with Commissioner MaryEllen Elia*

**OMH-SBI Educational Showcase**  
**Thursday, March 28, 2019**  
**Location: Oneida BOCES – Middle Settlement Road**  
**Display Booth/Brochure Information**

District: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title of Program: \_\_\_\_\_

*(This is how it will be printed in the brochure.)*

\_\_\_\_\_

**Brief Overview of Program:**  
*(One to two paragraph overview, which will appear in the brochure.)*

Please indicate your booth requirements:

- \_\_\_ Number of tables
- \_\_\_ Number of chairs
- \_\_\_ Electric power needed

Additional Items Needed:

Please indicate the number of student volunteers that you will have from your district so that we can get an accurate count for our pizza order. \_\_\_ Please return form to [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org) by March 25, 2019.





**Please return by March 29, 2019 to Cathy Quinn, Madison-Oneida  
BOCES**

# **Jr. Chorus/Drama Expenses**

## **2017-18**

January 16, 2018 Play Perusals - \$40.00

February 6, 2018 Playedwell – Dinner Theater Royalties - \$75.00

## **2018-19**

January 7, 2019 Music Theater International Shrek - \$1,401.30

March 1, 2019 Musical Supplies/Costumes - \$451.58

Madison Central School  
Madison, New York

TO: Board of Education

PURPOSE: Presentation of Award to Graduating Senior to be Included in Commencement Program

PROCEDURE:

1) The principal and guidance counselor will review this award application, approve it as is, or, in conjunction with the sponsor, make necessary alterations.

2) The application will then be forwarded to the superintendent for approval and presented to the Board of Education for their approval and implementation.

1. NAME OF AWARD: CREEKSIDE COMMUNITY SERVICE AWARD
2. DONATED BY: (Name, address, phone) Creekside Community  
Outreach, Oriskany Falls, NY LINDA HUGHES, TREAS.  
315 272 7144
3. CONTACT PERSON: (If different from #2) Michael Marris, Board  
Pres., PO Box 635, Oriskany Falls 13425 315-765-1198
4. TO BE AWARDED:  Annually  One Time Award
5. AMOUNT OR TYPE OF AWARD: \$500.00 check payable to student  
recipient
6. CRITERIA TO BE USED FOR SELECTION: graduating senior of  
Madison Central School involved in community  
service.
7. HOW SELECTED: (method and by whom) short essay completed by  
student describing his/her community service. Essays  
to be numbered and forwarded anonymously to Mike  
Marris by APRIL 26. Creekside will select essay  
and notify MCS by May 15.

(over)

8. STATEMENT TO ACCOMPANY AWARD IN COMMENCEMENT PROGRAM: \_\_\_\_\_

Creekside Community Outreach is a mission of  
the Oriskany Falls United Methodist Church and  
operates Creekside Thrift Store in Oriskany Falls.  
All sales proceeds are used to help people in  
need, and benefit local communities.

\_\_\_\_\_

\_\_\_\_\_

2/28/19  
DATE

DATE



PRINCIPAL

SUPERINTENDENT OF SCHOOLS





Paul Perry &lt;pperry@madisoncentralny.org&gt;

---

**Action Required: Funded FFA Day of Service Mini-Grant**

1 message

Jennifer Kerschner &lt;jkerschner@ffa.org&gt;

Wed, Feb 6, 2019 at 3:55 PM

To: pperry@madisoncentralny.org



NATIONAL  
FFA ORGANIZATION

Dear Paul,

I am pleased to inform you that Madison's Day of Service Mini-Grant has been approved for **\$400!**

Two action items must be completed by the **first of next month** (full list of due dates can be found here) to move forward with funding. Additional information on each item can be found below.

1. FFA advisor provides an electronic signature on the grant contract.
2. Inform school principal/administration that they will also need to provide an electronic signature on the grant contract.

### #1 FFA Advisor Electronically Signs Grant Contract

- Log back in to the Living to Serve Grant portal at <http://livingtoserve.ffa.org>
- On the "Grants" page, click on your Day of Service Mini-Grant
- **If you are the chapter's advisor** - skip the next step.
- **If you are NOT the chapter's advisor**, then you will need to add them to the application and have them sign the grant contract. To add an advisor:
  - Click on "Add Members" and complete the information. Ensure you have the correct email address. Be sure to let your advisor know that you are adding them as a collaborator and an email will be sent with a link to log in.

### To Sign Contract

- Click on "FFA Advisor Signature" read through the grant contract.
- Check each of the items to show that you agree to the terms.
- Use your mouse to sign on the line.
- Type in your first and last name

- Click "Save and Exit" at the bottom of the page.

## **#2 Inform and Send Request for School Administrator's/Principal's Signature on the Grant Contract**

- Once the advisor has electronically signed the grant contract you need to send a signature request through the Living to Serve Grant portal for your principal or school administrator.
- Please inform your school's principal/administration that they will be receiving this contract electronically and they must sign in order for your chapter to receive the funds.
- Log back in to the Living to Serve Grant portal at <http://livingtoserve.ffa.org>
- On the "Grants" page, click on your Day of Service Mini-Grant.
- Click on "Request School Administrator/Principal Signature" then enter the information for the school principal.
  - If someone else in the district must sign off on grants, please input their information in this section.
- An email will be sent to your principal/administration to collect their electronic signature.

The contract must be signed by all parties by the first of next month. I will notify you once both parties sign the contract. Please feel free to contact me with any questions. We are excited to have your chapter in our Living to Serve portfolio and look forward to working with you.

Sincerely,  
**JENNIFER KERSCHNER**  
Regional Grant Manager  
Local Engagement Team

P 317-802-4293 | C 330-421-4714 | E [jkerschner@ffa.org](mailto:jkerschner@ffa.org)  
National FFA Organization  
6060 FFA Drive, P.O. Box 68960, Indianapolis, IN 46268-0960  
[FFA.org](http://FFA.org)

PREMIER LEADERSHIP - PERSONAL GROWTH - CAREER SUCCESS

You are receiving this message because you have a registered account with FFA Local Engagement Grants. To unsubscribe, [click here](#).

# Madison Central School 2019-20 Calendar

### July 2019

| S  | M  | T  | W  | T  | 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 |    |    |    |

### August 2019

| S  | M  | T  | W  | T  | 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 |

### September 2019

| S  | M  | T  | W  | T  | 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 |    |    |    |    |    |

### October 2019

| S  | M  | T  | W  | T  | 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 2019

| S  | M  | T  | W  | T  | 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 2019

| S  | M  | T  | W  | T  | 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 2020

| S  | M  | T  | W  | T  | 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 |    |

### February 2020

| S  | M  | T  | W  | T  | 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 |

### March 2020

| S  | M  | T  | W  | T  | 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 |    |    |    |    |

### April 2020

| S  | M  | T  | W  | T  | 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 |    |    |

### May 2020

| S  | M  | T  | W  | T  | 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 |    |    |    |    |    |    |

### June 2020

| S  | M  | T  | W  | T  | 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 |    |    |    |    |

Classes start on—Sept. 5  
Classes end on—June 26  
Supt. Conf. Days (blue)  
Half Day (red)  
Vacation Days – pink boxed  
Regents Test Days – **bold yellow**  
Testing Dates—Orange

Sept. 3&4 Full Day Supt. Conf.  
Sept. 5 First Day of School  
Oct. 14 Columbus Day  
Oct. 25 Supt. Conf.  
Nov. 8 Half Day Supt. Conf.  
Nov. 11 Veteran's Day  
Nov. 13 Half Day Supt. Conf.  
Nov 27-29 Thanksgiving Recess  
Dec. 5 Half Day Supt. Conf.

Dec. 23-Jan 3 Winter Recess  
Jan. 20 M.L.King Jr. Day  
Jan. 21-24 Regents Days  
Feb.7 Half Day Supt. Conf.  
Feb. 17-21 Mid Winter Recess  
Mar. 20 Full Day Supt. Conf.  
Apr. 2-4 Grade 3-8 ELA Testing  
Apr. 6-13 Spring Recess

May 1-3  
May 8  
May 22 & 25  
June 3  
June 17-26  
June 19 & 25  
June 26  
June 26

Grades 3-8 Math Testing  
Half Day Supt. Conf.  
Memorial Day  
Grade 4 & 8 Science Testing  
Regents Days  
Half Days of School  
Rating Day  
Commencement





**Extra-Classroom Activity Overnight Trip  
Approval Form**

**MUST BE APPROVED BY THE BOARD OF EDUCATION**

Activity: Urban Agriculture Experience

Date of Trip: April 14 – 17, 2019

Trip Destination: New York City  
(attach touring company proposal – need amounts and dates payments are due)

Trip Description and Events Attending While on Trip: See Attached itinerary/ description

Number of Students Attending: 8

Expected Cost Per Student: \$350.00

Chaperones: Paul Perry

Expected Cost Per Chaperone: \$350.00

Expected Out of Pocket Expenses Per Student: \$150.00

Expected Out of Pocket Expenses Per Chaperone: \$150.00

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

The Madison FFA Chapter is applying \$1,400.00 from Agriculture Education Outreach Grant towards trip expense to be divided between all trip participants (~ \$200 per student). The remaining \$150.00 can be raised by students using money from their “FFA Thrift Accounts” which have money from fruit sale commissions, antique week parking and other fundraisers conducted in the year.

Board of Education Approval Date: \_\_\_\_\_

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



# Extra-Classroom Activity Overnight Trip Approval Form

## MUST BE APPROVED BY THE BOARD OF EDUCATION

Activity: NYS FFA Oswegatchie Summer Camp

Date of Trip: 07/14/2019 – 07/19/2019

Trip Destination: Oswegatchie Educational Center, Croghan, NY

Trip Description and Events Attending While on Trip: 5 day overnight summer camp. Low ropes team building activities, high ropes individual challenge by choice activities, leadership workshops.

Number of Students Attending: 35

Expected Cost Per Student: \$400.00

Chaperones: Paul Perry

Expected Cost Per Chaperone: \$0.00

Expected Out of Pocket Expenses Per Student: \$60.00

Expected Out of Pocket Expenses Per Chaperone: \$0.00

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

Eligible for BOCES CoSer funding of ~ \$320.00 per student, Madison FFA Chapter funds \$20.00 for each student attending from chapter funds. Remaining \$60.00 out of pocket cost per student able to be raised through money in FFA member thrift accounts from activities such as commission earned during annual fruit sale, parking cars during antique week and selling ice cream sandwiches and water during antique week.

Board of Education Approval Date: \_\_\_\_\_

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



Tracey Lewis <tlewis@madisoncentralny.org>

**RE: Labor Relations and Policy Office Update - Student Medications**

1 message

Kati Parker <KParker@moboces.org>

Tue, Feb 19, 2019 at 11:31 AM

To: Tracey Lewis <tlewis@madisoncentralny.org>

Attached are the revised policy and regulations....please let us know if they want the optional language on the policy when it's adopted...thanks!!

Kati Parker

Sr. Office Specialist

Labor Relations and Policy Office

(315) 361-5522 Fax (315) 361-5595

kparker@moboces.org



**From:** Tracey Lewis <tlewis@madisoncentralny.org>

**Sent:** Wednesday, February 13, 2019 12:41 PM

**To:** Kati Parker <KParker@moboces.org>

**Subject:** Re: Labor Relations and Policy Office Update - Student Medications

hello :) could you please draft this for use at Madison Central please :) Thank you :)

On Fri, Feb 8, 2019 at 3:20 PM Kati Parker <KParker@moboces.org> wrote:

Attached please find an update from the Labor Relations and Policy Office. Let us know if you have any questions or concerns.

Thank-you,

Kati Parker

## STUDENT MEDICATIONS

### ALL NEW

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.

For the purposes of this policy, the term “medication” will mean both prescription and non-prescription drugs.

- II. Authority To Administer Medications:

- A. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status. At minimum, the written order will include the students' name and date of birth, diagnosis, the name of the medication, the dosage and route of administration, self-administration orders - if indicated, the frequency and time of administration (for prn/as necessary medications, the conditions under which the medication should be administered), the date written, the health care provider's name, title, signature and phone number.

1. Medication orders must be renewed annually or when there is a change in medication or dosage.
2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a health care provider.
3. When a properly labeled medication comes to the health office accompanied by a written request from the parent/guardian for administration of the medication, but without a written order from a health care provider, the following procedure will be followed:
  - a. Contact parent/guardian regarding need for written order from a health care provider.
  - b. Contact health care provider to obtain verbal permission to administer medication.
  - c. Request fax or written orders to be received within 48 hours.



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- d. Contact parent/guardian and discontinue medication if written orders are not received in 48 hours.
- B. The student's parent/guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed health care provider (Regulation 7102.1; 7102.2).
1. The pharmacy label must display the student's name, the name and phone number of the pharmacy, the licensed health care provider's name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.
  2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.
- III. Medication Administration By Appropriate School Personnel:
- A. Medication to students may only be administered by appropriately licensed health professionals including but not limited to physicians, nurse practitioners (NP), physician assistants (PA), registered professional nurses (RN), and licensed practical nurses (LPN) under the direction of an RN pursuant to Title VIII of the Education Law. However, situations and circumstances, as outlined herein, may occur in the school setting when an authorized health care professional may not be available to administer medications.
  - B. Prescribed medications which require administration through a subcutaneous, intramuscular, intravenous or rectal route or prescribed medications being administered through pumps, tubes or nebulizers, and/or oral, topical or inhalant medications needed by Nurse Dependent Students remains the responsibility of and must be given the school registered professional nurse, licensed practical nurse under the direction of a school registered professional nurse, physician, or as authorized by the parent/guardian. Administration of such prescribed medications may not be performed by unlicensed persons, except in emergencies.
  - C. Designated persons in the school setting (including school contractors), following assignment and in conjunction with documented training and approval by school nursing personnel may assist Supervised Students, at the direction of the student, with the taking of their own oral, topical and inhalant medication.
  - D. Volunteer staff, including school contractors, may be trained by an appropriate licensed health professional to administer epinephrine injections and Glucagon



STUDENT MEDICATIONS

injections to students with a specific order for such and parent/guardian consent, during the school day on school property and at any school function. School nursing personnel and the administration should assure that the unlicensed person receives the annual training and supervision needed to perform these tasks in a safe and effective manner. Epinephrine may need to be administered again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed, while awaiting emergency medical services transportation.

**E. OPTIONAL LANGUAGE**  
**Anaphylaxis/Epinephrine: Non-Patient Specific Order and Protocol**

The District stocks epinephrine auto-injectors and permits those school employees who have been trained via the Department of Health's approved training program to administer an epinephrine auto-injector (EAI) in the event of an emergency, or school personnel directed in a specific instance to use an EAI device by a health care practitioner as defined in Public Health Law 3000-c, to any student or staff member on-site with symptoms of anaphylaxis regardless of whether or not there is a previous history to severe allergic reaction, pursuant to 8 NYCRR 64.7 and 8 NYCRR 136.6.

**F. OPTIONAL LANGUAGE**  
**Albuterol**

The District stocks albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer by multiple students diagnosed with asthma in the event their personal albuterol prescription is empty. The albuterol will be available under the following conditions:

1. The school nursing personnel or licensed practical nurses under the direction of the school nursing personnel perform the following duties:
  - a. Maintaining an inventory of albuterol and obtaining and replacing the stock;
  - b. Maintaining, cleaning and labeling of the school's stock MDI and nebulizer, individual student's MDIs and spacers; and the student's nebulizer tubing, facemask or mouthpiece; and
  - c. Informing parents/guardians of use and need for replacement of student's albuterol medication.

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2. Students must have a patient specific order for use of albuterol MDI or nebulized albuterol from their private health care provider that includes permission of the use the school's stock albuterol.
3. Each student must have their own labeled spacer provided by the parent/guardian that is used when administering their own, or the school's stock albuterol MDI; or the student must have their own labeled tubing and facemask or mouthpiece that is used when administering their own, or the school's stock albuterol via nebulizer.
4. Signed written permission from the student's parent/guardian for use of the school's stock albuterol.
5. The school's stock albuterol must be obtained from a licensed pharmacy.
6. The school's stock albuterol is not to be used in place of the parent/guardian providing an albuterol medication for their child(ren) in school. The school's stock albuterol is only for use in the event the student's own albuterol is empty and while awaiting the parent/guardian to provide the school with a new one.

**G. OPTIONAL LANGUAGE  
Non-FDA Sanctioned Medications/Supplements**

Requests or orders for use of non-FDA sanctioned medications and/or supplements including but not limited to: herbal remedies, essential oils, dietary supplements, naturopathic or holistic medicines, and natural products do not need to be honored by the District or school nurse. If a student/parent requests use of a non-FDA sanctioned medication and/or supplement the School Nurse will provide a letter to the parent/guardian and the student's physician that such medications/supplements need to be administered outside of school. An appropriate note should be made in the student's CHR documenting the communication.

**IV. Procedures For Administering Medications:**

- A. All medications should be given as close to the prescribed time as possible. Given student schedules and compliance with coming to the health office in a timely fashion, medications accepted for school administration generally may be given up to one hour before and no later than one hour after the prescribed time. However, the parent/guardian and health care provider should be advised, so that they can advise the school if there is a time-specific concern regarding administration of the medication.



## STUDENTS

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- B. If a student fails to come for a dose, the school nurse will make a reasonable effort to locate the student. If the medication has not been given for any reason within the prescribed time frame, the school nurse must make reasonable efforts to notify the parent/guardian that day.
  - C. If a student chronically fails to come for medications, the school nurse should contact the parent/guardian to address the problem. It is good practice to advise the health care provider of the poor compliance so that appropriate adjustments can be made.
  - D. A medication may be changed or discontinued by a written order of the health care provider at any time. If a parent/guardian requests discontinuation of a prescribed medication without the health care provider's order to do the same, it is good practice to send a confirmation to the parent/guardian with a copy to the health care provider of the school's intention to discontinue the medication at the parent's/guardian's request.
  - E. When the dose of a medication is changed by a health care provider's written order and a parent/guardian request, and the old pharmacy bottle has not been corrected, the school nurse may label the bottle with the correct dose until the new pharmacy labeled prescription bottle is received. The importance of parent/guardian compliance with sending in a new bottle quickly needs to be conveyed.
- V. Transportation and Storage of Medication
- A. No medication should be brought into school without the knowledge of the health office.
  - B. Medications should not be transported daily to and from school unless the student, with proper authorization, is permitted to carry and self-administer his/her own medications. Medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Parents/guardians should be advised to ask the pharmacist for two containers, one to remain home and one to remain at school.
  - C. All medications, except as otherwise arranged, should be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer and refrigerator, as well as a lock to the outside health office door. Controlled substances must always be secured and must never be left open or accessible to the public at any time. Even Supervised Students and/or Independent Students

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should not be given unsupervised access to controlled substances in the possession of the school. Whenever possible, medication storage units ideally should be secured to the wall or floor, and should not have breakable glass doors. Ideally, all medications should be stored in a health office. However, there may be instances when either request are made by a parent/guardian and physician for a student to carry and self-administer medications because of the emerging nature of the health problem or the severity of the health condition.

VI. Independent Students

- A. If school personnel receive a request from a parent/guardian and health care provider to permit a student to carry and self-administer his/her own prescribed medication, such decisions should be made on an individual basis and in accordance with the following criteria:
1. Parent statement requesting compliance with licensed health care provider's order. (Regulation \_\_\_\_ .1)
  2. The appropriate Provider Attestation and Parent/Guardian Permission for Independent Medication Carry and Use Form (Regulation \_\_\_\_ .2) must be completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic, diabetic, or allergy condition to carry and use a prescribed inhaler, insulin, glucagon, and other diabetes supplies or epinephrine kit during the school day.
  3. The severity of the health care problem.
  4. Licensed health care provider's order directing that the student be allowed to carry her/his medication and self-administer.
  5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker.
  6. School nursing assessment that student is self-directed to carry and self-administer her/his medication properly.
  7. Parent/guardian contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact should be documented.

STUDENT MEDICATIONS

8. Students with diagnoses other than asthma (or another respiratory disease requiring the use of an inhaler), diabetes, or allergic conditions requiring the use of an epinephrine auto injector, must also have a properly completed Self-Medication Authorization Form on file.

**B. OPTIONAL LANGUAGE**  
**Sunscreen**

Students do not need to obtain an order from a health care provider in order to use sunscreen in school. In order for a student to be able to apply sunscreen in school, however, they must meet the following criteria:

1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
4. Parents or guardians are responsible for providing their child's sunscreen.

C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parent/guardian and the school administration should be notified.

D. No student is to have any other type of medication on his/her person in school under any circumstances.

**VII. Responsibilities of School Nursing Personnel**

**A. General:**

1. Facilitate policies and procedures regarding the administration of medication in schools.
2. Ensure proper and appropriate techniques for the administration of medication in schools.



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3. Provide and/or document adequate training and in-service education for trained unlicensed staff assisting supervised and/or independent students with self-medication.
  4. Maintain adequate and secure storage of all medications.
  5. Document or assure documentation by other licensed or unlicensed persons for each dose of medication given or taken on a daily log and periodically summarize in each student's cumulative health record.
  6. Perform intermittent evaluation of the practices and procedures related to the administration of medications and modify as needed.
  7. Become familiar with and adhere to the State Education Department's document titled "Administration of Medication in School Settings" and its periodic revisions.
- B. Specific For Each Student:
1. Observe and evaluate the student's health status and response to medication, informing parents, guardians, or health care provider as deemed necessary.
  2. Educate the student regarding the importance of medication and encourage the student's self-directed involvement in the process, including coming to the health office on time and receiving or taking medications. If a student forgets, it is recommended that the school nurse call for the student to ensure that medication is not missed. Parents/guardians should be advised if their child is not fully participating in the established school procedure.
  3. Involve school staff only as needed to ensure student safety and only where disclosure of health information is permitted by law.
- C. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While Participating in a School-Sponsored Activity. The school nursing personnel should ensure that:
1. Oversight of medication self-administration when off school grounds or after hours while participating in a school-sponsored activity may be delegated to trained unlicensed school personnel for supervised and/or self-directed student(s). Such personnel must be appropriately instructed by a licensed school professional (RN, NP, PA, or physician). Ideally each student should have a written emergency action plan for personnel to

## STUDENTS

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follow in the event of an emergency or they are unable to contact the licensed school health professionals for questions.

2. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
4. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication to Nurse Dependent Students in situations where the school nurse, physician or parent/guardian is unavailable. (Regulation \_\_\_\_\_.3)

## D. Medication Errors:

1. Medication errors should be addressed immediately according to District protocol.
2. Additionally, school nursing personnel should assess the student and, if appropriate notify the supervisor, school administrator and/or school physician; notify the health care provider; notify the parent/guardian and secure the student's safety; complete a written report of the medication error (detailing the student's name, parent's/guardian's name and phone number, specific statement of the medication error, people notified and remedial action).
3. School nursing personnel should review reports of medication errors and take necessary steps for appropriate medication administration in the future.

## E. Disposal of Medications, Needles and Syringes

1. Medications that remain at the end of the school year or after the order is changed or discontinued or is past the expiration date must be:
  - a. Returned to the parent/guardian or a responsible designee picking up the medication from the health office.
  - b. If the parent/guardian does not retrieve the unused medication before the end of the school year, the school nurse must document that that the medication was abandoned and dispose of the unused medication.

STUDENT MEDICATIONS

- c. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
  2. Needles and Syringes, including auto-injectors, must be disposed of in a manner consistent with state law and the following guidelines:
    - a. Needles should not be recapped and should not be purposely bent or broken.
    - b. Disposable syringes and needles (and other sharp items) should be placed in approved sharps' containers and labeled "BIOHAZARD."
    - c. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste and in accordance with the school's Exposure Control Plan.
    - d. Sharps include, but are not limited to, needles, syringes, diabetic testing, and Epi pens.
- F. Emergency Building Evacuations and Medication
  1. The health office should be supplied with a readily accessible, easily carried and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock Epi pen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate building principal should be established. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, should be kept in the emergency pack.
- G. Record Keeping
  1. School Nursing Personnel shall follow the NYSED Record Retention Schedule.
  2. School Nursing Personnel, and any trained unlicensed personnel assisting Supervised Students, should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses.
  3. At a minimum, school nursing personnel should retain the written order from the health care provider, retain the parent/guardian request letter, retain pertinent information about medication on cumulative health record,



STUDENTS

STUDENT MEDICATIONS

maintain an individual daily medication record for each student taking medication during the time frame the medication is being given, periodically summarize daily medication records on the cumulative health record.

- 4. Student medication orders and parent/guardian consents are to be kept for one year after the end of the school year, as long as the information is transcribed into the cumulative health record on either an MAR or narrative. Medication orders and parent/guardian consents not transcribed, along with the MAR and narrative, need to be kept in the cumulative health record until the student reaches age 27.

VIII. Additional Guidelines For Best Practices

- A. For certain medications, especially controlled substances, the standards of best practice include counting the medication upon receipt and at regular intervals. A count of a controlled substance should be witnessed by another nurse, principal, or staff member designated by the principal. Discrepancies should be reported to appropriate school administrators and the student’s parent/guardian immediately.
- B. Instructions should be left for substitute nurses that are clear and concise on the handling of all aspects of medication acceptance, handling, delivery and storage.
- C. Education of families regarding the school district’s medication protocols is an ongoing responsibility of the school district.

IX. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974, Education Law §2-D and the Health Insurance Portability and Accountability Act of 1996.

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Madison Central School District

Legal Ref: State Education Department’s “Guidelines for Medical Management in Schools 2015”, Revised December 2017; Education Law 902, 907, 916, 921, 6909; 8 NYCRR 64.7, 136.6; Public Health Law §3000c.

Adopted: 1984

Revised: 05/19/99, 11/27/12, 07/08/15, \_\_\_\_\_



# Regulation

Draft 02/19/2019  
7102.1

STUDENTS

## PROVIDER AND PARENT/GUARDIAN PERMISSION TO ADMINISTER MEDICATION AT SCHOOL/SCHOOL SPONSORED EVENTS

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher/HR: \_\_\_\_\_ School: \_\_\_\_\_

### To Be Completed By Parent/Guardian

I request the school nurse give the medication listed on this plan; or after the nurse determines my child can take their own medications; trained staff may assist my child to take their own medications. I will provide the medication in the original pharmacy or over the counter container. This plan will be shared with school staff caring for my child.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Where We Can Reach You  Check if Cell

\_\_\_\_\_  
Email

### To Be Completed By Health Care Provider

Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_

Dose \_\_\_\_\_ Route \_\_\_\_\_ Time(s) \_\_\_\_\_

Recommendations \_\_\_\_\_ ICD Code \_\_\_\_\_

**Note:** Medication will be given as close to the prescribed time as possible, but may be given up to one hour before or after the prescribed time. Please advise if there is a time-specific concern regarding administration.

**Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)**

NYS law requires both provider attestation that the student has demonstrated they can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, carry glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

\_\_\_\_\_  
Name/Title of Provider (Print)

\_\_\_\_\_  
Date

Stamp

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Provider's Email

### Please return to School Nurse:

|               |         |
|---------------|---------|
| School Nurse: | School: |
| Phone #:      | Fax:    |
|               | Email:  |

Madison Central School District

Approved by the Superintendent: 11/27/12, 07/08/15, \_\_\_\_\_

# Regulation

Draft 02/19/2019  
7102.2

STUDENTS

## PROVIDER ATTESTATION AND PARENT/GUARDIAN PERMISSION FOR INDEPENDENT MEDICATION CARRY AND USE

**Directions for the Health Care Provider:** This form may be used as an addendum to a medication order which does not contain the required diagnosis and attestation for a student to independently carry and use their medication as required by NYS law. A **provider order** and **parent/guardian permission** are needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Teacher/HR:** \_\_\_\_\_ **School:** \_\_\_\_\_

### Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that he or she can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency. This order applies to the medications checked below:

This student is diagnosed with:

Allergy and requires Epinephrine Auto-injector

Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication

Diabetes and requires Insulin/Glucagon/Diabetes Supplies

\_\_\_\_\_ which requires administration of \_\_\_\_\_

(State Diagnosis)

(Medication Name)

Signature: \_\_\_\_\_

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

### Parent/Guardian Permission for Independent Use and Carry

I agree that my child can use their medication effectively and may carry and use this medication independently at any school/school sponsored activity. Staff intervention and support is needed only during an emergency.

Signature: \_\_\_\_\_

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

**Please return to School Nurse:**

|               |         |
|---------------|---------|
| School Nurse: | School: |
| Phone #:      | Fax:    |
|               | Email:  |

Madison Central School District

Approved by the Superintendent: 11/27/12, 07/08/15, \_\_\_\_\_

# Regulation

Draft 02/19/2019  
7102.3

STUDENTS

PARENT/GUARDIAN AUTHORIZATION OF  
ANOTHER ADULT FOR ADMINISTRATION OF MEDICATION

*To be completed by parent/guardian:*

I authorize \_\_\_\_\_, my friend, family member, household member  
(Name of Designee)  
or other relationship appropriate in accordance with Education Law §6908 to administer the  
following medication(s):

\_\_\_\_\_  
\_\_\_\_\_

to my child \_\_\_\_\_, at the following school sponsored event:  
(Student Name)

\_\_\_\_\_  
(Name and Date of Event)

I acknowledge that District will not be liable for any problems that may arise as a result of the  
administration of such medication by the designee.

\_\_\_\_\_  
(Parent/Guardian Signature) Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Madison Central School District  
Approved by the Superintendent: 11/27/12, 07/08/15, \_\_\_\_\_



# Madison Central School Library Media Center

## February Monthly Report

### February 2019

Total number of material borrowed or renewed: 674  
Number of instructional days: 13

### *High School*

Total number of 7th - 12th graders utilizing the library: 139  
(this total does not include the students who used library as a class)

Also, have 2 Study Halls in the library with a total of 27 students.

### *Elementary*

#### **Pre-K**

Read - *Five Little Monkeys with Nothing to Do* by Eileen Christelow, *Ten Apples on Top* by Dr. Seuss.

Vocabulary - author, title

#### **Kindergarten**

Read - *Stellaluna* by Janelle Cannon, *One Zillion Valentines* by Frank Modell, *Cat in the Hat Comes Back* by Dr. Seuss. We are continually working on the difference between fiction and non-fiction. We also are working on the difference between what the author and illustrator does while reading picture books.

Vocabulary- Fiction/Non-fiction, Author

#### **1st Grade**

Read - Ezra Jack Keats books, *Snowy Day*, *Jennie's Hat*, *Whistle for Willie*, *Peter's Chair*. We also watched an old video of Ezra Jack Keats and how he was inspired by those around him. We also watched how he made his illustrations using premade patterns and oil splotches.

Vocabulary: Author, Illustrator, Inspiration

#### **2nd Grade**

Read - *Princess Knight* by Cornelia Caroline Funke

Before February break, the students used Spheros borrowed from School Library Systems. One class was a tutorial lesson how to set the Sphero up and use them. The second class, I created a small obstacle course and played a Bocci ball type game with the students to get the closest to a target.

Vocabulary - Fairy Tale, Fractured Fairy tale, Spheros,



### **3rd Grade**

Continue to Read - *I got a D in Salami* by Henry Winkler. We are slowly making our way through Henry Winkler's book due to the Snow days and delays. On our technology day, we finished up or word art and work on some typing skills using Typing Club App which is programmed on their chromebooks.

Vocabulary- Recap, Adjectives, Choices

### **4th Grade**

As a class, we went through the different databases we offer on our school website. The databases we covered were World Book Student and Britannica Elementary. Following February break, we touched on Brittanica Image Quest which provides a large collection of photos students can use for school projects. We discussed the many features associated with the different databases such as cite, audio options, and enlarging texts.

Vocabulary - Databases, Search Terms, Citation

### **5th Grade**

Read - *Where the Sidewalk Ends* by Shel Silverstein.

Students were given random poems throughout Shel Silverstein's book and read them outloud to the class. We also did a reader's choice, where students were given a few minutes to find their favorite poems of Shel's to share with the class.

Vocabulary - Poetry, Rhyming, Point of View

### **Library Upkeep**

Added 7 new books to our collection.

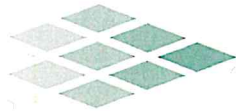
Our most circulated title was again Safari Animals.

We continue to add to the Imagination Library registration of Madison pre-school children.

Thank you again for all of your support.

Nicole LeClair

Madison Library Media Specialist



## FYI: From Our Board to Yours

From: Richard Engelbrecht

To: Michael Davis

Madison Board of Education

March 2019

### Career and Technical Education

#### STUDENTS PRESENT HEALTHY HEART DAY

Health Related Careers students organized a Healthy Heart Day for CTE students and staff on February 7. Students created stations where their peers could learn more about heart health and maintaining a healthy lifestyle.



These interactive stations included CPR demonstrations, breathing simulators to show the impact of smoking on the body, guessing the amount of sugar in common drinks and a 3-D viewer of a human heart.



HRC students created visual display boards and developed an informational presentation that other teachers could use in their own classrooms after the event was over.

### Alternative and Special Education

#### MOBOCES, ARC PARTNER ON NEW PROGRAM

The Alternative and Special Education division has begun a new partnership with The Arc of Madison Cortland. The new Roadway to Employment program is a transition initiative for special needs students. Through the program, two transition specialists from The Arc will work with eligible students with developmental disabilities who are aging out of school to help them develop and prepare for post-secondary goals. These goals could include securing employment, preparing for college or enrolling in vocational services.

MOBOCES is the first partner in this program, which The Arc developed with grant support.

The Transition Specialists' support could include connecting students with community agencies, reviewing their employability profile, working with teachers and parents, contacting colleges about program requirements, and helping to identify students' skills, strengths, interests and goals.



#### 21 STUDENTS QUALIFY FOR SKILLSUSA STATES

Twenty-one CTE students have qualified for the New York State SkillsUSA Competition after finishing in the top 3 of their competitions at the Area II Regionals event on February 8. The students represent seven CTE programs, seven component districts and 14 SkillsUSA competitions.

Of the 21 winners, eight finished in first place in their categories, four finished in second place and five finished in third place, including, and the group includes two teams. They represent Camden, Canastota, Hamilton, Madison,

Morrisville-Eaton, Rome and Vernon-Verona-Sherrill.

The state competition will be held in April at the NYS Fairgrounds in Syracuse.



### Management Services

#### RISK MANAGEMENT SERVICE EARNS RECOGNITION

Utica National Insurance Group has recognized MOBOCES and its Risk Management Service with a 2019 School Safety Excellence Award, Titanium with Honors level. This is the highest level of recognition in Utica National's annual safety awards program. This is the 10th consecutive year that MOBOCES has received this honor. Risk Management Specialist Jack Angrisano will accept the award for MOBOCES during the 39th annual School Safety Seminar in East Syracuse on March 19.

The school safety program helps participating schools and BOCES enhance their overall safety through measurable assessments in 14 categories ranging from bullying prevention to playground safety. Jack provides service in these areas to all nine component districts.



March FYI continued on back...



## Early Childhood Education

### SVCS PRE-K HOSTS SWEETHEART BRUNCH

**M**OBOCES pre-k classes at Stockbridge Valley held their annual Sweetheart Brunch on Valentine's Day. Parents, grandparents and special adults were invited to school to help students deliver cards to their friends and enjoy a light breakfast. Parents then visited classroom learning centers to see what their children are working on this month.



## Staff and Curriculum Development

### SLS AWARDS GRANTS TO SVCS, VVS LIBRARIANS

**T**he School Library System has awarded two new Expanding Our Students' World mini-grants to librarians in the Stockbridge Valley and Vernon-Verona-Sherrill districts. These grants support school-based initiatives to engage students in a virtual or digital communication experience to enhance learning and encourage collaboration.

Elizabeth Collins, the librarian at J.D. George Elementary School, plans to collaborate with fourth-grade teacher MaryKay McAndrew on a student research project. All fourth graders will be completing research about animal adaptations specific to their habitats and presenting projects to their classmates. To further their research, the teacher and librarian will set up a Skype meeting with an animal expert to help answer students' questions and provide additional information about the concept of adaptations. To prepare, students and staff will brainstorm questions and outline the information they are looking for, and they will complete reflections on the experience afterward.

Amanda Ingalls, the librarian in Stockbridge Valley, will collaborate with first grade teachers Lindsey Taylor and Nicole Byron on an astronomy lesson called Postcards From Space. Through the grant, first graders will take a virtual field trip into space with non-fiction author Alexandra Siy to explore planets, see NASA imagery and learn how the author conducts research about space. Students will then use FlipGrid to write about what they learned about space, what they learned about writing non-fiction, and what they liked about Skyping with an author.

## Adult and Continuing Education

### BCCE CONTINUES ADULT COSMETOLOGY TRAINING

**T**he Adult & Continuing Education Licensed Cosmetology program, located at OHM BOCES, continues to train individuals to take the New York State Appearance Enhancement Licensing Exam. The 1,000-hour program operates year round, with start dates in both the spring and fall. Participants receive extensive hands-on training as well as classroom instruction on the theory of cosmetology, operating a business and interacting with clients.

Each week, the class hosts a salon night, which allows students to provide authentic hair, nail and skin services to members of the public under the supervision of their instructor as well as practice their customer service skills.



## Regional Information Center

### ROME CONDUCTS GOOGLE AI PROJECT

**I**nstructional Technology Specialist Heather Bagnall is working with Rome Free Academy teachers on a Google AI project using AutoDraw, GoogleDraw and Google Sheets. The project's goal is to help students become content creators rather than just consumers, and it introduced them to digital citizenship and internet safety.

During the project, students in grades 9-11 wrote their own Pourquoi stories, created blackout poetry, and applied comprehension lenses to literature. Students were also able to explore assistive applications to identify their personal strengths, career clusters that match their personalities, and college, career or military pathways available to them.

Teachers learned to quickly customize creative writing, comprehension, poetry, and storytelling lesson plans to better serve each child. Teachers have said students are more engaged in the curriculum and classroom activities by increasing technology integration opportunities.

