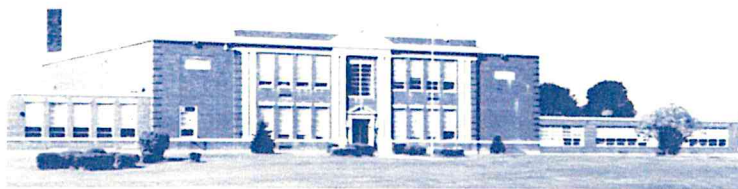


**Board of Education**  
**Jennifer Lavoie**  
President  
**Michael Filipovich**  
Vice President  
**Laura Billings**  
**Jessica Clark**  
**Brittany Rizzo**  
**Jona Snyder**  
**Jennah Turner**



**Madison Central School District**  
7303 Route 20, Madison, New York 13402  
Phone: (315) 893-1878  
Fax: (315) 893-7111

**Jason A. Mitchell**  
Superintendent  
**Larry Nichols**  
Building Principal  
**Brian J. Latella**  
Elementary Principal  
**Melanie Brouillette**  
Treasurer  
**Tracey Lewis**  
District Clerk

**BOARD OF EDUCATION  
SPECIAL MEETING**

**JUNE 3, 2021  
7:00 P.M.**

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes
    1. May 18, 2021 Regular Meeting Minutes
- IV. Public Forum
- V. Approval Items
  - a. Treasurer
    1. Approval of Transfers
    2. Fund Balance Discussion
    3. Approval of Capital Reserve Fund
    4. Approval of the new Bus Purchase using Fund Balance
  - b. Superintendent
    1. Review the District Safety Plan for 2021-22
    2. Approval of Creation of Learning Coach Position
    3. Approval of 2021-22 Cooperative Bidding Agreement
    4. Approval of Non-Resident Student applications for 2021-22
      - a. Student entering Prek - if space allows
      - b. Student entering grade 10
      - c. Student entering grade 11
- VI. New Business
  - a. Personnel
    1. Appointments
      - a. Tyler Falcone - Long Term Substitute for Elementary for the 2021-2022 school year
      - b. Corey Zlatniski - Permanent Probationary English 7-12 Teacher effective September 1, 2021 with tenure anticipated September 1, 2025 at M1, Step 4, with Masters as per contract with Initial Certification in English 7-12
    2. Leave Request
      - a. Ryan Hobart - FMLA from approximately October 22, 2021 through November 28, 2021 with an anticipated return to work of November 29, 2021 utilizing sick days
    3. Resignations

- a. Robert Eastman - Cleaner - effective May 25, 2021
- b. Danielle Carpenter Rutledge - Teacher's Assistant - effective June 25, 2021

VII. Executive Session

- a. To discuss the employment history of a non-tenured teacher
- b. To discuss the employment history of the building principals
- c. To discuss the Superintendent's evaluation

VIII. Adjourn Executive Session

IX. Adjournment

The Regular Meeting of the Board of Education of Madison Central School was held on May 18, 2021 at 7:30 pm in the gym.

**MEMBERS PRESENT:** Mrs. Laura Billings  
Ms. Jessica Clark  
Mrs. Jennifer Lavoie  
Mrs. Brittany Rizzo  
Mr. Jona Snyder  
Ms. Jenna Turner

**MEMBERS ABSENT:** Mr. Michael Filipovich

**OTHERS PRESENT:** Mr. Jason Mitchell, Superintendent  
Mr. Larry Nichols, MS/HS Principal  
Mr. Brian Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order
  - a. Mrs. Lavoie, president, called the meeting to order at 7:35 pm.
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 - APPROVAL OF AGENDA**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Turner, the Board moved to approve the agenda for this meeting. Motion carried 6 yes, 0 no.

- b. Approval of Minutes
  - 1. April 20, 2021 Regular Meeting Minutes
  - 2. May 4, 2021 Budget Hearing Minutes

**MOTION # 2 - APPROVAL OF MINUTES**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the Board moved to approve the minutes from the April 20, 2021 Regular Meeting and the May 4, 2021 Budget Hearing Meeting. Motion carried 6 yes, 0 no.

- IV. Public Forum
  - a. None
- V. Reports
  - a. Treasurer
    - 1. Internal Claims Auditor's Report

**MOTION # 3 - APPROVAL OF INTERNAL CLAIMS AUDITOR'S REPORT**

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Turner, the Board moved to approve the Internal Claims Auditor's Report. Motion carried 6 yes, 0 no.

- 2. Treasurer's Report dated April 30, 2021

**MOTION # 4 - APPROVAL OF TREASURER'S REPORT**

ON THE MOTION of Mrs. Billings, seconded Mrs. Rizzo, the Board moved to approve the April 30, 2021 Treasurer's Report. Motion carried 6 yes, 0 no.

3. Detail Warrants

**MOTION # 5 - APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Billings, the Board moved to approve the Detail Warrants as follow: Warrant Number 34 - Fund A - 4/9/21 - 4 pages, Warrant Number 35 - Fund A - 4/23/21 - 5 pages, Warrant Number 37 - Fund A - 5/4/21 - 1 page, Warrant Number 15 - Fund C 4/9/21 - 2 pages, Warrant Number 11 - Fund TA - 5/4/21 - 3 pages, Warrant Number 11 - FA21 - 4/9/21 - 2 pages, Warrant Number 12 - FA21 - 4/23/21 - 1 page. Motion carried 6 yes, 0 no.

4. The Financial Status Report was shared with the board.

b. Superintendent – Information Items

1. Mr. Mitchell discussed the Bus Auction Results. The auction exceeded the trade in values.
2. Mr Mitchell discussed the addition of a Math Learning Coach which would be funded by stimulus funds and be a 2-3 year position.
3. Mr. Mitchell shared that progress has been made on the creation of the Discovery Trail which was grant funded several years ago. Progress will continue and plans include tree identification, bird identification and an observation deck.
4. Mr. Mitchell discussed the CRRSA (second Cares Act) and ARPA (American Rescue Plan) Funding which has an application deadline of June 15, 2021. Madison will be pursuing these funds.
5. Mr. Mitchell shared that the recent CDC Mask Mandate changes do not change the current school rules for wearing a mask. The school district will still require masks.
6. Mr. Mitchell shared that he was asked to join a committee for training future administrators.

c. Superintendent – Approval Items

1. Acceptance of 2021-2022 Budget Vote Results
2. Acceptance of Board of Education Election Results
3. Acceptance of all 2021-2022 Budget Vote Proposition Results

Items 1, 2 and 3 will be approved at the end of the meeting when the results are available.

4. Approval of Resolution of Partial Abolishment of a Teaching Position

**MOTION # 6 - APPROVAL OF RESOLUTION OF PARTIAL ABOLISHMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Billings, the Board moved to approve the Resolution of Partial Abolishment of a Teaching Position, Mr. Mitchell noted that this is not a reflection of the employee or the position, but rather that of academic necessity with our student body and programming needs. Motion carried 6 yes, 0 no.

5. Approval of Memorandum of Agreement between Madison Central School District and the Madison Central School Teachers' Association regarding Part Time Employees

The Memorandum of Agreement was not complete and ready for approval at the time of the board meeting. It will be provided for approval at a future board meeting.

6. Approval of Principals' Contracts
  - a. Latella, Brian - Elementary Principal
  - b. Nichols, Larry - Building Principal

**MOTION # 7 - APPROVAL OF PRINCIPAL'S CONTRACTS**

ON THE MOTION of Mrs. Billings, seconded by Mr. Snyder, the Board moved to approve the contracts of Mr. Brian Latella, Elementary Principal and Mr. Larry Nichols, Building Principal for the period of July 1, 2021 through June 30, 2024. Motion carried 6 yes, 0 no.

7. Approval of Non Resident Applications for the remainder of 2020-2021
  - a. Student in 2nd grade
  - b. Student in 8th grade

**MOTION # 8 - APPROVAL OF NON RESIDENT APPLICATIONS FOR 2020-2021**

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Billings, the Board moved to approve the non resident applications for two students for the remainder of the 2020-2021 school year. Motion carried 6 yes, 0 no.

8. Approval of Non Resident Applications for 2021-2022
  - a. Two Students entering PreK - if space allows
  - b. Student entering grade 1

**MOTION # 9 - APPROVAL OF NON RESIDENT APPLICATIONS FOR 2021-2022**

ON THE MOTION of Mrs. Turner, seconded by Mrs. Rizzo, the Board moved to approve the non resident applications for three students for the 2021-2022 school year as long as there is space in the program areas. Motion carried 6 yes, 0 no.

9. Approval of creation of the Bert L. Snyder Scholarship to be given annually beginning with the 2021 commencement

**MOTION # 10 - APPROVAL OF CREATION OF BERT L. SNYDER SCHOLARSHIP**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the Board moved to approve the creation of the Bert L. Snyder Scholarship to be given annually beginning with the 2021 commencement. Motion carried 6 yes, 0 no.

10. Approval of Senior Class Trip to Buffalo/Niagara Falls area for May 21-23, 2021

**MOTION # 11 - APPROVAL OF SENIOR CLASS TRIP**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the Board moved to approve the itinerary for the Senior Class Trip to the Buffalo and Niagara Falls areas for May 21-23, 2021. Motion carried 6 yes, 0 no.

11. Approval of Intermunicipal Agreement with MO-BOCES for attorney fees for the 21-22 school year

**MOTION # 12 - APPROVAL OF INTERMUNICIPAL AGREEMENT**

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Turner, the Board moved to approve the Intermunicipal Agreement with MO-BOCES for attorney fees for the 2021-2022 school year. Motion carried 6 yes, 0 no.

12. Approval of Transfers as listed and dated May 2021

**MOTION # 13 - APPROVAL OF TRANSFERS**

ON THE MOTION of Mrs. Turner, seconded by Mrs. Clark, the Board moved to approve the transfers as provided dated May 2021. Motion carried 6 yes, 0 no.

13. Approval of end of year half days for June 22, 23 and 24

**MOTION # 14 - APPROVAL OF END OF YEAR HALF DAYS**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Turner, the Board moved to approve the end of year half days for June 22, 23 and 24, 2021. Motion carried 6 yes, 0 no.

14. Acceptance of Bus Bids

**MOTION # 15 - ACCEPTANCE OF BUS BIDS**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Turner, the Board moved to accept the bus auction bids. Motion carried 6 yes, 0 no.

- VI. Committee Reports
  - a. The Policy Committee met and the recommendations are in the Policy Section.
- VII. Old Business
  - a. None
- VIII. Policy
  - a. Second Readings:
    - 1. Policy # 1006 “Code of Conduct”
    - 2. Draft Policy “Gender Neutral Single-Occupancy Bathroom Facilities”
    - 3. Policy # 1401 “Public Solicitations and Advertising”

**MOTION # 16 - APPROVAL OF SECOND READINGS**

ON THE MOTION of Mrs. Turner, seconded by Mrs. Billings, the Board moved to approve the second readings of the Code of Conduct, Gender Neutral Single-Occupancy Bathroom Facilities and Public Solicitations and Advertising policies. Motion carried 6 yes, 0 no.

- IX. Board of Education Discussion Items
  - a. The new bathroom signs might be made (with braille) by the MCS students.
- X. New Business
  - a. Personnel
    - 1. Appointments
      - a. Molly Hutter - Permanent Probationary Agriculture Teacher effective July 1, 2021 with tenure anticipated July 1, 2025 at M1, Step 2, with Masters as per contract with Initial Certification in Agriculture
      - b. Hannah Kimball - Non Certified Substitute Teacher effective May 12, 2021
      - c. Laura Elsenbeck - Non Certified Substitute Teacher effective May 12 2021
      - d. Cassie Head - Non Certified Substitute Teacher effective May 14, 2021

**MOTION # 17 - APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the Board moved to approve the following appointments:

- a. Molly Hutter - Permanent Probationary Agriculture Teacher effective July 1, 2021 with tenure anticipated July 1, 2025 at M1, Step 2, with Masters as per contract with Initial Certification in Agriculture
- b. Hannah Kimball - Non Certified Substitute Teacher effective May 12, 2021
- c. Laura Elsenbeck - Non Certified Substitute Teacher effective May 12 2021
- d. Cassie Head - Non Certified Substitute Teacher effective May 14, 2021

Motion carried 6 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 18 - APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Turner, the Board moved to approve the CSE/CPSE Recommendations. Motion carried 6 yes, 0 no.

- c. Principal Reports
  - 1. Mr. Latella shared the huge success of the elementary food drive with over 1100 items and that the elementary students will be celebrating with an ice cream social next Thursday. He shared that several elementary field trips have been planned and summer enrichment activities are being created.
  - 2. Mr. Nichols shared the top 10 senior celebration ceremony with the Board, discussed the senior trip parent meeting, senior trip, senior ball, senior award night, baccalaureate and graduation activities. He also shared that next week is spirit week.
- XI. Correspondence
  - a. The Library Media Center Report for April 2021 was shared.

- XII. Question & Answer Opportunity
- a. A suggestion was made to try to make the last day of school more publicly known for planning purposes. The last day of school is always graduation day but often gets adjusted due to unused snow days.
  - b. It was noted that the District is still in need of bus drivers and trying to cover all runs and field trips has been challenging.

- XIII. Enter Executive Session
- a. To discuss the worker's compensation claim of a former employee

**MOTION # 19 - ENTER EXECUTIVE SESSION**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Billings, the Board moved to enter into Executive Session at 8:06 pm to discuss the worker's compensation claim of a former employee. Motion carried 6 yes, 0 no.

- XIV. Adjourn Executive Session

**MOTION # 20 - ADJOURN EXECUTIVE SESSION AND RESUME REGULAR MEETING**

ON THE MOTION of Mrs Rizzo, seconded by Mrs. Rizzo, the Board moved to adjourn Executive Session and resume the regular meeting at 8:20 pm. Motion carried 6 yes, 0 no.

Continuation to Superintendent – Approval Items

1. Acceptance of 2021-2022 Budget Vote Results
2. Acceptance of Board of Education Election Results
3. Acceptance of all 2021-2022 Budget Vote Proposition Results

**MOTION # 21 - APPROVAL OF 2021-2022 BUDGET VOTE RESULTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the Board moved to accept the results of the 2021-2022 Budget vote on the budget for 2021-2022 of \$11,181,980 with 59 yes and 9 no, the election results of Jessica Clark 59 votes, Jennah Turner 51 votes, Bill Langbein 2 votes, Linda Osterhout 1 vote and Gerald Rockwell 1 vote, the Bus proposition vote passed with 52 yes, and 16 no and the Capital Reserve Position passed with 56 yes votes and 12 no votes. Motion carried 6 yes, 0 no.

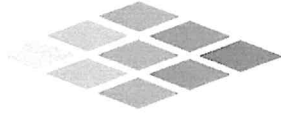
**MOTION # 22 - ACCEPTANCE OF WORKERS COMPENSATION SETTLEMENT**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the Board moved to accept the Worker's Compensation settlement for Caroline Cota. Motion carried 6 yes, 0 no.

- XV. Adjournment

**MOTION # 23 - ADJOURNMENT**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the Board moved to adjourn for the evening at 8:32 pm. Motion carried 6 yes, 0 no.



**Madison-Oneida**  
Board of Cooperative Educational Services

Lead•Partner•Innovate•Excel

CENTRAL ADMINISTRATION  
Phone: 315.361.5510 • Fax: 315.361.5517

SCOTT A. BUDELMANN, District Superintendent  
LISA M. DECKER, Deputy Superintendent for Finance & Operations  
MATTHEW C. WILLIAMS, PhD, Assistant Superintendent for Curriculum & Instruction

May 13, 2021

Mr. Jason Mitchell, Superintendent  
Madison Central School District  
7303 State Route 20  
Madison, New York 13402

Dear Jason:

Enclosed please find the annual motion and cooperative bidding agreement to authorize your district's 2021-22 participation in Cooperative Bidding Services.

Please return the following materials to me: A copy of the certified Board Resolution and two (2) signed copies of the cooperative bidding agreement. I will return one signed copy of the cooperative bidding agreement to you after it has been executed by the BOCES.

We look forward to another year of working together to provide consortium participants with the collective benefits of cooperative bidding services.

Thank you.

Sincerely,

Lisa M. Decker  
Deputy Superintendent for Finance & Operations



## COOPERATIVE BIDDING AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the MADISON-ONEIDA BOARD OF COOPERATIVE EDUCATIONAL SERVICES, organized and existing pursuant to Section 1950 of the Education Law, with its officer and principal place of business located at Spring Road, Verona, New York (hereinafter referred to as "BOCES"), and MADISON CENTRAL SCHOOL DISTRICT (hereinafter referred to as "the Participant").

### WITNESSETH

WHEREAS, pursuant to Section 119-0 of the General Municipal Law of the State of New York, the BOCES does presently offer a cooperative bidding program in which various school districts and local government entities participate in the bidding and purchase of supplies and equipment on a collective scale, and

WHEREAS, the Participant is a duly qualified municipal corporation as defined by Section 119-n(a) of the General Municipal Law and desires to participate as a member of said cooperative venture, and

WHEREAS, the parties hereto desire to set forth their various rights, duties and responsibilities into an Agreement.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Participant hereby agrees to utilize the services of the Cooperative Bidding Program of the BOCES for the procurement of various types of school supplies and school lunch commodities for the school year 2021-2022, said time period to extend to June 30, 2022, with the option to renew for an additional one (1) year period only by written mutual consent.
2. The Participant, by and through its Purchasing Department, agrees to act in accordance with the BOCES cooperative bidding procedures. Specifically the Participant agrees to furnish BOCES, if requested and the Participant desires, with an estimated minimum number of units that it wishes to purchase the particular item or items being presented for bid.
3. Specifications shall be developed collaboratively by the Advisory Committee. BOCES shall then include said estimates within its specifications for the purchase of said commodity and advertise for competitive bidding pursuant to the laws of the State of New York relating to public bids and contracts for the purchase thereof. BOCES shall also include within said specifications, where appropriate, the name of the school district and the delivery locations.

4. Upon opening of sealed bid submissions, the Participant shall be entitled to review and analyze the state prices requested. The review is accomplished by a committee of district representatives, each appointed by their respective Boards of Education. Specialty Board items can be reviewed by staff experts of each district, as delegated to the Advisory Committee by the official district representative. If the Cooperative Bidding Coordinator for BOCES received no objection from the Advisory Committee after their analysis of the bids received, then the Participant shall be hereby committed to purchase any quantities of the commodity in question from the Board winning vendor as awarded by the BOCES, based upon the analysis of the Review Committee of district representatives.
5. Upon the award of a bid by the Madison-Oneida Board of Education, a copy of said award shall be mailed to the Participant. Said award shall constitute a commitment from a vendor, thereby permitting the Participant to issue purchase orders for the delivery of the commodity in question in the quantities and at the delivery locations directed by the Participant.
6. The Participant shall not accept and make bid awards for commodities subject to this cooperative bidding independently and on its own behalf during the period in which BOCES is advertising for the same commodities or service except in the case of emergency or hardship.
7. The Participant desires and the BOCES agrees that the School Business Official or other District official of the Participant shall sit as a participating member of the BOCES Advisory Committee for Cooperative Bidding.
8. The terms and conditions of this Agreement and the authority thereof shall be governed by the terms and conditions set forth in Article 5-G, Sections 119-m, et al, of the General Municipal Law of the State of New York.
9. The Participant hereby covenants and agrees to accept sole responsibility for the payment due any vendor for all charges associated with the sale and delivery of those materials requested by the Participant. The Participant further agrees to hold harmless, indemnify, and defend the BOCES from all claims, actions, costs, expenses, and judgments that may arise from the purchases and delivery of the commodity in question for the Participant.
10. The parties hereto covenant and agree that this Agreement, although executed by an authorized representative of the Participant, shall be considered valid only when accompanied by the companion resolution adopted by the Board of Education for the participant authorizing the execution of this Cooperative Bidding Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

MADISON-ONEIDA BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES (BOCES)

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*District Superintendent*

PARTICIPANT

---

*Superintendent*

# MADISON CENTRAL SCHOOL DISTRICT

## **PROJECT SAVE (Safe Schools Against Violence In Education) DISTRICT-WIDE SCHOOL SAFETY PLAN as required by Commissioner’s Regulation 155.17**

### **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Madison Central School District (“District”) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

### **SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES**

#### **Purpose**

The Madison Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan

#### **A. Identification of School Teams**

The District has created a District-wide School Safety Team including the following persons:

Board of Education Representative: J. Lavoie; Alternate: TBD
Administration Representative: J. Mitchell, L. Nichols, B. Latella
Teacher Representative: J. Burdick, M. Bruno
Parent Representative: K. Peavey
Student Representative: M. Peavey
School Safety Personnel: J. Angrisano (BOCES), <b>Lt. Julie Netzband</b> (Madison Co. Sheriff Dept.)
Other School Personnel: M. Brouillette, C. Post, L. Gallagher RN, J. Pieters-Hayduke

## **B. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.
- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

## **C. Plan Review and Public Comment**

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at District Main Office.

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

### B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include: **See Appendix 10 for general response guidelines.**

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

**See Appendix 10 and Appendix 11 for general response guidelines.**

Emergencies include, but are not limited to:

Anthrax/Suspicious Mail	Hazardous Material Exposure
Bomb Threat	Intruder
Building and/or Campus Evacuation	Lock-Out Procedures
Building Collapse/Earthquake	Medical Emergencies
Bus Accident	incl. Infectious Disease Response
Crime Scene/Break-In	Missing Student
Drugs and Drug Dealers	Public Demonstration
Emergency Numbers	Sexual Assault
Fights	Suicide
Fire/Explosion	Weapons
Gas Odor/Leak	Weather
Go Home Plan	

### C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the confidential Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the confidential Building Level Emergency Response Plans.

The following functions are available to assist in the event of an emergency:

Function	Role, skill, or assignment
School Nurse	First Aid/Medical
CPR/ First Aid Trained staff	First Responders

Head Custodian	Physical Plant
Transportation Supervisor	Bus drivers
Counselors/School Psychologist	Crisis Team
Volunteer Staff	Suspicious Object Identification Team

**Additional District Resources Available for Use in an Emergency**

During an emergency, the District has the following resources available:

<b>Equipment</b>	<b>Location</b>
Defibrillator	Internal and Fire Department – via 911
Smoke ejectors	Fire department – via 911
Emergency lighting	Each building
Portable fire extinguishers	Building-wide and each bus
Spill cleanup / absorbent materials	Custodial Dept.
First aid Supplies	Nurses Office

**D. Procedures to coordinate the use of school resources during emergencies**

The District uses the Incident Command System model for emergency actions. For District-wide emergencies, the Chief Emergency Officer will be the Superintendent of Schools or his/her designee. In building-level emergencies, the Chief Emergency Officer or designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans.

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 8 of this plan.

**E. Annual multi-hazard school training for staff and students.**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

## **F. Staff development**

- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- Provision for staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.
- School violence prevention and intervention training for all staff will be included annually in a superintendent's conference day.

Superintendent will be responsible for implementing instructional staff development programs.

Superintendent will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

## **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

### **A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence. A listing of policies and their respective policy numbers are included in Appendix 4 of this document (see also District Code of Conduct.)

### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Chief Emergency Officer (Superintendent or designee) in line with the confidential Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system which will dispatch the appropriate agency. Appendix 9 includes a table listing district buildings and closest response agencies with contact names and numbers for use in non-emergency situations.

### **C. Appropriate response to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The confidential Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 9 for general response agency listing.



**D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building Level Emergency Response Plans. See Appendix 12 for television and radio station listing.

**SECTION IV: COMMUNICATION WITH OTHERS**

**A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District’s local emergency management office information:

<b>Emergency Management Office</b>
Emergency Management Office - Dan Degear, Wampsville, NY 315-366-2789

**B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or their designee. On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance

The District will rely on the advice of the local emergency management office listed above.

**C. A system for informing all educational agencies within the District of a disaster**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 1.

**D. Maintaining certain information about each educational agency located in the school district**

The following information concerning educational agencies located within the district is included with the confidential Building-level Safety Plans:

- School population
- Number of staff
- Transportation needs, and



**D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District will continue to explore strategies and programs based on the District's needs.

The campus referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the District Code of Conduct. Additionally, student counselors are available each day for students to share information where the source can remain confidential.

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel**

See Appendix 7

**SECTION VI: RECOVERY**

**A. Post-Incident Response**

The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plan.

**B. Disaster Mental Health Services**

The Superintendent, or their designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

**C. Communicable Disease Public Health Emergency Continuation of Operations Plan (incl. Site Essential Workers)**

See Appendix 13

# APPENDICES

## Appendix 1:

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephone numbers of building staff.

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>
Madison CSD	7303 State Rt. 20	Superintendent	315-893-1878
<b>Enrollment and Transportation</b>			
<b>484 students/80 staff</b> <b>9 Buses</b> <b>2 Handicapped Bus</b> <b>1 Suburban vehicles</b> <b>1 Van</b>			

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within the District:

<b>Educational Agency</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>

In an emergency, the Superintendent or his designee will notify these agencies as appropriate.

### EDUCATIONAL AGENCIES

<b>Mr. Scott Budlemann</b>	<b>(BOCES)</b>	<b>361-5510</b>
<b>Dr. Ravo Root</b>	<b>(Camden)</b>	<b>245-4075</b>
<b>Mr. Shawn Bissetta</b>	<b>(Canastota)</b>	<b>697-2025 Ext. 6302</b>
<b>Mr. William Dowsland</b>	<b>(Hamilton)</b>	<b>824-6300</b>
<b>Mr. Gregory Molloy</b>	<b>(Morrisville-Eaton)</b>	<b>684-9300</b>
<b>Mr. Matthew Carpenter</b>	<b>(Oneida)</b>	<b>363-2550</b>
<b>Mr. Peter Blake</b>	<b>(Rome)</b>	<b>334-7434</b>
<b>Dr. Susan Vickers (Interim)</b>	<b>(Stockbridge)</b>	<b>495-4400</b>
<b>Ms. Martha Group</b>	<b>(VVS)</b>	<b>829-2520</b>

Home telephone numbers are maintained in the district office.

## **Appendix 2:**

### **District-wide Risk Determination**

Using the Risk Probability Checklist on p. 13, and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

Winter storms and blizzards  
High winds  
Severe thunderstorms  
Hazardous materials  
Transportation accidents

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In addition, the District recognizes that every school building has the potential for violent incidents, including:

Hostage Situation  
Weapons Incident  
Kidnapping  
Intruder  
Threats of Violence  
Bomb Threat

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The District has determined that the following buildings have the potential for additional emergency situations based upon their proximity to external hazards (dams, flood prone areas, industrial sites, etc.) or to internal hazards.

### **Building Risk Determination**

<b>Building</b>	<b>Address</b>	<b>Internal Hazards</b>	<b>External Hazards</b>
Madison CSD	Rt. 20	Science storage	Rt. 20 Transportation
		Kitchen	Bus fuel storage
			Propane Gas

## RISK PROBABILITY CHECKLIST

	YES	NO	COMMENT
1. Has you region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat	<b>X</b>		
2. Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake	<b>X</b>		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		<b>X</b>	
4. Have <b>forest fires</b> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		<b>X</b>	
5. Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide		<b>X</b>	
6. Is you district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		<b>X</b>	
7. Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards	<b>X</b>		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		<b>X</b>	
9. Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms		<b>X</b>	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane	<b>X</b>		
11. Has you state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane	<b>X</b>		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		<b>X</b>	
13. Have <b>floods</b> or <b>flash floods</b> ever affected your home or community? Natural Hazard: Floods and Flash Floods		<b>X</b>	
14. Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado		<b>X</b>	
15. Do you live in a western state that has been or might be affected by ashfall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard		<b>X</b>	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials		<b>X</b>	
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	<b>X</b>		
18. Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		<b>X</b>	<b>Route 20 and Route 12B</b>
19. Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident		<b>X</b>	
20. Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident		<b>X</b>	
21. Are there any man-made <b>dams</b> built along the river nearest your district? Technological Hazard: Dam Disaster		<b>X</b>	

## Appendix 3:

- I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent’s Conference Day plans as follows:

### **Instructional Staff**

<b>School Year</b>	<b>Dates</b>	<b>Topic(s)</b>
2021 – 2022	Superintendents Day	Mental Health/ Violence Prevention
2021 – 2022	Annual	Right-to-Know
2021 – 2022	Annual by Sept. 15th	Emergency Preparedness

### **Non-Instructional Staff**

<b>School Year</b>	<b>Dates</b>	<b>Topic(s)</b>
2021 – 2022	Annual by Sept. 15th	Mental Health/ Violence Prevention
2021 – 2022	Annual	Right-to-Know
2021 – 2022	Annual by Sept. 15th	Emergency Preparedness

- II. The annual “Go Home” Drill will be conducted on day before spring vacation unless otherwise determined by the District Superintendent in consultation with the superintendents of schools.
- III. During the 2021 – 2022 school year, the following drills and exercises will be conducted:

### **Training, Drills, and Exercises**

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2021-2022 school year:

<b>Date</b>	<b>Description of drill or exercise</b>
Spring	“Go Home” drill – Students and Staff
As required by law	8 Fire Drills- Students and Staff
As required by law	4 Lockdown Drills – Students and Staff
Annual	Emergency Response Training – All Staff
Annual	Bus Evacuation Drills – Students and Staff
As needed	Tabletop exercises - Staff

## **Appendix 4:**

The Madison Central School District policies related to school violence and emergency planning are included in this appendix.

1. Code of Conduct
2. School Vandalism (5013)
3. Loss & Destruction of District Property (5014)
4. Fire Safety (5015)
5. School Emergency Management Plan (5016)
6. Bus Conduct (5044)
7. Bus Accidents (5048)



## **Appendix 5:**

Insert regulation references here

- 155.17
- Executive Law 2-B
- Other

## **Appendix 6:**

Insert policy (or policy number) regarding building security, school safety officers, and dissemination of informative materials here.

1. Visitors to the School (1016)
2. Visitors to the School – Board Members (1017)

## **Appendix 7:**

Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Administration- It is the duty of the Administration to screen and recommend candidates for employment in the Madison Central School by reviewing qualifications, checking work and related references and conducting interviews to assess fitness for employment.

Superintendent's Secretary- It will be the responsibility of the Records Access Officer to train and maintain training to oversee the Fingerprinting process of all candidates for employment in the Madison Central School.

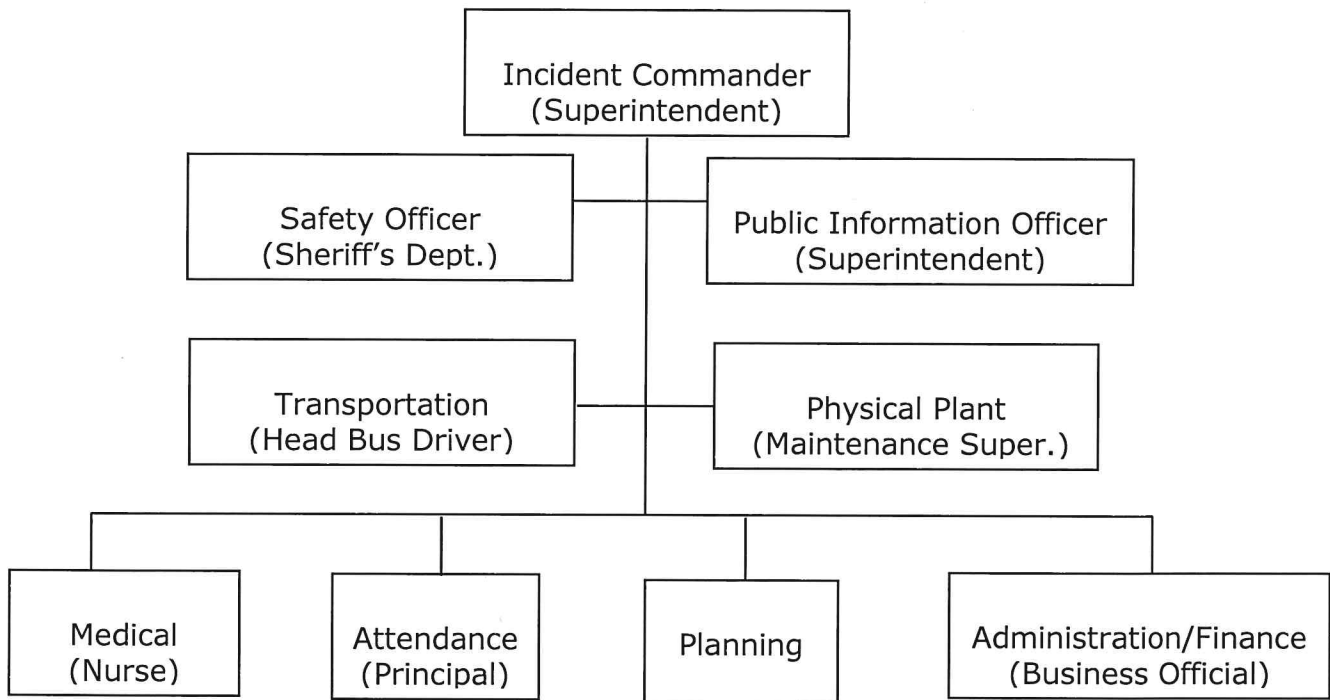
Fingerprinting- Fingerprinting and associated criminal background checks conducted as required, for all employees hired after July 1, 2001, according to Project SAVE.

Clerical Staff- Clerical staff require school visitors to sign visitor log and assign visitor identification badge. Clerical staff also sign out school visitors and collect returned visitor badges.

School Staff- All school staff are expected to monitor hallways and ensure visitors are properly identified.

## Appendix 8:

### Madison Central School District Incident Command



- ❑ **Incident Commander/Chief Emergency Officer** – Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).
- ❑ **Public Information Officer** – Complies and releases information to the news media.
- ❑ **Safety Officer** – Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❑ **Liaison** – Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- ❑ **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- ❑ **Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution.
- ❑ **Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.
- ❑ **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- ❑ **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## Appendix 9:

### Madison Central School District

#### Closest Response Agencies

**In an emergency, dial 911.** They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

<b>Building</b>	<b>Law Enforcement</b>	<b>Fire</b>
Madison CSD	Contact: Sheriff Dept.	Contact: Madison Fire Dept.
	Phone #: 315-366-2318	Phone #: 315-893-1893
	Contact: NY State Police	
	Phone #: 315-684-9550 (Morrisville)	
<b>NYS Electric and Gas (NYSEG)</b>		
NATURAL GAS ODOR or EMERGENCY	Contact: GENERAL INFO	
	Phone #: 1-800-572-1111	
<b>Madison Town Supervisor</b>		
	Contact: Ron Bono cell – 315-263-8655	
	Town Clerk Phone #: 315-893- 7020	
<b>Augusta Town Supervisor</b>		
	Contact: Sue Collins	
	Phone #: 315-843-4811	
<b>Propane Service</b>		
	Contact: Center State Propane	
	Phone #: 315-841-4044	
<b>Town Road Commissioners</b>		
Town of Madison	Contact: Roy Kirley	Home #: 315-893-7114
	Phone #: 315-893-1814	Cell Phone #: 315-723-7114
Town of Augusta	Contact: Phil Eaton	
	Phone #: 315-843-4811	Cell Phone #: 315-269-5335
<b>County Road Commissioners</b>		
Madison County	Contact: Joseph Wisinski Highway Supt. (Days)	Contact: Rick Durant Operations Mgr.
	Phone #: 315-366-2221	Phone #: Cell – 315-264-3668
Oneida County	Contact: Mark Laramie Phone #: 315-793-6213	Contact: Rob Colluccio (midnights – Nov. – April)
		Phone #: 315-793-6224 Cell #: 315-525-5540
<b>Poison Control</b>		
	Contact: General Info	
	Phone #: 1-800-222-1222	

## **APPENDIX 10:**

### **Protective Action Options**

The following actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

### **School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

### **Early dismissal**

- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to the Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Sheltering sites (internal and external)**

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to the Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **APPENDIX 11:**

### **Responses to Acts of Violence: Implied or Direct Threats**

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Superintendent of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, including the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### **Acts of Violence**

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, and contact law enforcement.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## **APPENDIX 12:**

### **Notification and Activation (Internal and External Communications)**

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.

In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television stations and the district website.

Where practicable, Blackboard Connect will be used to contact staff and parents using the contact information provided on the Student Information System.

In the event of certain large-scale weather emergencies, the NOAA weather radio emergency alert system may be used to obtain information.

Below are various media outlets the district may use for emergency communications.

#### **TV Stations**

**WSTM-TV & WTVH**

**WIXT-TV/ WUTR-TV**

**WKTV**

**YNN**

#### **Newspaper**

**Utica O.D. – Website**



## **APPENDIX 13:**

### **Madison Central School**

#### **COMMUNICABLE DISEASE PUBLIC HEALTH EMERGENCY CONTINUATION OF OPERATIONS PLAN**

[In the event the NYS Governor declares a public health emergency involving a communicable disease as per NYS legislation S8617B/A10832 signed into law on September 7, 2020]

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#### **DEFINITIONS**

**"Personal protective equipment"** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

**"Site-Essential"** shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

**"Non-site-essential"** shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

**"Communicable disease"** shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

**"Retaliatory action"** shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

#### **1. LIST AND DESCRIPTION OF POSITIONS AND TITLES AND JUSTIFICATION CONSIDERED SITE-ESSENTIAL IN THE EVENT OF A STATE-ORDERED REDUCTION OF IN-PERSON WORKFORCE AND A JUSTIFICATION OF SUCH CONSIDERATION FOR EACH POSITION AND TITLE INCLUDED.**

- The list and justifications can be found in Appendix A.

#### **2. DESCRIPTION OF PROTOCOLS THE EMPLOYER WILL FOLLOW IN ORDER TO ENABLE ALL NON-SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS TO TELEWORK.**

- Employees not required to be on-site to perform their job functions (non-site-essential) will have the option to telework if approved by their supervisor. As needed, non-site essential employees have been supplied with Chromebooks, document cameras, Wifi hotspots, and other necessary technology to allow them to work effectively from home. The District will continue to evaluate potential barriers to telework and will follow the District purchasing policies to request, procure, distribute, install and support resources, such as hardware and software that will enable telework, to the extent possible.

**3. DESCRIPTION OF HOW THE EMPLOYER WILL, TO THE EXTENT POSSIBLE, STAGGER WORK SHIFTS OF SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS IN ORDER TO REDUCE OVERCROWDING ON PUBLIC TRANSPORTATION SYSTEMS AND AT WORKSITES.**

- If necessary, the District will assess in-person capacity and conditions to stagger work shifts to reduce workforce density at worksites. Public transportation is not a factor in this region.

**4. DESCRIPTION OF THE PROTOCOL THE EMPLOYER WILL IMPLEMENT IN ORDER TO PROCURE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS.**

- Employees and contractors are encouraged to provide their own personal protective equipment if appropriate for the situation (e.g. face coverings). However, as necessary, Madison Central School will provide at least two pieces of each type of personal protective equipment (as appropriate to their job and exposure) to each site-essential employee and contractor during any given work shift. The District will procure and maintain a 180-day supply of PPE as availability permits, as well as cleaning supplies, signage, and other pandemic-related items. This process will be coordinated cooperatively within the District Leadership Team which includes the Superintendent, Treasurer, Building Principals, Head Cleaner, Head Driver, Head Cook, Technology Coordinator, School Nurse and Athletic Director. Decisions regarding the required PPE will be made in consultation with the School District Physician and the Madison County Department of Health. Cost-effective bulk purchasing will be pursued. The District will ensure that all items are stored in adequate and appropriate storage spaces (e.g. not exposed to weather, adequate size, etc.) to prevent degradation and permit immediate access in the event of an emergency declaration.

**5. DESCRIPTION OF THE PROTOCOL IN THE EVENT AN EMPLOYEE OR CONTRACTOR IS EXPOSED TO A KNOWN CASE OF THE COMMUNICABLE DISEASE THAT IS THE SUBJECT OF THE PUBLIC HEALTH EMERGENCY, EXHIBITS SYMPTOMS OF SUCH DISEASE, OR TESTS POSITIVE FOR SUCH DISEASE IN ORDER TO PREVENT THE SPREAD OR CONTRACTION OF SUCH DISEASE IN THE WORKPLACE.**

- Madison Central School will follow all procedures and protocols communicated by the New York State and local health authorities as appropriate for preventing the contraction or spread of the communicable disease identified in the public health emergency. These will be communicated to staff through correspondence from the the District Leadership team, the District website, postage and signage, and/or other means as appropriate.
- Staff, contractors, and visitors will complete daily health screenings and if they have been exposed to a known case or exhibit symptoms of the communicable disease that is the subject of the public health emergency, will not be allowed in the District buildings. They will be directed to leave and will be advised to follow up with their healthcare provider and/or local health department.
- In the event that a staff member, contractor, or visitor develops symptoms while onsite, that individual will be directed to leave and advised to follow up with their health care provider and/or local health department. Additional cleaning and disinfecting will be implemented as necessary.

- If an employee or contractor tests positive for such disease, school administrators will collaborate and coordinate with local health officials to assess levels of community transmission and the extent of close contact between the individual who tested positive and other school community members. Additional cleaning and disinfecting will be implemented as necessary.
- The District may need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, Madison Central School will adhere to the prevailing CDC and DOH guidance for cleaning and disinfecting affected areas and notify individuals impacted.
- The District will follow the most current guidance from the health department in assessing when staff may report to work in person.
- Madison Central School will comply with its policies and procedures as well as state and federal law pertaining to leave should an employee need to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

**6. PROTOCOL FOR DOCUMENTING PRECISE HOURS AND WORK LOCATIONS, INCLUDING OFF-SITE VISITS, FOR SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS.**

- The District will utilize the mandated daily health screening questionnaire, building sign-in sheets, electronic door access records, security camera records, time sheets and other protocols consistent with the employees' collective bargaining agreements.

**7. PROTOCOL FOR HOW THE PUBLIC EMPLOYER WILL WORK WITH SUCH EMPLOYER'S LOCALITY TO IDENTIFY SITES FOR EMERGENCY HOUSING FOR SITE-ESSENTIAL EMPLOYEES.**

- Not applicable. The District employees are not expected to remain at the worksite and may return home after work each day.

\*All procedures and protocols in this Plan are subject to change pursuant to guidance provided by the NY State and/or Madison County Departments of Health based upon specific communicable disease characteristics.

**Appendix A:**

**List and Description of Site-essential Positions and Titles with Justification**

The following titles and positions are considered Site-essential in the event of a declared public health emergency that deems it necessary to reduce the level of in-person workforce.

**NOTE:** Other positions may be required to report on-site depending upon circumstances, if needed.

Title/Position	Justification/Responsibility
Superintendent of Schools	Leadership Team, Emergency Response Command, Media Liaison
Building Principals	Leadership Team, Emergency Response Command
District Treasurer	Leadership Team, PPE and technology requisition
Head Driver	Leadership Team, meal and educational material delivery
School Bus Drivers	Meal and educational material delivery
Head Cleaner	Leadership Team, cleaning and disinfecting
Cleaners	Cleaning and disinfecting
Head Cook	Leadership team, meal preparation
Cafeteria Staff	Meal preparation
School Nurse	Leadership Team, health protocol leadership
Technology Coordinator	Leadership Team, technology distribution and troubleshooting
District Clerk/Superintendent's Secretary	Family communication and logistics support
Office Assistants	Family communication and logistics support
Teachers without internet connection	Remote instruction