

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

**Meeting of the Schalmont Board of Education
Monday, March 10, 2025; 7:00 PM; Middle School LGI**

CALL TO ORDER & ROLL CALL - The meeting was called to order at 7:09 PM.

Members Present

Mr. Angelo Santabarbara, President
Mr. David Lawrence, Vice President
Ms. Patricia Dowse
Mr. William Mau
Mr. Kevin Thompson

Members Absent

Mrs. Jean Hanson

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Mrs. Brenda Leitt, School Business Administrator
Mr. Kyle Larabee, Student Representative

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Motion made by Mr. Lawrence, seconded by Ms. Dowse, that the agenda for the March 10, 2025 meeting of the Schalmont Board of Education be approved.

Motion carried 5-0.

STUDENT REPRESENTATIVE REPORT

Mr. Larabee reported at the High School the Blood drive was last Wednesday. The Concert/art show was last Tuesday and Thursday. Spring sports registration is well under way. Students are excited for the opportunity to play lacrosse. Lyli Rivenburgh went for gymnastics at the 2025 Special Olympics. Last Thursday, Spanish students and Spanish club went to see Flamenco Vivo, a live flamenco performance at Saratoga Spa State Park. Spanish honor society inductions were earlier this month. At the Middle School, the homeroom reading contest was won by Ms. Scotti's 5th grade class. Students participated in the concerts/art shown last Tuesday and Thursday. The Middle school gym was used a Red Cross shelter. At Jefferson Elementary, the Ronald McDonald reading program is under way. "Just Run" program sponsored by Hudson Mohawk Road runners. Ask mom about dance. 100th day of school. 3rd and 4th grade dance is scheduled for this coming Friday, March 7. March madness book bracket.

SUPERINTENDENT'S REPORT

Strengthening Our Middle and High School Systems for Future Success - Mr. Heckman, HS/MS Principal
2025-2026 Budget Update – Dr. Reardon and Mrs. Leitt

CONSENT AGENDA – Motion made by Mr. Thompson, seconded by Mr. Mau, that the consent agenda consisting of the following items be approved:

- ✓ Board of Education Meeting Minutes: February 10, 2025
- ✓ Treasurer's Report: January 2025
- ✓ CSE/CPSE Recommendations: Feb. 10, 11, 12, 24, 26, March 4, 5, 2025
- ✓ Personnel Matters

• **Instructional Personnel Matters**

2025 Spring Coaching Appointments (Stipend in accordance with STA Agreement)

Sophia Caprara, Modified Softball Head Coach, Step 2

Regina Hanson, Varsity Assistant Coach Girls Outdoor Track, Step 6

Appointments: Middle School Advisors 2024-2025 (Stipend in accordance with STA Agreement)

Sarajane Cipperly, 5th Grade Chorus (Special Interest Club)

Unpaid Leave of Absence

Alexandria Malatesta, Kindergarten, Jefferson; effective May 19, 2025 through June 13, 2025

BOCES Substitute Teacher Appointments

Packet #12 – Jennifer Beaudette, Louis Marino, Gail Rawson, John Ryan, Geoffrey Snow, Matthew Weishaupt, Rachel Williams

• **Non Instructional Personnel Matters** (All hourly pay rates as per SSRPA Agreement)

<u>Appointments</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>	<u>Step</u>
Michelle McMullen	Monitor	Jefferson	03/05/25	2.50 to 3.00	2
Neelam Rajkumar	Food Service Worker	Jefferson	02/24/25	3.5 hrs/day	1

<u>Substitute Appointments</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>
Zoraida Allende	Food Service Worker	District Wide	03/11/25	as needed
Felice Calandra	Food Service Worker	HS/MS	03/10/25	as needed
James Campbell	Security Officer	District Wide	03/03/25	as needed
Vittoria Costantini	Monitor	Jefferson	03/10/25	as needed
Donna Kimball	Typist	Jefferson	03/10/25	as needed
Trevon Perez-Tucker	Cleaner	District Wide	02/24/25	as needed
Rasheen Stenson	Bus Driver	Transportation	03/10/25	as needed
David Towns	Bus Driver	Transportation	02/28/25	as needed

<u>Substitute Resignation</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
Neelam Rajkumar	Food Service Worker	District Wide	02/23/25

Motion carried 5-0.

NEW BUSINESS

School Calendar 2025-26: Motion made by Mr. Lawrence, seconded by Ms. Dowse, that the Board of Education approve the school calendar for the 2025-26 school year.

Motion carried 5-0.

First Read/Board Policies: Motion made by Ms. Dowse, seconded by Mr. Mau, that the Board of Education approve the first read of the following School Board policies.

- 0111 Sex Discrimination and Sex Based Harassment Title IX
- 2245 Ex Officio Student Member of the Board
- 8113 Extreme Heat Condition Days

Motion carried 5-0.

Lacrosse Merger: Motion made by Mr. Lawrence, seconded by Mr. Thompson, that A RESOLUTION approving the merger of the Schenectady City School District’s lacrosse program with the Schalmont Central School District and Mohonasen Central School District’s lacrosse programs. WHEREAS, the Schenectady City School District aims to offer substantial lacrosse programming for all students, through the joining of programs with Schalmont and Mohonasen Central School Districts for the 2024-2025 school year. WHEREAS, the Schenectady City School District and Mohonasen Central School District Board of Educations previously approved the continuation of a combined (merged) interscholastic lacrosse team, in accordance with the provisions of Section II and the New York State Public High School Athletic Association, which governs such merged activities. Section II now approves the addition of Schalmont Central School District to the previously approved merger. WHEREAS, to develop a combined or merged program, each participating school district’s Board of Education must annually approve such combined activities. The combined Schenectady-Mohonasen-Schalmont lacrosse teams are expected to function well and there is sufficient interest to keep the combined team going. NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE BOARD OF EDUCATION OF THE SCHALMONT CENTRAL SCHOOL DISTRICT:

SECTION 1. The Schalmont Central School District Board of Education approve the request for the combination of the Schenectady-Mohonasen-Schalmont lacrosse programs in one team, for the 2024-25 school year, in accordance with the provisions of NYSPHSAA and Section II, sharing all applicable fees, insurance and related expenses. SECTION 2. This resolution shall take effect immediately.

Motion carried 5-0.

BOARD ITEMS

Mr. Santabarbara – Thank you for the work with the Red Cross for the displaced families. Thank you Mr. Heckman for your presentation and updates. Pre-K, using our resources for our students.

Mr. Lawrence – Thank you Mr. Heckman for the presentation. I like what you are doing for students.

Ms. Dowse – Jason does an amazing job for all aspects at the District. Thank you!!

Mr. Mau – Thank you for helping out the Red Cross. Thank you John O'Donnell. Thanks to Administration for what you are doing for students.

ADJOURNMENT – Motion made by Mr. Mau, seconded by Ms. Dowse, that the March 10, 2025 meeting of the Board of Education be adjourned at 8:29 PM.

Motion carried 5-0.

Respectfully submitted,

Brenda Leitt
Clerk of the Board

TREASURER
REPORT
FEBRUARY
2025

Submitted by:
Rachael France

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 2/28/2025



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	21,862,957.88	0.00
A 200-DB	General Fund Debit Card Account	3,398.21	0.00
A 200TAX	CASH TAX ACCOUNT	277.44	0.00
A 203	NYCLASS ACCOUNT	5,883,565.11	0.00
A 203F	NBT MMA	14,813,380.37	0.00
A 203I	NBT - ICS Promontory	412.44	0.00
A 210	PETTY CASH	115.24	0.00
A 380-AR	ACCOUNTS RECEIVABLE-BILLING	8,810.93	0.00
A 391	DUE FROM OTHER FUNDS	3,683,006.64	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	69,589.00	0.00
A 440	DUE FROM OTHER GOVERNMENTS	655,478.87	0.00
A 510	ESTIMATED REVENUE	57,880,777.00	0.00
A 511	APPROPRIATED RESERVE	5,000,050.00	0.00
A 521	ENCUMBRANCES	21,150,061.86	0.00
A 522	EXPENDITURES	32,608,007.35	0.00
A 599	APPROPRIATED FUND BALANCE	197,412.77	0.00
A 600	ACCOUNTS PAYABLE	0.00	58,630.05
A 630	DUE TO OTHER FUNDS	0.00	2,758,932.56
A 632	DUE TO TEACHERS RET. SYSTEM	0.00	4,008,472.96
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	196,663.98
A 718ERS	ERS RETIREMENT	0.00	2,716.68
A 720D	DENTAL INSURANCE	0.00	201.95
A 720FLEX	FLEXIBLE SPENDING	0.00	26.16
A 720H	HEALTH INSURANCE	0.72	0.00
A 720V	VISION INSURANCE	0.00	220.77
A 721	NYS INCOME TAX	145.81	0.00
A 722	FEDERAL INCOME TAX	296.54	0.00
A 726FICA	FICA TAX	12,199.58	0.00
A 726MED	MEDICARE TAX	2,853.05	0.00
A 815	RESERVE FOR UNEMPLOYMENT INSURANCE	0.00	300,000.00
A 821	RESERVE FOR ENCUMBRANCES	0.00	21,150,111.59
A 827	RESERVE FOR RETIREMENT CONTRIBUTIONS	0.00	2,571,391.32
A 828	RESERVE FOR TEACHERS RETIREMENT	0.00	1,042,667.00
A 864	RESERVE FOR TAX CERTIORARI	0.00	1,148,683.67
A 867	RESERVE FOR EE BENEFITS & ACCRUED LIAB	0.00	1,542,058.68
A 909	FUND BALANCE, UNRESERVED	0.00	27,349,589.23
A 914	ASSIGNED APPROPRIATED FUND BALANCE	0.00	4,800,689.00
A 960	APPROPRIATIONS	0.00	58,078,189.10
A 980	REVENUES	0.00	38,823,552.11
A Fund Totals:		163,832,796.81	163,832,796.81
C 200	CASH IN CHECKING	1,074,251.28	0.00
C 210	PETTY CASH	50.00	0.00
C 211	CASH ON HAND - CHANGE	130.00	0.00
C 380	ACCOUNTS RECEIVABLE	19.20	0.00
C 391	DUE FROM OTHER FUNDS	0.00	270.00
C 410	STATE & FEDERAL AID RECEIVABLE	77,432.00	0.00

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 2/28/2025



Account	Description	Debits	Credits
C 445	INVENTORY OF MAT'L & SUPPLIES	9,329.15	0.00
C 446	FOOD INVENTORY	32,513.87	0.00
C 510	ESTIMATED REVENUE	1,060,000.00	0.00
C 521	ENCUMBRANCES	272,632.23	0.00
C 522	EXPENDITURES	424,371.78	0.00
C 630	DUE TO OTHER FUNDS	0.00	528,448.81
C 631	DUE TO OTHER GOV'TS-SALES TAX	0.00	602.92
C 726FICA	FICA TAX	0.00	12,199.58
C 726MED	MEDICARE TAX	0.00	2,853.05
C 806	NONSPENDABLE FUND BALANCE	0.00	30,010.53
C 821	RESERVE FOR ENCUMBRANCES	0.00	272,632.23
C 909	FUND BALANCE, UNRESERVED	0.00	384,053.08
C 960	APPROPRIATIONS	0.00	1,060,000.00
C 980	REVENUES	0.00	659,659.31
C Fund Totals:		2,950,729.51	2,950,729.51
F 200	CASH IN CHECKING	10,574.68	0.00
F 391	DUE FROM OTHER FUNDS	1,904,021.93	0.00
F 410	STATE & FEDERAL AID RECEIVABLE	4,230.21	0.00
F 510	ESTIMATED REVENUE	1,134,540.00	0.00
F 521	ENCUMBRANCES	368,633.10	0.00
F 522	EXPENDITURES	625,437.73	0.00
F 630	DUE TO OTHER FUNDS	0.00	2,273,244.01
F 821	RESERVE FOR ENCUMBRANCES	0.00	368,633.10
F 909	FUND BALANCE, UNRESERVED	0.59	0.00
F 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	10,095.13
F 960	APPROPRIATIONS	0.00	1,134,540.00
F 980	REVENUES	0.00	260,926.00
F Fund Totals:		4,047,438.24	4,047,438.24
H 200	CASH IN CHECKING	239.32	0.00
H 391	DUE FROM OTHER FUNDS	293,053.23	0.00
H 410	STATE & FEDERAL AID RECEIVABLE	338,720.00	0.00
H 522	EXPENDITURES	240,653.70	0.00
H 599	APPROPRIATED FUND BALANCE	393,262.46	0.00
H 630	DUE TO OTHER FUNDS	0.00	330,511.90
H 909	FUND BALANCE, UNRESERVED	0.00	240,654.35
H 960	APPROPRIATIONS	0.00	393,262.46
H 980	REVENUES	0.00	301,500.00
H Fund Totals:		1,265,928.71	1,265,928.71
K 101	LAND	953,400.00	0.00
K 102	BUILDINGS	56,748,394.30	0.00
K 103	IMPROVEMENTS OTHER THAN BUILDINGS	1,335,530.56	0.00
K 104	EQUIPMENT	5,137,181.91	0.00
K 105	CONSTRUCTION WORK IN PROGRESS	0.00	0.21
K 107	OTHER CAPITAL ASSETS-VEHICLES	4,779,011.46	0.00
K 108	NET PENSION ASSET-PROPORTIONATE SHARE	0.00	2,547,778.00
K 112	ACCUM DEPRECIATION-BLDGS	0.00	17,712,356.53

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 2/28/2025



Account	Description	Debits	Credits
K 113	ACCUM DEPRECIATION-OTHER THAN BLDG	0.00	1,193,745.82
K 114	ACCUM DEPRECIATION-EQUIPMENT	0.00	3,234,978.95
K 117	ACCUM DEPRECIATION-OTHER ASSETS	0.00	2,925,652.52
K 151	NET CAPITAL ASSETS	0.00	97,121,245.20
K 496	DEFERRED OUTFLOWS OF RESOURCES-PENSION	55,782,239.00	0.00
K Fund Totals:		124,735,757.23	124,735,757.23
TE 200	CASH IN CHECKING	19,555.55	0.00
TE 909.12	CLASS 62'	0.00	3,140.05
TE 909.14	JANICE DOLHY MEMORIAL SCHOLARSHIP	0.00	744.17
TE 909.16	ROTTERDAM KIWANIS SCHOLARSHIP	0.00	3,757.63
TE 909.2	BRUCE BOUCK SCHOLARSHIP	0.00	3,143.41
TE 909.3	PAULA SELKIS SCHOLARSHIP	0.00	6,345.72
TE 909.9	SANDRA STRYJEK SCHOLARSHIP	0.00	2,424.57
TE Fund Totals:		19,555.55	19,555.55
W 125	AMTS TO BE MADE IN FUTURE BUDGET	232,713,213.07	0.00
W 628	BONDS PAYABLE	0.00	802,500.00
W 683	OTHER POST EMPLOYMET BENEFIT	0.00	145,715,913.00
W 686	JUDGEMENTS AND CLAIMS	0.00	683,923.87
W 687	COMPENSATED ABSENCES	0.00	1,646,837.20
W 697	DEFERRED INFLOWS OF RESOURCES-PENSION	0.00	83,864,039.00
W Fund Totals:		232,713,213.07	232,713,213.07
Grand Totals:		529,565,419.12	529,565,419.12

SCHALMONT CSD

Trial Balance Report From 7/1/2024 - 2/28/2025



Account	Description	Debits	Credits	Balance
HSEC 200	CASH IN CHECKING	121,891.23	36,102.71	85,788.52
HSEC 631	DUE TO OTHER GOV'T-SALES TAX	0.00	630.72	630.72 CR
HSEC 700	Interest Earned	0.00	2,091.09	2,091.09 CR
HSEC 830	BAND FUND	2,992.50	4,914.96	1,922.46 CR
HSEC 832	YEARBOOK	477.36	16,005.98	15,528.62 CR
HSEC 833	CHOIR	0.00	1,672.57	1,672.57 CR
HSEC 834	INTERNATIONAL CLUB	3,950.00	4,857.63	907.63 CR
HSEC 835	KEY CLUB	1,069.73	1,470.05	400.32 CR
HSEC 836	NATIONAL HONOR SOCIETY	610.11	1,623.92	1,013.81 CR
HSEC 837	SADD	441.51	687.88	246.37 CR
HSEC 838	SKI CLUB	10,982.00	12,567.18	1,585.18 CR
HSEC 839	STUDENT COUNCIL	731.32	5,773.05	5,041.73 CR
HSEC 840	STUDENT LOCKER FUND	4,851.40	5,184.73	333.33 CR
HSEC 841	NSHS	0.00	898.18	898.18 CR
HSEC 842	NAHS	165.00	397.29	232.29 CR
HSEC 843	ECC	0.00	489.41	489.41 CR
HSEC 844	DRAMA	0.00	10,667.03	10,667.03 CR
HSEC 845	ENGLISH HONOR SOCIETY	61.07	1,851.51	1,790.44 CR
HSEC 848	GSA/FUSION	0.00	755.81	755.81 CR
HSEC 872	MASTERMINDS	0.00	404.34	404.34 CR
HSEC 877	Class of 2024	0.00	725.22	725.22 CR
HSEC 878	Class of 2025	2,085.31	15,194.53	13,109.22 CR
HSEC 879	Class of 2026	2,491.29	10,359.54	7,868.25 CR
HSEC 880	Class of 2027	392.43	10,203.24	9,810.81 CR
HSEC 881	Class of 2028	0.00	6,762.16	6,762.16 CR
HSEC 883	YOUNG ENTREPRENEURS	0.00	614.52	614.52 CR
HSEC 884	SPANISH CLUB	71.99	359.00	287.01 CR
HSEC Fund Totals:		153,264.25	153,264.25	0.00
MSEC 200	CASH IN CHECKING	60,924.19	35,018.05	25,906.14
MSEC 631	DUE TO OTHER GOV'T-SALES TAX	0.00	537.56	537.56 CR
MSEC 700	Interest Earned	0.00	753.86	753.86 CR
MSEC 830	SCHOOL STORE	1,025.75	2,351.56	1,325.81 CR
MSEC 831	YEARBOOK	3,000.00	9,817.42	6,817.42 CR
MSEC 833	SABRE SERVICE CLUB	0.00	247.58	247.58 CR
MSEC 834	STUDENT COUNCIL	1,941.67	5,575.59	3,633.92 CR
MSEC 835	GRADE 6	0.00	239.59	239.59 CR
MSEC 836	GRADE 7	0.00	227.40	227.40 CR
MSEC 841	MAKER SPACE	3,560.27	9,575.25	6,014.98 CR
MSEC 842	ENVIRONMENTAL CLUB	0.00	1,959.35	1,959.35 CR
MSEC 843	SABRE NATION - STUDY CIRCLE	101.12	948.58	847.46 CR
MSEC 844	ENGINEERING CLUB	0.00	1,213.14	1,213.14 CR
MSEC 845	SABRE CAFE	0.00	1,744.31	1,744.31 CR
MSEC 846	NATIONAL JUNIOR HS	0.00	343.76	343.76 CR
MSEC Fund Totals:		70,553.00	70,553.00	0.00
Grand Totals:		223,817.25	223,817.25	0.00



Schalmont
CENTRAL SCHOOL DISTRICT

District Office
4 Sabre Drive, Schenectady, NY 12306
Phone: 518-355-9200 | Fax: 518-355-9203

Dr. Thomas B. Reardon, Superintendent of Schools, Ext. 4001

TO: Board of Education
FROM: Genienne Bakuzonis, Chief Compliance Officer, Academic & Instructional Support Services
DATE: March 19, 2025
RE: Agenda Items for March 24, 2025, Board Meeting: CSE/CPSE Meetings for BOE Approval

Date of CSE/CPSE Meeting/School	Number of Students
March 7, 2025 (JES)	1
March 12, 2025 (SMS, JES)	2
March 14, 2025 (SHS)	1

Non-Instructional/Business
Operations

SUBJECT: INVENTORIES AND ACCOUNTING OF FIXED ASSETS

The Superintendent or his/her designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the District in accordance with the "Uniform System of Accounts for School Districts."

All supplies and equipment purchased and received by the School District shall be checked, logged and stored through an established procedure.

The Business Administrator shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

These accounts will serve to:

- a) Maintain a physical inventory of assets;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Provide appropriate insurance coverage

Fixed assets with a minimum value established by the Board that have a useful life of one (1) year or more and physical characteristics which are not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least eighty percent (80%) of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than five thousand dollars (\$5,000). A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the Internal Revenue Service (IRS).

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts or fixed assets shall be recorded at estimated fair value at the time of the gift. A property records will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition;
- b) Description;
- c) Cost of value;
- d) Location;
- e) Asset type;
- f) Estimated useful life;
- g) Replacement cost;
- h) Current value;
- i) Salvage value;
- j) Date and method of disposition; and
- k) Responsible official

The Business Administrator shall arrange for the annual inventory and appraisal of School District property, equipment and material. Any discrepancies between an inventory and the District's property records on file should be traced and explained.

Non-Instructional/Business
Operations

SUBJECT: INVENTORIES AND ACCOUNTING OF FIXED ASSETS

Equipment Acquired Under a Federal Government Grant

The School District shall comply with the U.S. Department of Education regulations governing the use, management requirements and disposition of any and all equipment acquired through a federal government grant. These federal Education Department General Administrative Regulations (collectively known or referred to as EDGAR) comprise parts 74-99 of Title 34 of the Code of Federal Regulations (CFR).

Equipment Purchased with Classroom Funds

Title to all equipment acquired with extra classroom activity funds shall reside with the District and be carried as an insurable asset on its list of insurable values. Such equipment shall be tagged as District property.

34 CFR 80.31

SED Finance pamphlet #2 The Safeguarding, Accounting and Auditing of Extra Classroom Activity Funds
2008 Uniform System of Accounts for School Districts (Fiscal Section)

Adoption Date:

Required
 Local
 Notice

SEX DISCRIMINATION AND SEX-BASED HARASSMENT UNDER TITLE IX

The District does not discriminate on the basis of sex, and prohibits sex discrimination in all of its education programs and activities, as required by Title IX and its regulations. Such discrimination includes sex-based harassment. This policy and related procedures apply to all students, employees, and applicants for employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Formal Complaints

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment under Title IX against an individual and requesting that the district investigate the allegation of sexual harassment under Title IX. The formal complaint must be a written document but need not be in any specific form. At the time a formal complaint is filed, the complainant must be participating or attempting to participate in the district's education program or activity.

The formal complaint investigation and process will only be triggered when the complainant files a formal complaint of sexual harassment under Title IX.

The district will investigate the complaint and make determinations regarding a complaint's allegations using a preponderance of evidence standard.

The Title IX Coordinator, investigator, decision-maker or facilitator of an informal resolution process, if applicable, must not have a conflict of interest or bias for or against complainants or respondents. All individuals with conflicts of interest or bias must recuse themselves.

Title IX Coordinator

The District will designate at least one employee as Title IX Coordinator to receive complaints of sex-based discrimination and harassment, and coordinate the district's efforts to comply with Title IX and its regulations. The Superintendent is in charge with ensuring the Title IX Coordinator is fully trained and prepared to execute all elements of Title IX legislation.

Grievance Procedures

The District will adopt, publish, and implement grievance procedures, consistent with the requirements of Title IX regulations, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or are attempting to participate in the district's programs or activities, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

Notice

The District will provide notice of nondiscrimination, this policy, and its grievance procedures, to district students, the parents/guardians/other legal representatives of students, employees, applicants for employment, and collective bargaining units. The notice will include:

1. A statement of nondiscrimination;
2. A prohibition of discrimination;
3. That questions about Title IX can be referred to the Title IX Coordinator, the U.S. Office of Civil Rights, or both;
4. The name and contact information of the Title IX coordinator(s);
5. How to locate this policy;
6. The district's Title IX grievance procedure;
7. How to report information about conduct that may be sex discrimination under Title IX; and
8. How to make a complaint of sex discrimination under Title IX and its regulations.

The District's notice of nondiscrimination will be posted on its website and in each handbook, catalog, announcement, bulletin, and application form which are available to people who are entitled to notice, or otherwise used in connection with the recruitment of employees. However, due to the size or format of those publications, the district may instead include a statement that the district prohibits sex discrimination in its education programs and activities, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the full notice on the district's website.

Employee Requirements

All employees (except those designated as "confidential" under Title IX and those who have been personally subjected to conduct which may constitute sex discrimination under Title IX) are required to notify the Title IX Coordinator if they have information about conduct that reasonably may constitute sex discrimination under Title IX and its regulations.

Supportive Measures

The District will offer supportive measures to complainants or respondents in cases alleging sex discrimination and sex-based harassment, as required by Title IX's regulations. Supportive measures may include, but are not limited to:

1. Counseling;
2. Extensions of deadlines and other course-related adjustments;
3. Escorts while on school grounds or activities;
4. Increased security and monitoring of certain areas of the district;
5. Restrictions on contact applied to one or more parties;
6. Leaves of absence;
7. Changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and
8. Training and education programs related to sex-based harassment.

Emergency Removals and Administrative Leave

The District may remove a respondent from the district's education program or activity on an emergency basis. To do so, the district must perform an individualized safety and risk analysis, determine that an imminent and serious threat to the health or safety of a complainant or any student, employee, or other person justifies removal, and provide the respondent with notice and opportunity to challenge the decision immediately following the removal. Any such removal will be in accordance with the district's responsibilities under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and state Education Law section 3214.

The District may also place an employee respondent on administrative leave while the Title IX grievance process is pending. Any such leave will be in accordance with the district's responsibilities under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, state Education Law section 3020-a, and state Civil Service Law Section 75.

Pregnancy and Related Conditions

Under Title IX regulations, "pregnancy or related conditions" means:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

The District will not discriminate against students, employees, or applicants for employment based on their current, potential, or past pregnancy or related conditions.

Under the Title IX regulations, the district has specific responsibilities regarding students who are pregnant or have related conditions:

1. Providing the student with the contact information of the Title IX Coordinator (required of all employees who are informed by the student or their legal representative of their pregnancy or related condition);
2. Informing the student (and, if applicable, their legal representative who informed the Title IX Coordinator of the pregnancy or related conditions) of their rights under the Title IX regulations and the district's nondiscrimination notice;
3. Making reasonable modifications, based on the student's needs and in consultation with the student, as long as they do not fundamentally alter the district's education program or activity (including but not limited to: health or lactation breaks, absences, online/homebound instruction, time extensions, sitting/standing, access to water, counseling, physical space or supply changes, elevator access, or changes to policies, practices or procedures);
4. Allowing the student to voluntarily access separate programs and activities which are comparable to those offered to students who are not pregnant or have related conditions;
5. Allowing the student, if they are over the compulsory education age, to voluntarily take a leave of absence and to be reinstated to their academic and extracurricular (if possible) status when they return.
6. Providing access to a lactation space (other than a bathroom, which is clean, shielded from view, and free from intrusion from others) to express breast milk or breastfeed (if students are permitted to bring their children to the district's program or activity);
7. Only requiring supporting documentation that is necessary and reasonable for the district to determine the reasonable modifications to make;
8. Providing medical services comparable to what the district would provide for other temporary medical conditions; and
9. Only requiring certification from a healthcare provider that the student is physically able to participate in the district's education program or activity if: (a) a certain level of physical ability or health is necessary for participation; (b) all students participating in the class, program or activity are required to provide such certification; and (c) the information is not used as a basis for prohibited discrimination.

The Title IX regulations require the district to provide reasonable break time and access to a lactation space for employees to express breast milk or breastfeed (if employees are permitted to bring their children to the district's program or activity) as needed. Employees have specific rights to express breast milk under federal and state laws. See policy district policy 9520.6, Policy on the Rights of Employees to Express Breast Milk in the Workplace, for more information.

Training

The District will ensure that all employees receive training related to their duties under Title IX promptly upon hiring or change of position, and annually thereafter. Such training will include the district's obligation to address sex discrimination, the scope of conduct that constitutes sex discrimination and sex-based harassment, and employee notification requirements under Title IX.

Personnel in positions with additional responsibilities under Title IX will receive training specific to those responsibilities. Those positions include investigators, decisionmakers, persons who implement the district's grievance procedures or can modify or terminate supportive measures, informal resolution facilitators (if the district offers informal resolution), and Title IX Coordinator(s) and designees.

Questions

Prior to issuing a written determination, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determinations

Following the question-and-answer process and upon receipt of the investigative report, the decision-maker will issue a written determination. The decision-maker's written determination will address:

- The allegations,
- The procedural steps taken in the case at hand,
- The findings of fact,
- The applicability of code of conduct and local rules to the facts, and
- The result with corresponding rationale for each addressed allegation, including a determination of responsibility, disciplinary sanctions, and whether remedies to restore or preserve access will be provided.

Appeals

Following a decision-maker's written determination, either party may appeal the written determination or dismissal of the complaint.

An appeal must be submitted to the Title IX Coordinator within seven (7) calendar days of receipt of the determination or dismissal (as applicable) and must identify all information a party wishes to have considered on appeal. Any appeal statement will be shared with the other party, who will have two (2) calendar days to submit a response to the Title IX Coordinator. The appeal and any response will be considered by a decision-maker other than the decision-maker who issued the determination or dismissal that is being appealed.

Grounds for an appeal are limited to the following:

- Procedural irregularity that affected the outcome of the matter; and/or
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

- The Title IX Coordinator, investigator(s), or any decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or
- The sanction is inappropriate.

A decision responding to the written appeal will be issued to the parties and the Title IX Coordinator within thirty (30) calendar days.

Students with Disabilities

For students with disabilities who are either a complainant or respondent for a Title IX complaint, the Title IX Coordinator will consult with members of a student's IEP or placement team to determine how to comply with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

Recordkeeping

The district will maintain for at least seven years:

1. All records documenting the information resolution or grievance procedures for all complaints of sex discrimination, and the resulting outcome;
2. All records documenting the actions the district took in response to notifications received by the Title IX Coordinator about conduct that reasonably may constitute sex discrimination; and
3. All materials used to provide training under Title IX, which must be made available to members of the public upon request.

Related Laws and Policies

Sex discrimination and sex-based harassment are also prohibited under other district policies cross-referenced below. Complaints of sex-based discrimination and harassment should be first reported to the Title IX Coordinator. If reported to another employee, that employee is required to notify the Title IX Coordinator. If the alleged conduct, even if it were true, would not meet the definition or standard of sex-based discrimination or harassment under Title IX, the district will proceed under other applicable policies. Any information gained during a Title IX investigation can be used in the investigation of violations of other policies and subsequent imposition of discipline. The Title IX Coordinator will facilitate the transfer of information to employees designated to address violations of other policies.

Additionally, if the Title IX coordinator has a reasonable suspicion that the alleged harassment involves criminal activity, they must immediately notify the Superintendent, who will then contact appropriate law enforcement authorities.

Cross-ref: 0100, Non-Discrimination and Equal Opportunity
0110.2, Sexual Harassment in the Workplace
0115, Student Harassment and Bullying Prevention and Intervention
5300, Code of Conduct
9520.6, Policy on the Rights of Employees to Express Breast Milk in the Workplace

Ref: 20 USC §§1681 et seq.
34 CFR Part 106

Adoption date:

(X) Required
(x) Local
(x) Notice

EX OFFICIO STUDENT MEMBER OF THE BOARD

The Board of Education believes that it is important to include students' voices in its deliberations. Pursuant to law, the Board will designate at least one ex officio student member of the Board for the purpose of providing regular and direct communication between the Board and the student body.

Good faith actions, mutual respect, and cooperative effort of all parties are essential to a positive and meaningful partnership and bringing about meaningful changes. The Board believes that an ex officio student member will:

1. provide students with an opportunity to express their voices, take ownership of their education, and impact Board decisions;
2. provide for the Board and students a vehicle through which they may exchange information and learn from one another;
3. provide an opportunity for students to gain experience with governance and leadership;
4. broaden the base of information available to those ultimately responsible for educational decision making; and
5. develop an environment that encourages inclusion, understanding, trust, and respect.

Position of Ex Officio Student Member of the Board

As required by law, the Board will have at least one ex officio student member. Ex officio student member(s) will be entitled to sit with Board members at all public meetings and hearings, participate in other Board activities and responsibilities at the discretion of the Board, [*optional language*: and may participate in training opportunities at the discretion of the Board,] but will not be required to participate in mandatory training for elected or appointed Board members. Ex officio student members may request to participate in meetings remotely, and may be excused to leave meetings early, upon the approval of the Board President.

Ex officio student member(s) will NOT: be allowed to vote; be allowed to attend executive sessions or any other meetings or hearings not open to the public; or be entitled to receive compensation of any form for participating at Board meeting. Neither will they have the authority to call a special and/or emergency meeting of the Board; be considered a "member" of the Board for the purpose of establishing a quorum for conducting business; or be allowed to see or discuss documents or information regarding individual district personnel, collective bargaining negotiations, individual student records, or any other confidential matters.

Specifically, ex officio student members of the Board are expected to:

1. Bring a student perspective to the Board's discussions;
2. Bring student concerns to the Board's attention;
3. Represent the student body on the Board;
4. Report back to the student body on the Board's actions; and
5. Solicit input from students on matters impacting the district, at the direction of the Board.

Additional Provisions

The ex officio student member represents the student body, and acts as an example for the students of the district. Such students are expected to abide by all applicable Board policies including the student Code of Conduct. Violations may result in removal from the position as determined by the Board. Ex officio student members may resign in writing to the District Clerk. The Board may also declare the seat vacant if the ex officio student member fails to attend three consecutive Board meetings without sufficient excuse.

The Superintendent or designee is responsible for arranging an orientation and training program for the ex officio student member. The Superintendent will establish procedures for the ex officio student member with the Board of Education if necessary to implement this policy.

Ref: Education Law §§1702(3); 1709; 1804(12); 1901(2); 1950(2-c); 2109; 2502(10); 2552; 2553(1-a),
(11)

Adoption date:

SCHALMONT CENTRAL SCHOOL DISTRICT

8113

(X) Required
(x) Local
(x) Notice

EXTREME HEAT CONDITION DAYS

The Schalmont Central School District recognizes its obligation to follow and support all aspects of Education Law section 409-n as it pertains to ensuring students and staff are safe during extreme heat days.

Adoption date: