

June 30, 2023

The following is a tentative agenda for the Reorganizational Meeting and Regular meeting to be held on Thursday, July 6, 2023 at 6:00 p.m. in room 301.

Call to Order

Reading of the State Fire Code Regulation
Pledge to the flag

REORGANIZATIONAL MEETING

Election of Officers

- a. Administer Oath of Faithful Performance in Office to new member
- b. President of the Board
- c. Vice President of the Board
- d. Administer Oath of Faithful Performance in Office to new officers. Motion, second and vote on each leadership position.

Appointment of Officers *Recommendation and vote on each individual item.

- e. Superintendent recommends: THAT the Board appoint Roxanne Elward as Clerk of the Board for the 2023-2024 school year.
- f. Superintendent recommends: THAT the Board appoint Jeffrey Black as District Treasurer and Roxanne Elward as Deputy Treasurer for the 2023-2024 school year.
- g. Superintendent recommends: THAT the Board appoint Roxanne Elward as Tax Collector at a rate of \$2,701.40 for the 2023-2024 school year.
- h. Superintendent recommends: THAT the Board appoint Bridget Robbins as Claims Auditor for the 2023-2024 school year.
- i. Superintendent recommends: THAT the Board appoint the duties of Internal Auditor to be performed by staff from TST BOCES.

Other Appointments *Recommendation and vote on below as a group.

Superintendent recommends: THAT the following individuals be appointed to the following positions for the 2023-24 school year:

- j. School Physician – Werner K. Brammer, M.D.
- k. School Attorney – Ferrara Fiorenza PC of East Syracuse, New York
- l. Census Enumerator – Roxanne G. Elward
- m. Central Treasurer – Extra classroom Activity Account – Amy Shick and Roxanne G. Elward as Deputy

- n. Copyright Officer(s)-PK-5 Principal
- o. Attendance Officer – School Nurse
- p. Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
- q. Records Management Officer – District Clerk
- r. Records Access Officer – District Clerk
- s. LEA Designee for AHERA – Superintendent
- t. Purchasing Agent – Superintendent with PK-12 Principal acting in his absence.
- u. Chemical Hygiene Officer-School Nurse
- v. Title IX/Section 504/ADA Compliance Officer- Superintendent
- w. Liaison for Homeless Children and Youth-PK-12 Principal
- x. School Pesticide Representative-Superintendent
- y. Dignity for All Students Act Coordinator(s)-School Principals
- z. Designated Educational Official (DEO)- Superintendent
- aa. Reviewing Official- PK-12 Principal
- bb. Integrated Pest Management Coordinator- Head Custodian
- cc. Data Protection Officer- Superintendent
- dd. Workers Comp Representative- Kory Bay and Erin Peck as alternate

Designations *Recommendation and vote on below as a group.

Superintendent Recommends: THAT the following Designations be approved by the Board for the 2023-2024 school year.

- ee. Official Bank Depository, All Funds – Five Star
- ff. Official Bank Signatory, All Funds- Five Star
- gg. Regular Meetings – per memo #3909-23
- hh. Official Newspaper – The Shopper (Hammondsport, NY)

Authorizations * Recommendation and vote on below as a group.

Superintendent recommends: THAT the following Authorizations be approved by the Board for the 2023-2024 school year.

- a. To Certify Payroll – Superintendent, with PK-12 Principal certifying in his absence
- b. Conferences, Conventions, Workshops Attendance – Superintendent with PK-12 Principal acting in his absence, and the Board of Education for items pertaining to Superintendent.
- c. To establish Petty Cash Funds not to exceed \$100 for Roxanne Elward and \$100 for Cassie Kennard.
- d. Designation of Signatures on Checks – District Treasurer and PK-12 Principal in Treasurer's absence.
- e. Budget Transfers on Chief School Officer's approval – Superintendent is authorized to make budget transfers in an amount up to 10% of the account or \$50,000 (whichever is greater) without prior Board approval. All executed transfers must then be reported to the Board monthly.
- f. Superintendent to apply for Grants in Aid (State and Federal)
- g. Entire body of School Board to serve as district audit committee.

Official Undertakings (Bonds)

Superintendent recommends: THAT the following positions be covered under a Faithful Performance Blanket Bond for the 2023-2024 school year.

- a. Business Administrator, District Treasurer, Deputy Treasurer, District Tax Collector, Central Treasurer and Deputy Treasurer for Activity Funds, Claims Auditor

Other Items *Recommendation and vote needed on all items separately.

- a. Superintendent recommends: THAT the Board approve the Re-adoption of all Policies and Code of Ethics in effect during the previous school year.
- b. Superintendent recommends: THAT the Board Establish the Mileage Reimbursement Rate as ~~65.5¢~~ per mile. (Current IRS rate is 65.5 cents per mile)

PUBLIC HEARING

Purpose: District Safety Plan

REGULAR MEETING

Executive Session

1. Pending Litigation- Wendy DeWind (Ferrara Fiorenza PC)
2. Board member seats

Recommended Actions/ Routine Matters:

Superintendent recommends: THAT the Board approve the minutes of the June 21, 2023 regular meeting.

Discussion:

1. RAN Resolution – (standard)
2. Tax Warrant- presented at meeting
3. UPK Program Plan
4. Response to Intervention (Rtl) Handbook
5. GST Self Insured Workers' Comp
6. Credit Card Policy- 2nd reading
7. Avoca-Prattsburgh Athletic Policy
8. Transportation Study Memo #3913-23
9. Library Re-Vote Tellers Memo #3916-24
10. Cooperative Electricity Supply Bid

Other Recommendations:

1. RAN Resolution:

The Board adopts a resolution dated July 1, 2023 delegating power to the president of the Board of Education to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Prattsburgh Central School District, New York, in anticipation of the collection of revenues to be received as State Aid by the school district from the State of New York.

2. Superintendent recommends: THAT the Board approve the 2023-2024 UPK Program.
3. Superintendent recommends: THAT the Board approve the 2nd reading of the Credit Card Policy.
4. Superintendent recommends: THAT the Board appoint Superintendent Bay to serve as the lead negotiator if there are additional state required changes to the Annual Professional Performance Review document.
5. Superintendent recommends: THAT the Board approved the Response to Intervention (Rtl) Handbook.
6. Superintendent recommends: THAT the Board establish the school tax warrant in the amount of \$_____ for the 2023-2024 school year and directs the district tax collector to levy and collect said amount in accordance with state law and regulation.
7. Superintendent recommends: THAT the Board approve the Avoca-Prattsburgh Athletic Policy.
8. Superintendent recommends: THAT the Board approve the inspectors and tellers for the library budget re-vote on August 1, 2023 as stated in memo# 3916-24.
9. Superintendent recommends: THAT the Board hereby adopt in all respects the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement.
10. Superintendent recommends: THAT the Board approve the Cooperative Electricity Bid as stated below:

WHEREAS, The Board of Education, Prattsburgh School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, Prattsburgh School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and

opening bids, tabulating bids, reporting the results to the Board of Education, Prattsburgh School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Prattsburgh School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education Prattsburgh School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Prattsburgh School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Superintendent on behalf of the Board of Education, Prattsburgh School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Executive Session

1. CSE Recommendations
2. Personnel—Class/Club Advisors, Re-Appointment, Board Member resignation

Additional Recommendations

Adjournment

DATE: June 21, 2023

KIND OF MEETING: Regular

MEMBERS PRESENT: Stephanie Randall, Terry Moore, Joel Sanford, Brian Robbins

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck-PK-12 Principal, Brianna Sick-Assistant Principal, Roxanne Elward- District Clerk, Kelly Pinckney-Teacher, Amy Shick- Student Council Advisor, Student Council Members

CALL TO ORDER: President Randall called the meeting to order at 6:01 pm

The pledge to the flag was given.

STUDENT COUNCIL: Amy Shick and student members provided a review of the year.

SPECIAL EDUCATION: The Board was provided with an annual report prior to the meeting.

RECOMMENDED ACTIONS:

APPROVAL OF RECOMMENDED ACTIONS: Mark Bristol made a motion, seconded by Terry Moore that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on May 16, 2023
- Claims Auditor's Report for the month of June 2023
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report and Outstanding Check Listing for the month of May 2023
- Extra Classroom Activity Fund report for the month May 2023

ADMINISTRATIVE REPORTS:

Erin Peck summarized her PK-12 Principal's Report and the Athletic Report

Kory Bay summarized the CSE/Curriculum Report

Kory Bay summarized his Superintendent's Report

-Update on Stollery Courts

-Update on new uniforms for sports teams.

DISCUSSION:

- Re-organizational meeting
- Summer Lunch Program
- Budget Vote, Election Results, Library Budget Vote Results/Re-Vote
- BOCES Contract for Services
- Proposed Policy Review
- Driver Education
- Donation (Soccer Rebound Boards)
- Credit Card Policy- 1st Reading

- Athletics- Combined Wrestling and Girls Tennis
- Graduation Venue Change
- ARP Funds

OTHER RECOMMENDATIONS:

RE-ORGANIZATIONAL MEETING: Mark Bristol made a motion seconded by Terry Moore that the Board approve July 6, 2023 at 6:00 p.m. as the date for their re-organizational meeting. The order will be the Reorganizational Meeting immediately followed by a Regular Meeting. Motion was carried by all members present.

AUTHORIZATION OF BILLS TO BE PAID IN JUNE AND JULY: Terry Moore made a motion seconded by Mark Bristol that the Board authorize Superintendent Bay to pay the necessary bills through the month of June and July, and after the approval of the Claims Auditor report make the necessary budget transfers within the limits authorized by the Board of Education. Motion was carried by all members present.

APPROVAL OF BORROWING OF GENERAL FUND MONEY: Mark Bristol made a motion seconded by Terry Moore that the Board approves the borrowing of monies as needed from General Fund to federal Aid fund pending receipt of Sate Aid. Motion was carried by all members present.

VOTE/ELECTION RESULTS: Mark Bristol made a motion, seconded by Terry Moore that the Board of Education accepts the election results from the 2023 Annual Meeting. Motion was carried by all members present.

Budget Vote/ Board Member Election results:

Budget	158 yes	37 no	1 void
Joe Castrechino (5yr seat)	162 yes	25 void	9 write ins
Prattsburg Library	85 yes	110 no	1 void

Motion was carried by all members present.

Mark Bristol made a motion, seconded by Terry Moore that the following resolution be offered to the public for vote on August 1, 2023:

Be it resolved, that the Board of Education of the Prattsburgh Central School District shall be authorized to levy taxes annually in the amount of \$90,462 on behalf of the Prattsburg Free Library to provide public library service and pay over such funds to the Prattsburg Free Library Board of Trustees.

Motion was carried by all members present.

AUTHORIZE BREAKFAST AND LUNCH PROGRAM: Terry Moore made a motion, seconded by Mark Bristol that the Board authorize the GST BOCES FOOD PROGRAM to administer the state summer breakfast and lunch program run through the PCS school cafeteria during July and August of 2023. Motion carried by all members present.

DONATION: Terry Moore made a motion, seconded by Mark Bristol that the Board accept the donation of two Soccer Rebound Boards from the United Rumsey Soccer League. These Boards will be placed on the Modified and Varsity Soccer Fields. Motion was carried by all members present.

ARP FUNDS: Terry Moore made a motion, seconded by Mark Bristol that the Board approve the use of approximately \$900,000 of the district's allocated American Rescue Plan (ARP) funds under the Elementary and Secondary School Emergency Relief (ESSER) federal funding for capital work at the Agriculture Building. The application for such use is pending state approval. Motion was carried by all members present.

CREDIT CARD POLICY- 1ST READING: Mark Bristol made a motion, seconded by Terry Moore that the Board approve the 1st reading of the proposed Credit Card Policy. Motion was carried by all members present.

COMBINED SPORTS: Terry Moore made a motion, seconded by Mark Bristol that the Board approve the combining of Avoca-Prattsburgh Varsity and Modified Wrestling and Girls Varsity Tennis with Hammondsport CSD. Motion was carried by all members present.

BOCES CONTRACT FOR SERVICES: Terry Moore made a motion, seconded by Mark Bristol that the Board approve the GST BOCES contract for services as stated below:

THIS AGREEMENT made this 1st day of July 2023, by and between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County, party of the first part, and Prattsburgh Central School District, party of the second part.

WITNESSETH, that whereas party of the first part has been duly authorized to provide the approved services listed on the attached contract for services and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education law.

NOW, THEREFORE, the said party of the first part hereby agrees to provide to the party of the second part the following services listed on the attached contract for services during the school year 2023-2024 at the cost indicated on the attached contract for services.

Motion was carried by all members present.

EXECUTIVE SESSION: Terry Moore made a motion, seconded by Joel Sanford that the Board go into Executive Session at 7:03 p.m. for CSE recommendations, Pending Litigation, and Personnel (Student Teachers, Resignations, Superintendent's Contract, Appointments, Coaching Appointments, Wages). Motion carried by all members present.

Terry Moore made a motion, seconded by Mark Bristol that the Board comes out of Executive Session at 7:45 p.m. Motion carried by all members present.

CSE RECOMMENDATION: Terry Moore made a motion, seconded by Mark Bristol that the Board of Education has no objections to the recommendations of the Committee and approves the authorization of funds to implement the special education programs and services consistent with such recommendation. Motion carried by all members present.

RESIGNATION: Terry Moore made a motion, seconded by Mark Bristol that the Board accept the resignation of Ruth Sanford, Elementary Teacher, effective August 31, 2023. Motion was carried by all members present.

APPOINTMENT: Mark Bristol made a motion, seconded by Terry Moore that the Board appoint Courtney Owens of Bath as an Elementary Special Education Teacher on Step 8 of the current professional agreement effective September 1, 2023. Motion was carried by all members present.

APPOINTMENT: Terry Moore made a motion, seconded by Mark Bristol that the Board appoint Joanne Stuck of Naples as an Elementary Teacher on Step 10 of the current professional agreement effective September 1, 2023. Motion was carried by all members present.

APPOINTMENT: Terry Moore made a motion, seconded by Mark Bristol that the Board appoint Molly Jensen of Naples as Part Time Aide and Substitute effective September 1, 2023. Motion was carried by all members present.

SUPERINTENDENT'S CONTRACT: Mark Bristol made a motion, seconded by Terry Moore that the Board approve a net salary increase of 3.95% for the Superintendent's contract for the 2023-2024 school year. Motion was carried by all members present.

SUMMER CLEANER: Terry Moore made a motion, seconded by Mark Bristol that the Board approve Cameron Smith as a temporary summer cleaner. Cameron will be allotted 280 work hours between July 5 and August 25, 2023. Motion was carried by all members present.

STUDENT TEACHERS: Terry Moore made a motion, seconded by Mark Bristol that the Board approve the following student teachers:

Katelyn Woodruff (8/29/23- 10/20/23) w/ Patty Barkalow
Elizabeth Rudnick (10/25/23- 12/15/23) w/ Patty Barkalow
Madelyn Taverner (10/25/23- 12/15/23) w/ Melinda Ditzell
Hope Marotta (10/25/23- 12/15/23) w/ Sarah Peck

Motion was carried by all members present.

COACHING APPOINTMENTS: Mark Bristol made a motion, seconded by Terry Moore that the Board appoint the following athletic coaches for the 2023-2024 school year as listed below:

Boys Modified Soccer- David Stein	Boys Varsity Basketball- Brian Putnam
Girls Varsity Soccer- Trista Sullivan	Boys JV Basketball- Andy Ratchford
Girls Modified Soccer- Karl VanAmburg	Girls Varsity Basketball- Trista Sullivan
Girls Varsity Volleyball- Sandy Hill	Girls JV Basketball- Karl VanAmburg
Girls Tennis- William Stollery	Varsity Sideline Cheer- Sandy Hill
Varsity Softball- Brian Putnam	Boys Tennis- William Stollery
Girls Modified Basketball- Kelly Pinckney & Brian Robbins	

Motion was carried by all members present.

President Randall asked if there was anything further to bring before the Board.

ADJOURNMENT: Mark Bristol made a motion, seconded by Joel Sanford that the Board adjourn their regular June meeting at 7:48 p.m. Motion was carried by all members present.

Roxanne Elward
District Clerk

2023-2024 UPK Application Program Plan

Universal Prekindergarten Program Plan 2023-2024

The program plan **must be submitted by all first time applicants** and any previously funded applicants who are amending their plans. Use the following chart format to present the program plan. Action steps should include a timeline or date(s). **The program plan will remain in effect until the district submits to SED a revised plan.** Expand this chart as needed.

Universal Prekindergarten Program Plan Goals

Required Goal	Describe Action Steps and Timeline
<p>To Expand UPK program to assure all eligible students may be served.</p>	<p>Expand recruitment of district prek program by eliminating TPK requirements. Provide parent/community notice of change from TPK requirements to UPK. Notice provided in school newsletter, local papers, community agencies.</p> <p>UPK is not income based. We are able to serve all age eligible children in the district. By keeping two ½ day sessions we are able to accommodate all of our district's children.</p>
Additional LEA Goals	Describe Action Steps
<p>Reorganize present program to increase number of days children attend school while continuing to provide a comfortable orientation program to ease children and parents into a school program.</p>	<p>Schedule a summer time 'meet the teacher' day for parents and children to visit the classroom and meet the teacher. Schedule a bus ride orientation day for parents and child to attend school together (end of summer). Activity to be done in the classroom with parents and children. Schedule an evening ice cream social for prek families to meet, eat and play together in the classroom (end of summer). Monitor with contact and reactions from parents.</p> <p>The children attend on the same schedule as Kindergarten-12th grade. All orientation visits and activities are completed before the first day of school.</p>

<p>Expand continuity with C-DEP and ELA programs among prek and primary grades.</p>	<p>Include prek faculty/staff when evaluating and selecting the new primary reading series. Include prek involvement in reading program incentive activities. Involve prek teacher/staff in trainings with new reading series and ELA development across grade levels. Involve UPK program instruction as initial level of learning when planning district directions to meeting state standards. Monitor with teacher evaluations.</p> <p>Prek is now using the same reading program as the primary/elementary grades. There is a prek level series focusing on pre reading skills.</p>
<p>Increase parent involvement in child's ELA experiences.</p> <p>We will continue to involve parents in our program as partners.</p>	<p>Invite and schedule time for parents to participate in a classroom ELA activity. Provide developmentally appropriate activities for parents and child to do together at home. Provide parenting program focusing on expanding knowledge of ELA activities. Monitor with parent evaluations.</p> <p>We will expand our ELA experience with parent/child programs that demonstrate what's being done in the classroom and give parents follow up activities to do at home. Our first evening program provides parents with "reading tips".</p>

Expand continuity among prek and primary RTI program.	Include prek faculty/staff with RTI training and planning.
Develop and expand the prek literacy program to align closely with kindergarten readiness skills.	Continue to develop materials using letters, sounds, songs, rhymes. Expand follow up activities given to parents that can be done at home. Utilize the newly installed promethean board to enhance activities and skills in the classroom.
Demonstrate increasing awareness and competence in math as out lined in the NYS Common Core Learning Standards.	Develop materials by using manipulatives, rhymes and songs. Utilize the promethean board for interactive math concept development. Provide follow up math activities such as pre made games for parents to use at home.

Additional Goals 2013-2014	Action Plan
To adjust our prekindergarten program to meet the needs of all eligible children in the district even when it is an exceptionally low enrollment year.	If we have a year when enrollment is below 20 we may have one half day session. If enrollment is 19 or 20 we will add an additional aide to the classroom. If enrollment increases to over 20 we will split the class in two sections to accommodate the additional enrollment.
To continue to demonstrate increasing awareness and competence in math as out lined in the NYS Common Core Learning Standards.	Increase time spent on writing numbers (0-5) correctly and incorporating this into more promethean activities.
Additional Goal 2014-2015	Action Plan
To adopt an up to date preschool assessment that is aligned with the New York State Common Core Standards.	To evaluate our present assessment procedures. To review preschool assessments with the intent to acquire an updated valid and reliable tool for future use.

Additional Goal 2015-2016	Action Plan
To encourage parents to reinforce learning at home by providing parents with 'easy reader' books to go along with the letters of the alphabet as they are being learned in class.	Each week as a new letter is being introduced in class we will create an 'easy reader' book to be reviewed at school and at home. We will create more advanced books as the year progresses.

Additional Goal 2016-2017	Action Plan
To improve and monitor each child's comprehension skills after listening to a story.	Two times a month additional extended activities will focus on characters, beginning, middle, end and/or sequencing (1 st , 2 nd , 3 rd , and 4 th). Progress will be recorded in anecdotal notes.

Additional Goal 2017-2018	Action Plan
To provide additional opportunities for children to present in front of the class.	Each week students will bring to school one item related to the letter we are learning. Each child will present their item to the class.

Additional Goal 2018-2019	Action Plan
To continue to demonstrate increasing awareness of basic 2-D shapes (square, rectangle, triangle, circle) and independently draw them.	Increase time spent on drawing shapes correctly and incorporating this into more activities identifying sides and corners.

Additional Goal 2019-2020	Action Plan
To increase students demonstrating character education traits in our classroom.	Each month, we will work with the students on different character education traits.

Additional Goal 2020-2021	Action Plan
Allow students to practice technology and become familiar with it through different types of devices and activities.	Through Microsoft Teams, let students virtually discover learning through play and song, while practicing distance learning etiquette.
Additional Goal 2021-2022	Action Plan
Develop and expand each student's ability to recognize and distinguish basic ELA and Math concepts.	Through the use of I-pads, the students will be able to increase their skill of learning colors, shapes, numbers, letters, songs, and nursery rhymes.
Additional Goal 2022-2023	Action Plan
To implement New Generation standards into the Pre-K curriculum.	Each week we will spend time working on the new standards in addition to our curriculum.
Additional Goal 2023-2024	Action Plan
To implement the new Scholastic Reading Program into the Pre-K curriculum.	Each week the new Scholastic Reading Program will be incorporated into the Pre-K curriculum.



Prattsburgh Central School District

Response to Intervention (RtI) Handbook

Approved by the Board of Education

DATE _____

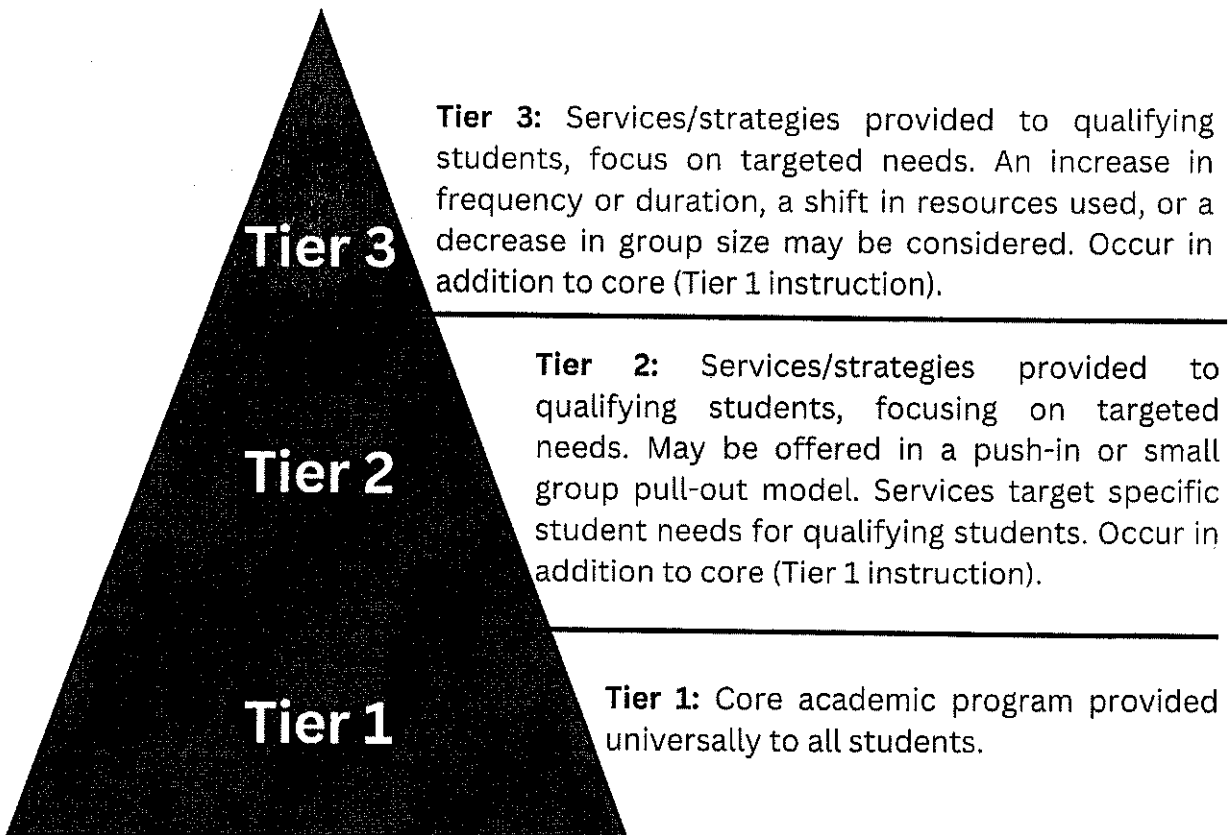
Introduction

Response to Intervention Definition

Response to Intervention (RtI) is a process of implementing high quality, scientifically validated, instructional practices. These practices are based on learner needs, monitoring student progress, and adjusting instruction based on the student's response. This process involves:

- Use of differentiated instructional strategies for all learners
- Providing at-risk learners with scientific, research-based interventions
- Continuous measurement of student performance using scientifically, research-based monitoring instruments for all learners
- Making educational decisions based on a student response to intervention
- Instructional match to student need with increasingly intensive levels of targeted intervention

RtI Framework



Response to Intervention Tiers Explained

Tier 1: Core (Research Based) Instruction

Tier 1 is the foundation of the RtI process and consists of scientific, research-based, core instructional and behavioral methodologies, practices and supports designed for all students in the general curriculum.

- ELA and Math program instruction
- Large and small group instruction
- Meets 80 – 90% of student needs
- General instruction and support to all students in all settings
- Students are screened 3-4 times per year using district universal screening tools
- Differentiated instruction
- Progress monitoring (as appropriate)
- Evaluate instructional programs based on evidence (student data)

When progress is NOT made, Tier 2 services may be warranted based on data.

Tier 2: Strategic Intervention

Tier 2 intervention will be provided in small, same ability groups of 3-5 students. Intervention at this level should provide sufficient additional support for these students to gain the skills and strategies needed to close the achievement gap. Students should continue to make grade-level progress in Tier 1 instruction.

- Targets at-risk students (5 – 15% of students)
- Small group classroom intervention based on student data
- Targeted interventions and supplemental support in addition to effective core instruction implemented by the classroom teacher and intervention provider(s)
- Routine progress monitoring to determine the level of progress achieved
- Evaluate effectiveness of instructional changes based on evidence (student data)

A Parent/Guardian Notification letter will be sent when Tier 2 services are implemented.

When grade level standards are met, student(s) may be moved to Tier 1. A Parent/Guardian Notification will be sent.

When progress is shown (but not at grade level standards), Tier 2 intervention services and progress monitoring will continue.

When progress is NOT made, then Tier 3 services may be warranted based on data and student should be referred to Child Study Team (CST).

Tier 3: Intensive Intervention

Students who continue to struggle, without measurable progress in Tier 1 and Tier 2, will move to Tier 3 intervention. This applies to the 1-5% of students who have received Tier 2 intervention and who continue to have significant difficulty acquiring the necessary skills to make progress in Tier 1 instruction. These students will receive more frequent, explicit, intensive, individualized intervention for longer periods of time.

- Individual or small group intervention (no more than 1-3 at risk students)
- Frequency and/or time will increase
- Assessment-based decisions
- Progress monitoring will be continuous
- Intervention provider will implement interventions based on student data to target specific skills

A Parent/Guardian Notification letter will be sent when Tier 3 services are implemented.

When significant progress is shown, student(s) may be moved to Tier 2 or 1. A Parent/Guardian Notification will be sent.

Tier 3 intervention services and progress monitoring will continue when significant progress is not shown.

When progress is NOT made, then the Child Study Team (CST) may recommend a Committee on Special Education (CSE) referral.

A student need not be required to go all the way through Tier 3 before being evaluated if evidence exists to suspect a disability and/or long-term planning (i.e. 504 plan, additional Tier 3 cycle).

Universal Screening

The purpose of screening is to identify the students who are at risk for experiencing academic difficulties or who are in need of enrichment.

	ELA	Math
Screening Tool	i-Ready Curriculum Based Measures Grade Level Baseline Assessment (initial placement)	
Standards Measured	Grade level criteria	
Frequency of Administration	Three times a year (fall, winter, spring)	
Administrator	Certified Teacher(s)	

Other screening tools: report card, classroom performance, classroom observations

Progress Monitoring

The purpose of monitoring is to evaluate a student's current level of performance and to determine the effectiveness of the intervention.

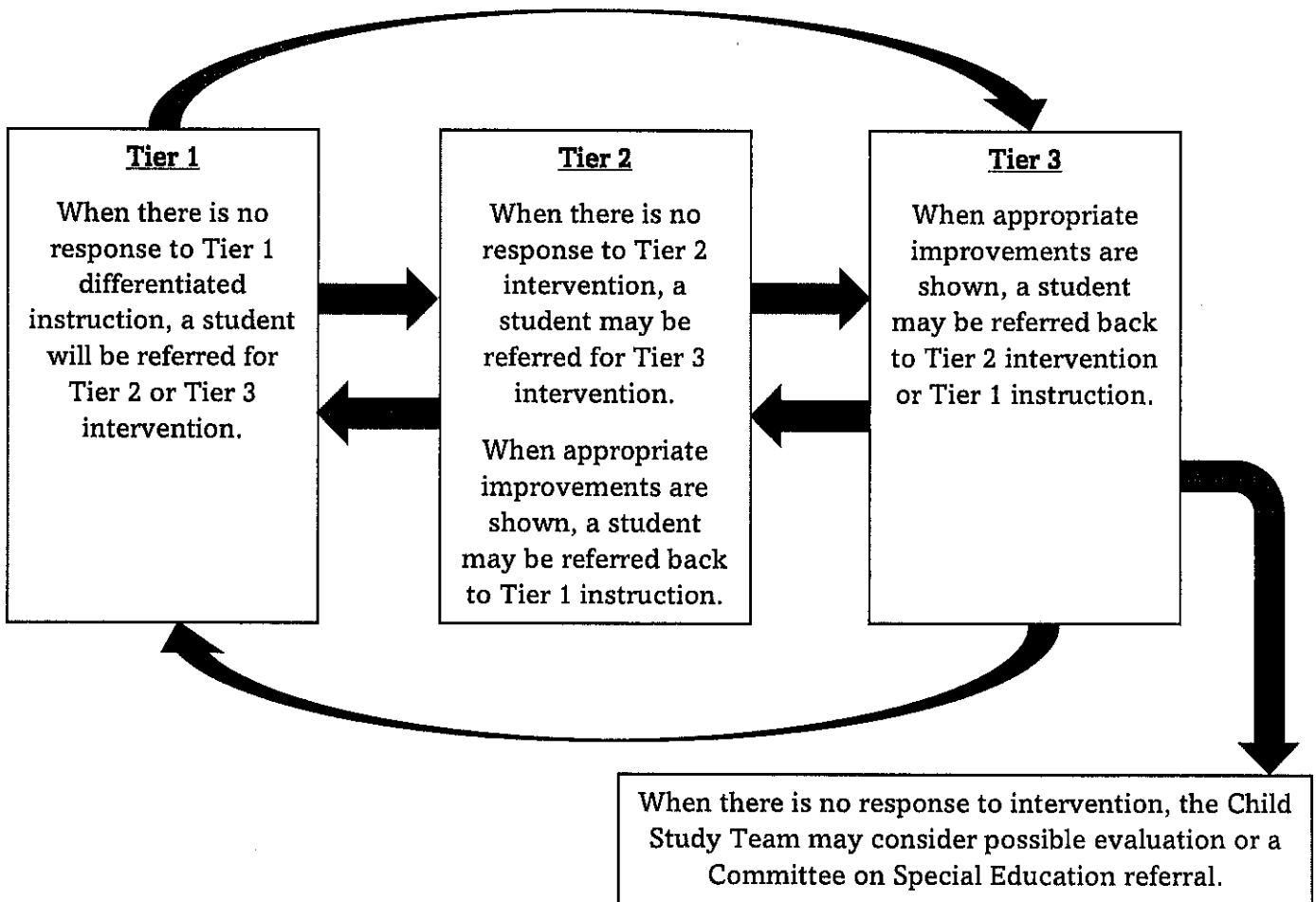
	Tier 1	Tier 2	Tier 3
Progress Monitoring Tool	Curriculum Based Measures	Scholastic & Big Ideas Interventions, Easy CBM tools	Scholastic & Big Ideas Interventions, Easy CBM tools
Frequency of Administration	Every 5 weeks (interim and report card time)	Every 2-3 weeks	Every 1-2 weeks
Administrator	Classroom Teacher	Interventionist	Interventionist

*Interventionist can be any RtI provider (teacher or aide)

Decision Making (Data-Based)

Data gathered for progress monitoring and universal screening allows staff working with students to better identify student progress. Students may move out of an intervention lab and receive only core curriculum services again. Students also have the flexibility, dependent on need, to move to a more individualized setting to receive intervention when their progress does not move in a positive direction.

Determining At-Risk Students	
Primary Data Source	i-Ready
Secondary Data Source	Curriculum Based Measures Grade Level Assessment State Assessments
Criteria	i-Ready baseline Below grade level performance Proficiency level on NYS grade level assessments
Determining Student Response to Interventions	
Primary Data Source	i-Ready
Secondary Data Sources	Curriculum Based Measures
Criteria	Running Reading Record Previous Grade-Level Baseline Assessment



Parent/Guardian Notification

Written notification will be given to parents/guardians after each benchmark assessment is given. This notification will inform parents/guardians of their child's performance on the benchmark assessment and whether or not intervention beyond general classroom instruction is necessary.

Written notification will be given to parents/guardians when a student requires an intervention beyond that which is provided to the general education classroom.

Entrance Letter	Parents/guardians will be notified of their child's progress following each benchmark assessment; three times a year. When benchmark assessments support the need for intervention an Entrance Letter will also be sent to parents/guardians.
Progress Reports	With each Report Card, parents/guardians of students receiving tier 2 and tier 3 intervention services will receive information indicating their child's progress during that period.
Exit Letter	As student progress, and gaps close, they may be moved out of tier 2 or tier 3 and back into tier 1 classroom instruction, parents/guardians will be notified with an Exit Letter.

Academic Intervention Services

Academic Intervention Services (AIS) will be provided to students in grades 6-12. Students will be assigned to a dedicated AIS period based on a variety of criteria. Criteria to be considered, but not limited to, regents scores, 5-8 state exam scores, teacher recommendation, and marking period failure lists.

Non-Instructional/Business
Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The Board of Education permits the use of District credit cards by certain school employees and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals approved to use a District credit card will be maintained in the Business Office. All credit cards will be in the name of the School District.

The District shall establish a credit line not to exceed fifteen thousand dollars (\$15,000) for all cards issued to the District.

The District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper District charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate School District business expenditures. The use of a credit card is not intended to circumvent the District's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with schoolrelated business for which the credit card has been used.

The Superintendent of Schools, in consultation with the District Treasurer, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Superintendent shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Board.

BOARD MEMORANDUM
#3913-23

To: PCS Board of Education

From: K. Bay, Superintendent

Re: Transportation Studies

As we have discussed before, I am proposing that we participate in a transportation study that includes several aspects of our transportation program. The first part of the study involved a child safety zone study. This portion of the study assesses all safety aspects in the district, including the safety of walkers. The second part of the study is a shared services study, including electrification assessment study (required by NYSED).

Attached to this memo is the proposal that was provided by Pupil Transportation Safety Institute (PTSI).

There is a discussion item on the agenda.

Avoca CSD and Prattsburgh CSD



PUPIL TRANSPORTATION SAFETY INSTITUTE
Moving School Transportation from Safe to Safer

PTSI Proposal

Comprehensive Transportation Study

Proposal Prepared and Submitted By:

Pupil Transportation Safety Institute

10 Adler Drive, Suite 102

East Syracuse, New York 13057

Phone: 800 – 836 – 2219

Fax: 315 – 475 – 5033

PTSI Comprehensive Transportation Study Proposal

Avoca CSD and Prattsburgh CSD

Summary of Project

The Pupil Transportation Safety Institute (PTSI) appreciates the opportunity to service both the Avoca and Prattsburgh Central School Districts. This service will include on-site studies and evaluations as well as remote report creation and research. PTSI's partnerships with key players in the school bus electrification field will result in a comprehensive understanding of what is needed to electrify your fleet. This project includes four studies, including an electrification fleet study. These studies will take approximately eight to ten weeks to complete.

Scope of Services

1. Project A: Child Safety Zone Study – Avoca CSD
2. Project B: Child Safety Zone Study – Prattsburgh CSD
3. Project C: Electrification of the Fleet Assessment Study – Avoca CSD
4. Project D: Shared Services Study which Includes an Electrification of the Fleet Assessment for Prattsburgh CSD

Project A: Child Safe Zone Study – Avoca CSD [Cost – \$10,407]

Scope of Study

PTSI will travel to Avoca CSD and meet with all stakeholders to discuss any specific concerns held for a Child Safety Zone determination. Using the NY State Education Department Guidelines for Safe Zone Determination, the following will be assessed:

- Most direct student walking paths to school building from surrounding residential areas.
 - Identification of all hazards to student safety while walking to school
- Highways without sidewalks or Inadequate shoulders
- Highway intersections
 - The number of intersections and the impact on traffic characteristics
- Traffic controls at intersections
- Highway intersections with RR Crossings
 - Including the number of tracks at each location.
- Speed limits
- Type of traffic and volume during periods students would be walking to and from school.

Project B: Child Safe Zone Study – Prattsburgh CSD [Cost – \$10,407]

Scope of Study

PTSI will travel to Prattsburgh CSD and meet with all stakeholders to discuss any specific concerns held for a Child Safety Zone determination. Using the NY State Education Department Guidelines for Safe Zone Determination, the following will be assessed:

- Most direct student walking paths to school building from surrounding residential areas.
 - Identification of all hazards to student safety while walking to school
- Highways without sidewalks or Inadequate shoulders
- Highway intersections
 - The number of intersections and the impact on traffic characteristics
- Traffic controls at intersections
- Highway intersections with RR Crossings
 - Including the number of tracks at each location.
- Speed limits
- Type of traffic and volume during periods students would be walking to and from school.

Project C: Electrification of the Fleet Assessment Study – Avoca CSDS [Cost – \$18,967]

Scope of Study

PTSI will travel to Avoca CSD and meet with all stakeholders to discuss any specific concerns held for transitioning their school bus fleet from internal combustion engines (ICE) to electric vehicles (EV). PTSI will partner with Cornice Technologies to provide proper and specific data regarding electrification parameters. The assessment of needs and resources for this transition will involve the following to be assessed:

- Infrastructure, facility, and electric power availability
- Parking layout to facilitate electric charging.
- Charging needs assessments to accommodate existing routes.
- Routes will be assessed to determine possible modifications to accommodate battery ranges.
- Long-term fleet plan – mixed fuel fleet?
- Charging stations capabilities and locations
- Phase-in approach and potential timelines
- Driver training to optimize operation/performance of the electric buses.
- Technician training to upgrade skills and safety to maintain the electric buses.
- Implementation cost considerations and estimates
- Identification of potential grant funding available

The two major factors facing every school bus operator are the cost of the EV school bus and the cost of the infrastructure to support charging the EV buses. Making the switch from internal combustion engine buses (referred to as ICE buses) is a lengthy journey. The four phases of adoption are:

1. Planning, which includes exploration and study and safety considerations.
2. Site Design, which includes power and chargers on site and developing partnerships with energy providers.
3. Implementation, which includes procuring the vehicles and chargers and deploying the buses on suitable routes and training staff in the operation.
4. Maintenance, which includes ongoing maintenance of the vehicles, and this continues through the life cycle of the bus.

Project D: Shared Services Study (including Electrification Assessment Study for Prattsburgh CSD)

[Cost – \$34,031]

Scope of Project:

Avoca CSD and Prattsburgh CSD contacted PTSI to explore a potential shared service agreement for transportation like the Letchworth CSD and Perry CSD Shared Services Study performed by PTSI in 2014. Both Avoca and Prattsburgh school districts are interested in potential cost savings created by a shared services agreement for their school bus operations and are requesting PTSI to perform a Shared Services Study. In addition, both districts would like this study to include an electrification of the fleet assessment for the transition of Prattsburgh school buses to electric. The PTSI Consultant will spend time in both districts to perform this study.

- I. Shared Services Study Components of the study will include:
 - a. Analysis of demographic data
 - b. Facilities Assessments
 - c. Dispatch and Operations
 - i. Staffing level determinations including supervision/management.
 - ii. Compliance with laws and regulations (SED, DOT, DMV)
 - iii. Field trips, athletic trips, and other proposed transportation
 - iv. Non-public and Special Education transportation needs
 - d. Routing needs including bus stop locations.
 - e. Bus maintenance program review
 - i. Bus replacement and repairs including initial purchase or lease where applicable.
 - ii. School bus inspection record review
 - f. Review of problem areas as identified by the school districts.
 - g. Purchase of supplies and equipment
 - h. State aid comparisons related to potential shares services agreement.
 - i. Financial analysis and comparisons of potential shares services agreement overall

II. Electrification of the Fleet Assessment Study

PTSI will travel to Prattsburgh CSD and meet with all stakeholders to discuss any specific concerns held for transitioning their school bus fleet from internal combustion engines (ICE) to electric vehicles (EV). The assessment of needs and resources for this transition will involve the following to be assessed:

- a. Infrastructure, facility, and electric power availability
- b. Parking layout to facilitate electric charging.
- c. Charging needs assessments to accommodate existing routes.
- d. Routes will be assessed to determine possible modifications to accommodate battery ranges.
- e. Long-term fleet plan – mixed fuel fleet?
- f. Charging stations capabilities and locations
- g. Phase-in approach and potential timelines
- h. Driver training to optimize operation/performance of the electric buses.
- i. Technician training to upgrade skills and safety to maintain the electric buses PTSI MOU
- j. Implementation cost considerations and estimates
- k. Identification of potential grant funding available

The two major factors facing every school bus operator are the cost of the EV school bus and the cost of the infrastructure to support charging the EV buses. Making the switch from internal combustion engine buses (referred to as ICE buses) is a lengthy journey. The four phases of adoption are:

1. *Planning*, which includes exploration and study and safety considerations.
2. *Site Design*, which includes power and chargers on site and developing partnerships with energy providers.
3. *Implementation*, which includes procuring the vehicles and chargers and deploying the buses on suitable routes and training staff on the operation.
4. *Maintenance*, which includes ongoing maintenance of the vehicles, and this continues through the life cycle of the bus.

Electrification Study

Electric vehicles are poised to join every school bus fleet in New York State. New York State law, the New York State Department of Environmental Conservation, and the FY2023 New York State budget have all contributed to the future, required electric vehicle sales targets in the state.

Fleet level charging system planning, design, construction, and operations is a complex endeavor that requires partnerships of cross-functional entities associated with each phase of system development and implementation. Transitioning to an electric vehicle fleet requires new items to consider during planning, implementation, and maintenance activities.

One of the first steps to adding electric buses to a fleet is exploring the energy usage cycle for each route. Each route consumes electrical energy that is stored in the vehicle's battery pack to complete. Electrical energy must be added to the battery pack from the depot's electrical charging system. Determining how much energy must be added to each battery pack and when is a prerequisite to designing the depot's complete charging system. The aggregate amount of energy that needs to be added to all battery packs and when is used to determine electrical energy delivery needs to the facility property.

The work product(s) contained within this scope of work will serve as a baseline design for the fleet energy usage cycle as a whole. These designs can be used to determine specific vehicle products, hardware and/or software products that can be used at the facility, facility electrical system upgrades, and utility upgrades.

Deliverables and Timelines

- a. The client shall provide final route mileage and time information to PTSI. We will then start working on the report for a proper approach with the information given. Please note, any information missing will alter the report.
- II. Fleet Energy Profile Report – The fleet energy profile report will serve as the main work product and deliverable for this agreement. The report will contain the following information:
- a. Study of the electrical energy consumed to complete each route. This will be completed based on worst-case electrical energy consumption rates.
 - b. Study of the electrical energy that must be added to each battery pack and when to complete routes.
 - c. Analysis of when fleet-appropriate Level 2 and when fleet-appropriate Level 3 charging solutions can be used.
 - d. Models of battery degradation profiles.
 - e. The deliverable format of this report will be a combination of a written report and graphs/charts that detail the information that was created during the creation of the report, assumptions used to create the report, and findings regarding the fleet's proposed electrical energy usage. The report will be delivered electronically to the client.
 - f. Timeline – To be completed within 4-6 weeks after receiving final route information and confirmation to proceed from client.
- III. Report Discussion Meeting – A final meeting will be held after the report has been delivered to the client. This meeting will summarize the findings of the report and serve as a period where the client can ask any final questions regarding the report. This meeting will conclude the scope of work for this agreement. Cornice Technology will attend this meeting remotely.

**Please Note: The work product(s) may contain assumptions regarding electric vehicle range, usable battery capacity, weather effects on energy consumption, battery degradation, battery performance based on battery state-of-charge, charging speeds, hardware performance, software performance, vehicle performance, vehicle availability, vehicle specifications, etc. PTSI, Inc. provides no warranty, expressed or implied, if the real-world performance of hardware and/or software differs from the assumptions made during the creation of work product(s). PTSI, Inc. shall be held harmless from all losses, damages, liabilities, and costs incurred based on real-world performance differing from the models shown in all created work product(s).*

Project Timeline

This project will take approximately eight to ten weeks to complete fully.

Total Project Cost- \$73,812

PTSI will complete the project described with this proposal and offer the appropriate recommendations with respect to the individual studies within this project.

***PLEASE NOTE:** Any work requested and agreed upon by both parties, beyond the identified scope of this project, will be invoiced at a rate of \$1,350 per day, which includes all expenses.

Invoicing will be coordinated based on an agreement between PTSI and the Avoca and Prattsburgh Central School Districts.

Jonathan Bentley, PTSI's Managing Director, is the binder on all contracts and agreements.

Staffing

PTSI will assign Bill Harvey to this project, with Joseph LaMarca assisting where needed. Project management will be performed by Kathleen Furneaux – PTSI's Training & Consultation Manager. Mr. Harvey's, Mr. LaMarca's and Ms. Furneaux's resumes follow.

WILLIAM F. HARVEY, JR.
1 Sibleyville Ln.
Honeoye Falls, New York 14472
(716) 624-3935

EXPERIENCE:

7/2012 – 7/2022;

Director of Transportation and District Safety/Security
Honeoye Falls - Lima Central School, Honeoye Falls, New York

Duties include:

1. Direct and supervise district transportation employees including mechanics, bus drivers, bus attendants, dispatchers, custodian, driver trainers, and secretarial staff
1. Prepare and schedule all bus routes, vehicle, and driver assignments
2. Direct the maintenance and repair of the school buses and non-pupil vehicles, including shared services vehicles brought in by community agencies
3. Oversee the purchase of all parts, supplies, and equipment
4. Prepare and oversee the departmental budget
5. Provide safety instruction and training for department personnel
1. Oversee and insure safe and appropriate daily busing practices
2. Drive school bus as needed
3. Facilitate contractual matters between the Drivers Association and the District Administration
4. Act as a liaison between the transportation department and parent/community groups
5. Direct the maintenance and updates of the Building Emergency Response Plans
1. Managed the District Emergency Response Plan and the submission of all Plans in the NYS SED portal
2. Chaired the District's Health and Safety Committee
3. Served on each school buildings Health and Safety Committee
4. Emergency Coordinator for all District incidents
5. Served as liaison to Law Enforcement and Emergency Responders
1. Provided required annual training to all district staff in the area of Active Shooter and Emergency Response.

8/2009 – 6/2012;

School Bus Sales Manager
Leonard Bus Sales, Inc. Deposit, NY

Duties include:

1. Responsible for all bus sales activities in our 54 upstate counties
2. Work directly with corporate staff from IC Bus in sales, marketing, engineering, production,
3. Oversee daily activities of inside and outside sales personnel
1. Develop and implement sales and marketing strategies
2. Manage Sales staff budget, expenses and equipment
3. Manage sales forecasting projections, trends and product delivery planning
4. HR responsibilities for hiring, coaching, training, evaluating sales staff
5. Act as liaison between the company and customer base on various issues

1. Conduct presentations/education for customers, professional associations and company staff
2. Serve as a Senior Manager on the LBS management team

8/2004 – 8/2009; Operations Manager, Bergen Facility
Leonard Bus Sales, Inc. Deposit, NY

Duties include:

1. Oversee construction of new facility, including procuring tools, equipment, furniture, supplies and staff
 2. Direct daily operations in the areas of new bus prep and delivery, service, parts sales, warranty
 3. Manage facility budget and purchases of supplies and services
 4. Responsible for facility and grounds maintenance and upkeep
 5. HR responsibilities for hiring, assignments, training, evaluations and discipline
1. Act as liaison between the company and customers on service and support issues
 2. Provide safety instruction and training for department personnel
 3. Act as a liaison between IC Bus personnel and Leonard Bus Sales

7/91 – 8/04; Transportation Director
Pittsford Central School District, Pittsford, New York

Duties include:

1. Direct and supervise 130 district employees including mechanics, bus drivers, bus attendants, dispatchers, custodian, driver trainers, and secretarial staff
 2. Prepare and schedule all bus routes, vehicle, and driver assignments
 3. Direct the maintenance and repair of 107 school buses and non-pupil vehicles, and related equipment.
1. Direct the purchase of all parts, supplies, and equipment
 2. Prepare and oversee a three-million-dollar departmental budget
 3. Provide safety instruction and training for department personnel
 4. Oversee and insure safe and appropriate daily busing practices
 5. Direct the maintenance of operational records for State and District purposes
1. Drive school bus as needed
 2. Facilitate contractual matters between the Drivers Association and the District Administration
 3. Act as a liaison between the driving and mechanical staff
 4. Act as a liaison between the transportation department and parent/community groups
 5. Direct the maintenance of the transportation facility and grounds

Extra Work Activities:

1. Member of the Pittsford CSD Health and Safety Committee
2. Serve as the District Emergency Coordinator – overseeing the management of emergency situations, conducting training for district building staff and administration, assist in writing and maintaining district emergency plans

3. District two-way radio communications coordinator – oversee the purchase and programming of all district two way radios for school building use, transportation, and buildings and grounds
 1. Represent the District on the Town of Pittsford Emergency Services Committee
 2. Oversee snow removal operations for the Mendon Center Elementary School and the transportation department campus
 3. Oversee the operation of a community wide fuel depot, including invoicing and maintaining computerized fuel depot
 4. Past member of the Superintendents Support Staff Advisory Council

Work History:

- | | |
|-------------|---|
| 7/12 – 7/22 | Director of Transportation and District Safety/Security
Honeoye Falls - Lima Central School, Honeoye Falls, New York |
| 8/09 – 6/12 | School Bus Sales Manager
Leonard Bus Sales, Inc. |
| 8/04 – 8/09 | Operations Manager
Leonard Bus Sales, Inc. – Bergen Facility – Western NY |
| 7/91 – 8/04 | Director of Transportation
Pittsford Central School District, Pittsford, New York |
| 3/90 - 7/91 | Head Mechanic
Pittsford Central School District, Pittsford, New York |
| 9/85 - 3/90 | Head Mechanic
Penfield Central School, Penfield, New York |
| 7/84 – 9/85 | School Bus Mechanic
Honeoye Falls - Lima Central School, Honeoye Falls, New York |
| 6/82 – 7/84 | Mechanic/Laborer
Cedar Valley Farms / Shanks Ag Service, Lima, New York |

Other Activities:

1. Consultant and Presenter for the Pupil Transportation Safety Institute
 1. Past Auto Extrication Instructor for Monroe Community College - EMT
- Training Courses
2. Two-time Past President of the Rochester Area Transportation Supervisors Association
3. Rochester area "Operation Safe Stop" coordinator for 8 years
 4. Past President - Rochester Area Head Mechanics Association
 5. Member of the New York Association for Pupil Transportation (NYAPT)
 1. Served on the NYAPT Board of Directors for 4 years
 2. Co-Chaired the NYAPT Covid Pupil Transportation Re-Start Committee in 2020
 3. Served on the NYAPT Legislative Committee for 8 years, and chairman of the committee for 4 years
 4. Represented NYAPT as a regular panelist on the *TransFinder* Best Practices webinar series
 5. Recipient of the 2019 and 2021 NYAPT Presidents Award
1. Awarded Life-time NYAPT membership in 2022
 2. Volunteer Firefighter for 42 years, holding the offices of Lieutenant, Captain, Assistant Chief, and Warden of the Honeoye Falls Fire Department
 3. Chairman of the By-Laws and Financial Committees for the Honeoye Falls Fire Dept.

4. Served as a little league baseball coach for 10 years with Red Willison Youth Baseball

Education:

- 1982 - A.O.S. Degree in Agricultural Mechanics – SUNY Morrisville, NY
- 1990 – SBDI Certification from the NYS Education Department

Kathleen A. Furneaux CDPT-SNT
Pupil Transportation Safety Institute
Executive Director

CURRICULUM VITAE/RESUME

I. PERSONAL DATA

Name: Kathleen A. Furneaux
Address: 33 Sharyl Drive
Central Square, New York 13036
Telephone: (315) 427-2093

II. EDUCATION

High School Diploma: Altmar-Parish-Williamstown Central High School, 1971
AS Degree: Jamestown Community College 1973
NYS Certified Paralegal: LeMoyne College, 1994
B.S. Degree: Columbia Southern University, 2003
Certified Pupil Transportation Driver Trainer (CPTDT) 2004
Certified Director of Pupil Transportation (CDPT) 2005
Certified in Special Needs Transportation (SNT) 2011

III. PROFESSIONAL EMPLOYMENT

- A. Oswego County Board of Cooperative Educational Services
 - 1982 -1986 School Bus Driver
 - 1980 - 1982 School Bus Attendant
- B. Oswego County Board of Cooperative Educational Services
 - 1986 - 1997 Transportation Supervisor
- C. Pupil Transportation Safety Institute
 - 1997-1999 Trainer
 - 1999 – 2004 Director of Operations
 - 2004 - 2021 Executive Director
 - 2022 – present Training & Consultations Manager

IV. SPECIALIZED CERTIFICATION/QUALIFICATIONS

- A. New York State Education Department School Bus Driver Instructor, 1990
- B. Texas Certified Train the Trainer Instructor, 1999
- C. New York State Education Department Master Instructor, 2000
- D. NHTSA Child Passenger Safety Technician, 2002
- E. Instructor: National Association for Pupil Transportation Certification Courses, 2004
- F. NAPT Certified School Bus Trainer, 2005
- G. NAPT Certified Director of Pupil Transportation, 2009
- H. NAPT Certified Special Needs Trainer 2012

V. AWARDS AND HONORS

- A. Transportation Supervisor of the Year – Central NY Chapter of the NY Association for Pupil Transportation 1997
- B. National Association for Pupil Transportation Special Needs Transportation Award 2003
- C. NYAPT “Friend of NYAPT” Award 2005
- D. NSTA Award of Appreciation, 2013
- E. NYAPT Hall of Fame Award, 2021
- F. New York State Senate Proclamation, 2021

VI. CURRENT PROFESSIONAL AFFILIATIONS

- A. National Association of Pupil Transportation: 1994-present
- B. New York Association of Pupil Transportation: 1990-present
- C. American Society of Trainers and Developers: 2000 - present
- D. Council on Exceptional Children: 2001- present
- E. National Head Start Association: 2000 – present
- F. National Association of Professional Women: 2008 – present

VII. CONSULTANT

- A. Gwinnett County Public Schools, Georgia – Safety Zone Review: 1999
- B. North Carolina Department of Education Special Needs Transportation Study: 2000
- C. Gwinnett County Public Schools, Georgia – Contracted Department Consultant (retainer): 2000 – present
- D. New York State Education Department Seat Belt Study: 2002
- E. Lawrence School District, Massachusetts – Routing & Special Needs Study: 2002
- F. Washing DC Public Schools, Washington DC – Efficiency Study: 2003
- G. Virginia State Education Department, Virginia – Special Needs Manual Development: 2005
- H. Fulton County Public Schools, Georgia – Driver Handbook development: 2010
- I. Dansville Central Schools, New York – Operational Safety & Efficiency Studies: 2011
- J. Dansville Central Schools, New York – Contracted Department Consultant (retainer): 2011 – present
- K. Baldwinsville Central Schools, New York – Safe Zone Study: 2012
- L. Fulton County Public Schools, Georgia – Special Needs Driver Handbook Development: 2012

VIII. COMMITTEE SERVICE

- A. Member, NY State Education Department Transportation SBDI/MI Advisory Committee: 1995-1997; 2005 – present
- B. Member, National Association for Pupil Transportation Special Needs Committee: 1995 - present

- C. Member, NY State Education Department Sub-Committee on Driver Physical Performance: 1996-1997
- D. National Congress on School Transportation Delegate 2000, 2005, 2010 – present
- E. Member, NY Governor’s Traffic Safety Board – Onondaga County: 2004 – present
- F. Centro Utica and Syracuse Accident Prevention Appeals Committee: 2005 - present
- G. National Congress on School Transportation writing committee 2005, 2010 - present
- H. Board of Directors Safe Ride News Magazine 2007 – present
- I. National Advisory Board of STN Transporting Students with Disabilities Conference: 2009 - present

IX. PRESENTER

- A. National Association of Pupil Transportation Annual Conference
- B. Virginia Department of Education training for transportation professionals in Special Needs Operations
- C. Virginia Department of Education Special Needs Conference
- D. Virginia State Education Department Annual Conference
- E. New York Association of Pupil Transportation Annual Conference
- F. New Mexico Association for Pupil Transportation State Conference
- G. National Head Start Association Annual Training Conference
- H. Florida Association for Pupil Transportation Summer Conference
- I. School Transportation News Western States Conference
- J. Region VI ESC Training Conference Summer Institute
- K. Texas A&M Engineering Extension Service Annual Pupil Transportation Workshop
- L. Colorado State Conference
- M. Texas State Association for Pupil Transportation Conference
- N. Maine Transportation Supervisors Conference
- O. Exhibition and Conference on Transporting Students with Disabilities and Preschoolers
- P. School Transportation News Annual School Transportation Conference
- Q. New York Association for Pupil Transportation, Winter Workshop
- R. New York School Bus Contractors Association Conference
- S. National School Transporters Association Conference
- T. Georgia Association for Pupil Transportation Annual State Conference

X. PUBLICATIONS

- A. New York State Laws and regulations for School Bus Drivers and Attendants (Editor) PTSI publication: 2000 - present.
- B. National Congress Standards and Specifications Writer – Special Needs section and Infants, Toddlers and Preschoolers section: 2000, 2005, 2010 - present
- C. School Bus Fleet magazine article “Special Needs Transportation Communications”: 2002
- D. NAPT 801: “Special Needs Transportation Overview and Historical Perspective” National Association for Pupil Transportation Professional Development Series: 2003
- E. NAPT 802: “Special Needs Transportation – Legal Aspects”

- National Association for Pupil Transportation Professional Development Series: 2003
- F. School Bus Fleet magazine article "Securing Specialized Equipment on the School Bus": 2003
 - G. School Bus Fleet magazine article "Service Animals on the School Bus": 2004
 - H. School Bus Stops – A Safety Guide (Publisher): 2005
 - I. Wheelchair Securement Guide: 2007
 - J. "Out of Sight Out of Mind – Leaving Students on the Bus" training curriculum and video: 2007
 - K. Transporting Students with Disabilities Operations Manual: 2009
 - L. "Student Management - Creating a School Bus Safety Culture" training curriculum: 2010
 - M. Evacuation Students with Disabilities from the School Bus Manual: 2010
 - N. "Distraction and Driving" training curriculum: 2011
 - O. "Driver Wellness Program" training curriculum: 2012
 - P. "Transporting Students with Emotional Disturbance" curriculum: 2013

Joseph Louis LaMarca

Date of Birth - June 6, 1964

SS#: (085-64-5268)

27 Bright Oaks Dr., Rochester, New York 14624 • (585) 370-0423 •
jlamarca2@rochester.rr.com

DUPLICATION AND CERTIFICATION
Medaille College, Corporate Woods Campus
2010 – January 2012

September

- Business Administration, Leadership

Pupil Transportation Safety Institute

May 2002

- New York State Education, Master Instructor Certified

Pupil Transportation Safety Institute

March 1991

- New York State Education Department, School Bus Driver Instructor Certified

New York State Department of Motor Vehicles, Monroe Community College

January 1990

- Article 19A certified Examiner

Dale Carnegie Institute, Corporate Woods

September 1990

- Leadership and Motivation

EXPERIENCE

Hilton Central School District; Hilton, New York
2014 - Present

July

• **Director of Transportation** • Supervise a staff of 111 to transport 4875 students safely and efficiently to and from school each day. Our district is 74 square miles, we service five (5) in-district schools and 52 out of district, special needs, and private/parochial schools. We utilize a two (2) and three (3) tier routing system to maximize efficiency. We transport 76 assigned route buses that service 329 am, midday, and pm routes. I have created and maintained an ongoing training and staff development program called the building blocks of safety to ensure our staff has the latest and best information to safely transport students. Recruitment efforts of school bus drivers and attendants is an ongoing and challenging effort by our department. I oversee and maintain all staff evaluations and approve all payroll. I prepare and maintain the department budget using a zero-based budget system working with multiple year figures to create an accurate and efficient budget proposal. I have created and maintained an excellent working relationship with our current union, as a part of the labor/management committee we work together to solve issues at the lowest levels and maintain an excellent working environment. Only 2 grievances in 7 years, both to do with procedural issues in the contract. I have been a part of the negotiating committees on several contracts over my 36 years in the transportation industry.

I have spent most of my career building relationships with staff, union, management, administration, parents, and students. All efforts to facilitate the most important goal of transporting students safely. A leader can only accomplish this by knowing their staff and appreciating their efforts, your staff needs to know what you stand for and that you support them. I have extensive experience with computerized routing systems, fleet maintenance systems, payroll, budget, staff development, safety, and training, as well as preparing reports for our Board of Education meetings.

Greece Central School District, Rochester New York
January 2014

January 2013 –

• **Director of Transportation** • Was tasked with taking a department of 450 staff and building a common respect and understanding of the department while building an excellent management support staff. I created a plan that was adopted by the administration and the School Board. In 6 months, I was able to restore relationships and build a mutual respect for all within the department. This was accomplished by building networks of communication, much needed staff development, good listening skills, genuine respect that was shared with all staff. Also, I was able to communicate to the administration exactly what our department does and why it was important to acknowledge the department's hard work and efforts. Building trust and appreciation for both sides was critical to building new relationships. I created and implemented new student conduct procedures to close the circle of communications between school administrators and the transportation department. Transportation management staff as well as drivers and attendants needed to know what steps were taken and that the students were being held accountable.

Brockport Central School District, Brockport New York
December 2013

December 1991 –

• **Driver Trainer / Safety Coordinator and Director of Transportation**

Charged with evaluating status of training program and Article 19A files. After streamlining and improving department procedures I was given the task of evaluating routing software and making a recommendation to administration. After successfully implementing many departments' policies and procedures with the help of stakeholders within the department, I was asked to lead the department upon the retirement of the current Director in May 1992. In 1994 I was tasked by the School Board to investigate the feasibility of mandating seat belts on school buses. I led a committee that convened weekly for 8 months and produced a manual of findings that was reviewed by the School Board by which they made their decision. I was also tasked with streamlining routes and developing programs to attract transportation staff and a retention program. I recruited high quality drivers and attendants to serve on our newly formed "Friendship Committee", this committee was charged with promoting the department by holding events that allowed team building thus gaining a better understanding of the diverse backgrounds of our peers. It was a great success and helped with our new safety slogan that I have repeatedly used over my career, "Patience, Tolerance, and Understanding". I also gained an understanding of and knowledge of the importance of training and staff development. I created a management trainee program that was used within the department to fill key positions as other positions were promoted from within. Many of my staff have gone on to be Directors in other school districts.

Golden Arrow / National School Bus Service, Rochester New York

August 1985 - December

1991

• *Driver / Driver Trainer/ Dispatcher /Operations Supervisor / Assistant Manager / Branch manager*

As a standby driver I spent a great deal of time in close contact with operations and dispatch. I was able to understand a quickly pick up operational procedures and processes which gave me opportunities for advancement. I was a sponge for all operational, safety, and training information which propelled me to multiple advancements within the company. When our retirement and health benefits were drastically reduced, I decided to secure a position with an area school district.

Other Professional Organizations:

Rochester Area Transportation Supervisors Association, served as Vice-President and President. Member of the New York State Association for Pupil Transportation, Member of National Association for Pupil Transportation, I am a nationally certified Director of Transportation. NYS SBDI and MI for the NYS Education Department and have a long history of teaching with Pupil Transportation Safety Institute, I also help teach Master Instructors, teach prospective Master Instructor candidates regarding curriculum building and lesson plans.

BOARD MEMORANDUM
#3916-24

June 29, 2023

To: Members of the Board

Fr: Kory Bay, Supt.

Re: Library re-vote inspectors and tellers

Below is a listing of the library re-vote inspectors and tellers for the library budget vote on August 1, 2023. There is a recommendation on the agenda.

Noon to 2pm	Bridget Robbins
2 – 4pm	Connie Carmody
4 – 6pm	Christie Presher
6 – 8pm	Rhonda Elward, Theresa Barnum
Ballots:	Erica Zurlick, Dave Sherwood