

SAUGERTIES CENTRAL SCHOOL DISTRICT  
Saugerties, New York 12477

**BOARD OF EDUCATION AGENDA**

**Regular Meeting**

Tuesday, February 12, 2019 6:30 PM Regular Meeting High School Media Center  
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**(A) OPENING OF MEETING; DESIGNATION OF EMERGENCY EXITS; ROLL CALL; PLEDGE**

Robert Thomann, Board President  
James Mooney, Board Vice President  
Krista Barringer  
Damion Ferraro  
Susan Gage

Katie Emerson-Hoss  
Raymond Maclary  
Elena Maskell  
Paul VanSchaack

Sherry Francello, District Clerk  
Lawrence Mautone, Interim Superintendent  
Cheyenne Candlin, Student Representative

**(B) APPROVAL OF MINUTES – January 8, 2019 (Special & Regular)**

**(C) PRESENTATIONS AND HONORINGS**

**(D) PUBLIC RECOGNITION (20 MINUTES)**

**(E) COMMUNICATIONS TO THE BOARD**

1. 2019-2020 Budget Development

**(F) INTERIM SUPERINTENDENT’S REPORT**

**(G) STUDENT REPRESENTATIVE REPORT**

**(H) BOARD MEMBERS’ REMARKS**

(I) BOARD PRESIDENT’S REMARKS

(J) (BREAK)

(K) EDUCATION AND CURRICULUM

1. Education and Curriculum Update – Darlene Westinghouse
2. Diversity Report – Darlene Westinghouse

(L) PERSONNEL – INSTRUCTIONAL

1. Resignation - Resolution

Resolved: Upon the recommendation of the Interim Superintendent of Schools that the following resignation(s) be approved:

- \* a. Christine Harris – part-time teaching assistant, effective January 28, 2019.
- \* b. Bonnie Van Benschoten – full-time teaching assistant, for the purpose of retirement, an irrevocable resignation effective July 1, 2019.
- \* c. Robert Slate – as Saugerties Jr. High Lacrosse Club *Volunteer* Advisor

2. Leave of Absence – Resolution

Resolved: Upon the recommendation of the Superintendent of Schools that the request from the following individual(s) for a leave of absence be approved:

- \* a. Sue Osterhoudt – Principal, Riccardi Elementary School, to use accumulated sick leave (up to 20 days) due to serious family illness with this time being considered Family and Medical Leave under the Family Medical Leave Act of 1993.

### 3. Appointments – Resolution

Resolved: Upon the recommendation of the Interim Superintendent of Schools that the following appointments be approved, conditioned upon receiving fingerprint clearance:

- |      |                                  |                       |
|------|----------------------------------|-----------------------|
| * a. | <u>Instructional Substitutes</u> | <u>Effective Date</u> |
|      | Collins, Lauren                  | 2/13/19               |
|      | Hammersley, Rachel               | 2/13/19               |
|      | Olesker, Jill                    | 2/13/19               |
|      | Wuench, Karen                    | 2/13/19               |
- b. Appointment resolution of January 8, 2019 , L3.c, be adjusted as follows:
- Melissa Goldpaugh – part-time Teaching Assistant with Level III certification be appointed to a four (4) year probationary position as a full-time Teaching Assistant in the special subject tenure area of Teaching Assistant, at an annual salary of **\$31,356** (prorated) effective December 10, 2018 through December 9, **2022**.
- \* c. Samantha Irvine – initially certified Speech and Language Disabilities teacher, be appointed to a part-time (.2) term position at Master’s Step 1 (\$55,431 – prorated) effective February 13, 2019 through June 30, 2019.
- \* d. Alicia Letus – Teaching Assistant with Level I certification, be appointed to a part-time teaching assistant position at \$19.44/hr. (prorated per SESA contract), effective February 13, 2019.
- \* e. Kayla Turco – Teaching Assistant with Level I certification, be appointed to a part-time teaching assistant position at \$19.44/hr. (prorated per SESA contract), effective February 13, 2019.
- f. Full-Time Mentor – Stipend (prorated) as per STA contract  
Carole Stopczynski – effective January 23, 2019 through June 26, 2019
- \* g. Department Chairperson effective February 1, 2019 through 2019-2020 school year (stipend prorated per STA contract)  
Robert Slate – Art
- \* h. Justin Albertson – Saugerties Boys Lacrosse Club *Volunteer* Advisor

\* i. Spring 2019 Coaching Recommendations

COACH	POSITION
Jamie Kesick	Modified Softball
Pat Reynolds	Modified Baseball
Ed Hasbrouck	Modified Track and Field
Mike Story	Modified Track and Field
*Kristine Glass	Modified Track and Field
Sean Collins	JV Softball
P.J. Casey	JV Baseball
Joe Tiano	JV Girls' Lacrosse
Mike Tiano	Varsity Softball
Alan Myer	Varsity Boys' Tennis
Ted Suttmeier	Varsity Boys' Track & Field
Bill Hanson	Varsity Boys' Track & Field Assistant
Steve Buonfiglio	Varsity Girls' Track & Field
Cyn Kendall	Varsity Girls' Track & Field Assistant
*Justin Albertson	Varsity Boy's Lacrosse
*Dan Primo	Varsity Boys' Lacrosse Assistant
Nick Bernard	Varsity Girls' Lacrosse
Lindsay Woodard	Varsity Girls' Lacrosse Assistant
Mike Pugliese	Varsity Baseball
Jeff Riozzi	Varsity baseball - <i>Volunteer Assistant to the Coach</i>

\* contingent upon receipt of valid certification

(M) PERSONNEL – NON-INSTRUCTIONAL

1. Resignation – Resolution

Resolved: Upon the recommendation of the Interim Superintendent of Schools that the resignation of the following individual(s) be accepted:

- \* a. Kimberly Buntele – full-time Custodian, for the purpose of retirement, an irrevocable resignation effective March 1, 2019.

- \* b. Alicia Letus – part-time monitor, effective February 13, 2019 (contingent upon appointment as part-time teaching assistant).

2. Leave of Absence – Resolution

Resolved: Upon the recommendation of the Interim Superintendent of Schools that the request from the following individual(s) for a leave of absence be approved:

- a. Sonja Ruskie – part-time Food Service Helper, to use accumulated sick leave (up to 15 days) due to serious family illness.

3. Appointments – Resolution

Resolved: Upon the recommendation of the Interim Superintendent of Schools that the following appointments be approved, conditioned upon receipt of fingerprint clearance:

* a. <u>Non-Instructional Substitutes</u>	<u>Effective Date</u>
Almanza, Alyssa	2/13/19
Collins, Lauren	2/13/19
Kelly, Kimberly	2/13/19
MacIsaac, Deborah	2/13/19
Wuench, Karen	2/13/19

- \* b. Dianne MacDonald – part-time monitor at \$13.82/hr. effective February 13, 2019.

- \* c. Ramona Gilmore – part-time monitor at \$13.82/hr. effective February 13, 2019.

- d. BE IT RESOLVED that the 52 week probationary appointment of full-time custodial worker, Kevin Shambo, be extended by the number of absences he has taken during his probationary period.

## (N) BUSINESS OFFICE RECOMMENDATIONS

### \* 1. Treasurer's Report – Resolution

RESOLVED: That the Board of Education acknowledges receipt of the Treasurer's Report, with said report being made up of the following:

- a. December 2018 monthly Cash Balance Statement, Investment Summary, Bank Reconciliation, General Fund Appropriation Status Report and General Fund Revenue Status Report
  - b. December 2018 quarterly Cash Balance Statement, Investment Summary Bank Reconciliation, Appropriation Status Report and Revenue Status Report for:
    1. Food Service Fund
    2. Capital Fund
    3. Federal Funds
  - c. December 2018 quarterly Summary of Cash Receipts and Disbursements for:
    1. Senior High School Extra-Curricular Account
    2. Junior High School Extra-Curricular Account
    3. Elementary Extra-Curricular Account
- and further, directs the District Clerk to place on file the Treasurer's Report for the month of December 2018.

### \* 2. Claims Auditor Report – Resolution

Resolved: That the Board of Education acknowledges receipt of the Claims Auditor Reports of January 2019.

### \* 3. Budget Transfer – Resolution

Resolved: That the Board of Education approves the attached budget transfer #2 proposed by the Business Manager pertaining to the 2018-2019 school year.

### \* 4. Health & Welfare Services Billing – Resolution

Resolved: That the Saugerties Central School District Board of Education approves the Health & Welfare Services billing rate of \$901.01 per student for the 2018-2019 school year pursuant to Section 912 of the Education Law and that a record of this approval be made a part of the minutes of the meeting.

\* 5. Surplus Textbooks – Resolution

Resolved: That based upon the recommendation of the Superintendent of Schools, the Board of Education declares obsolete textbooks as surplus and authorizes the Superintendent to arrange for proper disposal.

(O) BOARD ACTION/DISCUSSION ITEMS

\* 1. CSE and CPSE Recommendations - Resolution

Resolved: That the recommendations of the CSE meetings of 1/3/19, 1/7/19, 1/8/19, 1/10/19, 1/11/19, 1/14/19, 1/15/19, 1/17/19, 1/18/19, 1/22/19, 1/24/19, 1/28/19 and CPSE meetings of 1/3/19, 1/15/19, 1/23/19 and 1/24/19 be approved.

\* 2. Policy #6220 – Temporary Personnel – Revision – Resolution

Resolved: That the Board of Education accepts Policy #6220 as its second reading and accepts the policy as written.

\* 3. Policy #7512 – Student Physicals – Revision – Resolution

Resolved: That the Board of Education accepts Policy #7512 as its second reading and accepts the policy as written.

\* 4. Policy #7522 – Concussion Management – Revision – Resolution

Resolved: That the Board of Education accepts Policy #7522 as its second reading and accepts the policy as written.

5. Graduation Assembly – Discussion

\* 6. Distinguished Friend of Education Award – Discussion

(P) COMMITTEE REPORTS AND OTHER MATTERS

1. Audit Committee
2. Visitation Committee
3. Policy Committee
4. Board Community Relations/School Climate Committee

(Q) PUBLIC RECOGNITION (10 Minutes)

(R) PROPOSED EXECUTIVE SESSION

Resolved: That the Board hereby recesses into Executive Session for the purpose of discussing matters possibly leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, contract negotiations and pending litigation.

(S) FUTURE BOARD MEETINGS

1. March 12 – Regular Meeting – 6:30 p.m.
2. March 19 – Special Meeting – 6:30 p.m. – Board Budget Workshop
3. April 9 – Regular Meeting – 6:30 p.m. – Board sets budget for vote
4. April 24 – Special Meeting – 6:30 p.m. - Board Votes on BOCES Annual Budget and Board votes on BOCES Board Members
5. May 14 – Regular and Special Meeting for Annual Public Budget Hearing - 6:30 p.m.
6. May 21 – Budget Vote-Four Elementary Schools – 6:00 a.m. - 9:00 p.m.
7. May 28 – Special Meeting – Opening and tallying affidavit ballots, accepting vote results – 6:30 p.m.
8. June 11 – Regular Meeting – 6:30 p.m.
9. July 9 – Annual Organizational/Regular Meeting – 6:30 p.m.

(T) ADJOURNMENT



**SUBJECT: TEMPORARY PERSONNEL**

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case-by-case basis.

**Student Teachers**

The Saugerties Central School District shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

The District will also work to maintain a reasonable distribution so that no teacher, student, class, or program shall be disproportionately scheduled with student teachers/administrators/interns.

The Board of Education delegates the authority to approve student teachers/administrators/ interns to the Superintendent or to his/her designee. The student teachers/administrators/interns shall be responsible for their conduct and performance while serving in the schools of the District to the Building Principal and supervising teachers.

Students or other affiliates of accredited educational institutions shall also be offered, upon the approval and direct supervision of the Principal or program administrator, the opportunity to visit and observe in the schools of our District in pursuit of teacher or administrative training and education research projects. Such person shall be treated as visitors.

**Substitute Teachers**

A substitute teacher qualified to teach in the Saugerties Central School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

The Superintendent is responsible for selecting substitute teachers and for administering Board policies on this subject.

a) Training

Substitute teachers must be certified teachers, or have a Bachelor's degree from a New York State accredited college or university or have completed student teaching, or have an Associate's Degree from a New York State accredited college or university.

b) Certification

Substitute teachers must be certified or working toward certification as required by Commissioner's Regulations to be employed for more than forty (40) days in any school year.

**SUBJECT: TEMPORARY PERSONNEL (Cont'd.)****c) Board Appointment**

All substitutes placed on the approved list shall first receive Board of Education approval. However, the Superintendent may hire a substitute teacher for a maximum of twenty (20) school days pending Board appointment.

**d) Pay**

1. The base pay rate for certified/certifiable and uncertified substitute shall be set by the Board of Education.
2. When a per diem substitute teacher who is certified or certifiable for the assignment replaces a regular teacher for a period exceeding twenty (20) consecutive school days, the daily rate of pay shall be adjusted retroactively to 1-1/3 times the (d) 1.) or (d) 3.) base pay rate as applicable for each consecutive school day worked in the same assignment during the period of absence of the regular teacher.
3. When the Board appoints a substitute teacher to a long-term, substitute position (i.e., for a semester or more), the substitute teacher shall be considered a Taylor Law employee and covered by the STA contract.
4. In extenuating circumstances, the Superintendent may recommend for Board approval a different rate of pay for a particular substitute need.

**Substitute Registered Nurses**

The Superintendent is responsible for selecting and hiring substitute nurses and for administering Board policies on this subject.

**a) License**

Substitute nurses must have a currently valid New York State license as a registered professional nurse. LPN's are allowed under the supervision of the registered nurse.

**b) Board Appointment**

All substitute nurses placed on the approval list shall first receive Board of Education approval.

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## Personnel

**SUBJECT: TEMPORARY PERSONNEL (Cont'd.)****c) Pay**

1. The base pay rate for substitute nurses shall be set by the Board of Education.
2. When a per diem substitute nurse replaces a regular nurse for a period exceeding twenty (20) consecutive school days, the daily rate of pay shall be adjusted retroactively to 1-1/3 times the (c) 1.) or (c) 3.) base pay rate as applicable for each consecutive school day worked in the same assignment during the period of absence of the regular nurse.
3. When the Board appoints a substitute nurse to a long-term, substitute position (i.e., for a semester or more), the substitute nurse shall be considered a Taylor Law employee and covered by the STA contract.
4. In extenuating circumstances, the Superintendent may recommend for Board approval a different rate of pay for a particular substitute need.

**Eligibility for Service**

Per Commissioner's Regulations Section 80-5.4, there shall be three (3) categories of substitutes as follows:

- a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.
- b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.
- c) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

Commissioner's Regulations Section 80.36  
Education Law Section 3023  
8 New York Code of Rules and Regulations (NYCRR) Sections 80-5.4 and 80-36

Adopted: 7/9/13  
Revised: 4/19/17  
Revised: 2/12/19

**SUBJECT: STUDENT PHYSICALS****Health Examination and Certificate**Health Examination

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

Health Certificate

Each student must submit a health certificate attesting to the health examination within 30 calendar days after his or her entrance into:

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

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**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit his or her attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; and
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
  - 1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

**Dental Health Certificate**

The District will request a dental health certificate from each student at the same time that health certificates are required.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit his or her attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

Examination by Health Appraisal

The Director of School Health Services will cause students who are required to, but have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that a student has impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

(Continued)

Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**District Reporting of BMI and Weight Status Category

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results on-line using the Department of Health's Health Provider Network secure website. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such survey.

**Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for such records.

**Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

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**SUBJECT: STUDENT PHYSICALS (Cont'd.)****Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.

**Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC § 1232g  
Education Law §§ 903-905, and 3220  
8 NYCRR §§ 136.1, 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program  
#5691 -- Communicable Diseases  
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses  
#7121 -- Diagnostic Screening of Students  
#7131 -- Education of Homeless Children and Youth  
#7511 -- Immunization of Students

Adopted: 7/9/13  
Revised: 2/12/19



**SUBJECT: CONCUSSION MANAGEMENT**

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the Saugerties Central School District adopts the following Policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

**Concussion Management Team (CMT)**

The District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the School District. The CMT shall oversee and implement the District's concussion policy and regulations, including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every CMT may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

**Staff Training/Course of Instruction**

Each school coach, physical education teacher, school nurse and certified athletic trainer who works with and/or provides instruction to students in school sponsored athletic activities shall complete a course of instruction every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and

(Continued)

## Students

**SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)**

- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by State Education Department (SED) which include, but are not limited to, courses provided online and by teleconference. Upon completion of the training each year, staff will forward their course completion certificate to the appropriate staff for recordkeeping purposes.

**Information to Parents and Students**

The District shall include the following information on concussion in any permission or consent form or similar document that may be required from a parent/person in parental relation for a student's participation in interscholastic sports. Similar information will be provided to all students when they sign up for participation in sports and/or through information provided in physical education, health or mental health classes. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's websites.

**Identification of Concussion and Removal from Athletic Activities**

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

(Continued)

Students

**SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)**

The District may allow credentialed District staff to use validated neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post- concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion. The District must seek authorization from the parent/guardian prior to the testing. Additionally, parents/guardians should be given a copy of the results upon request.

**Return to School Activities and Athletics**

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free for not less than twenty-four (24) hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's Regulations, the School District's Medical Director will give final clearance on a return to activity for extra-class athletics. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District will also develop a coordinated communication plan among appropriate staff to ensure that the treating physician's orders for post-concussion management are implemented and followed. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District's Medical Director and other licensed healthcare professionals employed by the District will also formulate a procedure and treatment plan to be utilized by District staff who may respond to students with possible concussions during the school day.

In accordance with New York State Education Department (NYSED) guidelines, this Policy shall be reviewed periodically and updated as necessary in accordance with New York State Education Department guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law Sections 207; 305(42), and 2854  
8 NYCRR 135.4 and 136.5

*Guidelines for Concussion Management in Schools*, SED Guidance Document, June 2018

Adopted: 7/9/13

Revised: 2/12/19

# Ulster County School Boards Association

0.6

*Krista J. Barringer, President  
Rob Kurnit, Vice President  
Dr. Charles V. Khoury, Executive Secretary/Treasurer  
Robin Jacobowitz, Recording Secretary  
Robert Curran, Immediate Past President*

**To:** District Clerks

**From:** Krista J. Barringer  
UCSBA President

**RE:** Distinguished Friend of Education Awards

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The Ulster County School Boards Association is pleased to announce that we will be holding the Fourth Annual Distinguished Friend of Education Awards Dinner to honor one person from each district for his/her contributions to K-12 education in Ulster County. This awards dinner will be held at the Best Western in Kingston on **Thursday, May 23, 2019**.

We are asking each component board to nominate their honoree **by February 22**. The process of selecting the honorees is left to the discretion of each board of education. Nevertheless, we have attached a few guidelines that may be used to guide the process.

Nominations should be sent to the Ulster County School Boards Association using the link to the electronic form below:

[UCSBA Distinguished Friend of Education Nomination Form](#)

The Executive Committee will review them for completeness, but will not substitute their judgment for the local board's selection. Honorees will be notified by letter in March and invited along with a guest to the May 23 dinner. Other attendees at this dinner will be members of the component boards of education and superintendents. We expect to have a number of available seats at this dinner which will be available to the public at \$43.00 per person. Seats will be released after a count of board members and administrators that are planning to attend has been completed in early April.

We have assigned one member of the Executive Committee to be a point of contact for each district and we ask that you contact that person with any questions.

- Dr. Charles V. Khoury - [ckhoury@ulsterboces.org](mailto:ckhoury@ulsterboces.org) (New Paltz CSD and Ellenville CSD)
- Rob Kurnit - [robkurnitboe@gmail.com](mailto:robkurnitboe@gmail.com) (Onteora CSD, Highland CSD, and Marlboro CSD)
- Krista Barringer - [kbarringer@saugerties.k12.ny.us](mailto:kbarringer@saugerties.k12.ny.us) (Saugerties CSD and Rondout Valley CSD)
- Robin Jacobowitz - [rjacobowitz@kingstoncityschools.org](mailto:rjacobowitz@kingstoncityschools.org) (Kingston CSD and Walkkill CSD)

# Ulster County School Boards Association

## **Distinguished Friend of Education Awards**

### **What is the event?**

The Ulster County School Boards Association will honor one individual from each district as a Distinguished Friend of Education at its annual dinner on May 23.

### **Why are we doing this?**

The intent of the event is to celebrate some of the good things that happen in our districts across the county and to make that celebration visible to the general public. We will publicize the honors to the general public and ask community leaders to recognize the honorees and through them the efforts of the school community.

### **How are the award winners selected?**

Each school district in Ulster County will select one individual for this honor. The process will be determined locally. Potential honorees could include teachers, parents playing a role in the schools, support staff, and community members. We hope to get some of each although there's no effort to coordinate selections between districts.

### **What criteria should be used?**

Ultimately, the criterion for selection is the choice of the local board. We'd ask the board to consider someone who has done something unique in the schools or who has been someone special for a period of time. A teacher who has brought something special into the program this year would qualify. A PTA leader who has supported the schools over a few years would also qualify. A community member who has been instrumental in bringing an event or program into the schools should be considered. A support staff member who has made the schools a better place also fits.

### **What is the designation process?**

The nomination is made by the Board of Education by submitting the electronic form using the link in the beginning of this memo, to the UCSBA on by February 22. The UCSBA will notify the honorees early in March.

### **What is the awards process?**

The honoree and one guest will be invited to the dinner at the expense of the Association. We will publicize the honorees and solicit endorsements from community leaders (e.g. Ulster County Legislature). An award will be presented at the dinner and photographs will be taken.

### **Who else attends the dinner?**

The UCSBA will continue the practice of covering the dinner expense for board members and the superintendent of each district. We expect to have additional seats which will be available for \$43.00 per person. Any additional seats will be available after an actual count of board members and superintendents planning to attend is completed, early in April.

### **Who answers your questions?**

Each district has been assigned one member of the Executive Committee to answer any questions.