

BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL SCHOOL
Tuesday, May 20, 2025
High School Library
6:30 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Acceptance of Minutes from April 29, 2025 regular Board meeting
- IV. Reports
 1. Treasurer's Reports
 - Action Item: Acceptance of Reports
 - Action Item: Acceptance of Donations
 2. CSE & CPSE Recommendations
 - Action Item: Acceptance of CSE & CPSE Recommendations
 3. Transportation
 4. Buildings & Grounds
 5. Student Liaison Representative
 6. High School Principal
 - End of Year Events
 - Regents Exams/State Assessments
 - Boys Varsity Soccer Trip
 - Action Item: Approval of Soccer Trip
 7. Elementary School Principal
 - MWCS Summer Program
- V. Public Comment (3 minute limit per person)
- VI. Superintendent's Report
 1. Capital Project Update
 2. State Budget Highlights
- VII. Discussion of Old or New Business
 1. 2025-2026 BOE Meeting Dates
 - Action Item: Approval of 2025-2026 Meeting Dates
 2. Code of Conduct - 1st Read - Public Hearing
 3. MWTA 2025-2028 Contract
 - Action Item: Approval of 2025-2028 Contract
 4. SRP 2025-2028 Contract
 - Action Item: Approval of 2025-2028 Contract
- VIII. Personnel
 - Action Item: Approval of Personnel Recommendations
- IX. Executive Session

(If necessary, "for the purpose of discussion related to the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.")
- X. Adjournment

Upcoming Dates:

May 23	Give Back Day
May 26	Observance of Memorial Day - School Closed
June 10	Regularly Scheduled Board Meeting - 6:30 PM
June 10 - 25	Regents Exams
June 27	Graduation Ceremony - 6 PM

A Regular Meeting of the Board of Education of the Madrid-Waddington Central School was held on April 29, 2025. The President of the Board, Robert Smith, called the meeting to order at 6:30 PM.

ROLL CALL Present: Wyatt Boswell, Ryan Hayes, Katie Logan, Chris Pryce, Mike Ruddy, Robert Smith, and Amber Sullivan

Others: Eric Burke, Julie Abrantes, Joseph Binion, Patricia Bogart, Larry Legault, Julie Moots, Courtne Ingraham, Ryan Mayette, Corbin Durant, Brianne Sterling

Excused: Bruce Durant and Charles Grant

NO. 2025-092 Motion by Hayes, seconded by Pryce, to approve the minutes of the March 25, 2025 Regular Board of Education meeting and the April 15, 2025 Special Board of Education meeting.
Approval of Minutes

Yeas: All Present

Nays: None

NO. 2025-093 Motion by Ruddy, seconded by Sullivan, to accept the Treasurer's Report for the period ending March 31, 2025.
Treasurer's Report

Yeas: All Present

Nays: None

NO. 2025-094 Motion by Pryce, seconded by Logan, that the board accept the recommendation of the Committee on Special Education and Committee of Pre-School Special Education, as listed on the attached sheets, and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.
CSE/CPSE

Yeas: All Present

Nays: None

The Following Reports Were Given:

- High School – Joseph Binion
 - Honors Dinner
 - De-Escalation Training
- Elementary – Nicole Weakfall
 - Literacy Committee Update
 - Spring Activities
- Superintendent's Report:
 - Capital Project Update – Larry Legault
 - Public Vote Resolution Preview
 - 2025-2026 Sports Mergers

NO. 2025-095 Motion by Logan, seconded by Hayes, that the board, upon the recommendation of Superintendent Burke, does hereby approve the following 2025-2026 sports mergers:
Sports Mergers 2024-25

1. Boys' Varsity Hockey – Norwood-Norfolk CSD
2. Girls' Varsity Hockey – Canton CSD
3. Boys' and Girls' Mod & Varsity Indoor Track & Field – Canton CSD
4. Boys' and Girls' Mod, JV & Varsity Swimming – Canton CSD
5. Boys' and Girls' Mod, JV & Varsity Lacrosse – Canton CSD
6. Boys' Mod, JV & Varsity Football – Canton CSD
7. Boys' and Girls' Mod, JV & Varsity Cross Country – Canton CSD
8. Boys' and Girls' Mod, JV & Varsity Wrestling – Canton CSD
9. Varsity Golf – Lisbon CSD
10. Volleyball – Lisbon CSD

Yeas: All Present

Nays: None

Discussion of Old or New Business

- Tax Collection Hours
- BOCES 2025-2026 Budget & Board Member Vote

NO. 2025-096 Motion by Pryce, seconded by Sullivan, that the board, upon the recommendation of Superintendent Burke, does hereby approve the 2025-2026 BOCES Administrative Budget of \$9936,269.

BOCES
Admin
Budget

Yeas: Boswell, Pryce, Logan, Sullivan, Ruddy, Hayes and Smith

Nays: None

NO. 2025-097 Motion by Pryce, seconded by Ruddy, that the board cast its vote in the annual election of board members of the St. Lawrence-Lewis BOCES for the following individuals:

BOCES
Members
2025-26

1. Roger Bennett
2. Michael Davis
3. Cindy McLean

Yeas: All Present

Nays: None

Discussion of Old or New Business Cont'd

- North Coast Therapy 2025-2026 Contracts

NO. 2025-098 Motion by Boswell, seconded by Sullivan, that the board, upon the recommendation of Superintendent Burke, does hereby approve the 2025-2026 North Coast Therapy physical and occupation therapy contracts as presented.

North Coast
Therapy
Contracts
2025-2026

Yeas: All Present

Nays: None

NO. 2025-099 Motion by Hayes, seconded by Ruddy, that the board, upon the recommendation of Superintendent Burke, does hereby approve the following personnel actions:

Appointments

Appointments:

- | | |
|-------------|--|
| S Monroe | 1. Schiler Monroe; Sub Monitor, eff. 4/30/25, rate of \$16.50/hr. |
| T Cook | 2. Tammy Cook; Sub Cust., eff. 4/30/25, rate of \$17.50/hr. |
| R Hand | 3. Rachel Hand; Sub Tch. & TA, eff. 4/30/25, rate of \$130/day |
| J Marcellus | 4. Jenna Marcellus; Sub Tch. & TA, eff. 4/30/25, rate of \$130/day |
| C Vines | 5. Caroline Vines; Sub Tch. & TA, eff. 4/30/25, rate of \$130/day |
| C Harris | 6. Caitlyn Harris; Sub Tch. & TA, eff. 4/30/25, rate of \$130/day |
| S Milburn | 7. Samantha Milburn; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |
| A Zysik | 8. Annika Zysik; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |
| I Kennedy | 9. Isabella Kennedy; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |
| A Froats | 10. Abigail Froats; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |
| P Grandy | 11. Phebe Grandy; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |
| C Ingraham | 12. Courtnie Ingraham; Conc. Stand Helper, eff. 4/30/25, rate of \$15.50/hr. |

Medical Leave:

- C. Ashley 13. Cheryl Ashley; FSW/Monitor/Cust., approx. 5/6/25-6/2/25

Yeas: Boswell, Hayes, Logan, Pryce, Ruddy, Sullivan

Nays: None

Abstain: Smith

No. 2025-100 Motion by Logan, seconded by Pryce, to adjourn the regular meeting at 6:53 PM.

Adjournment

Yeas: All Present

Nays: None

District Clerk

MADRID-WADDINGTON CSD

A/P Check Register

Bank Account: CBCAPFUND - COMMUNITY BANK CAPITAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recoded	Vold	Date	Reason	Check Amount	Check Number
002370	04/03/2025	C	JOHNSON NEWSPAPER CORP	0080		No	No			\$1,457.99	002370
002371	04/10/2025	C	LEGAULTLARRY	0082		No	No			\$2,884.62	002371
002372	04/15/2025	C	SEI DESIGN GROUP ARCHITECTS, PC	0083		No	No			\$32,821.21	002372
002373	04/28/2025	C	A-Verdi Storage Containers	0086		No	No			\$498.00	002373
002374	04/28/2025	C	FISCAL ADVISORS & MARKETING, INC	0086		No	No			\$5,961.00	002374
002375	04/28/2025	C	LEGAULTLARRY	0086		No	No			\$2,884.62	002375
002376	04/28/2025	C	PREMIER PRINTING, INC	0086		No	No			\$2,070.00	002376
Subtotal for Bank Account: CBCAPFUND - COMMUNITY BANK CAPITAL FUND										Grand Total	\$48,577.44
										Void Total	\$0.00
										Net	\$48,577.44
										Grand Total	\$48,577.44
										Void Total	\$0.00
										Net	\$48,577.44

Selection Criteria

Bank Account: CBCAPFUND
Check date is between 04/01/2025 and 04/30/2025
Sort by: Check Number
Printed by JULIE K. ABRANTES

MADRID-WADDINGTON CSD
Budget Status Report As Of: 04/30/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010-400-00-0000	Board Education Other	7,500.00	0.00	7,500.00	6,879.20	0.00	620.80
1010-400-00-1000	Prof Dev Other	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
1010-490-00-0000	BOCES Services	6,595.00	0.00	6,595.00	7,379.75	0.00	-784.75
1010-500-00-0000	Board Education Supplies	750.00	0.00	750.00	198.86	0.00	551.14
1040-160-00-0000	District Clerk Salary	105,049.00	0.00	105,049.00	88,887.70	16,161.25	0.05
1040-400-00-0000	District Clerk Other	1,750.00	0.00	1,750.00	0.00	0.00	1,750.00
1040-400-00-1000	Prof Dev Other	500.00	0.00	500.00	0.00	0.00	500.00
1040-500-00-0000	District Clerk Supplies	1,500.00	0.00	1,500.00	363.28	0.00	1,136.72
1060-400-00-0000	District meetings other	3,000.00	0.00	3,000.00	0.00	2,909.60	90.40
10 Board of Education - State Function Group Subtotal		132,144.00	0.00	132,144.00	103,708.79	19,070.85	9,364.36
1240-150-00-0000	Superintendent Salary	106,327.00	0.00	106,327.00	86,975.90	15,824.10	3,527.00
1240-160-00-0000	Superintendent Secretary	56,162.00	0.00	56,162.00	46,675.64	8,486.36	1,000.00
1240-400-00-0000	Chief School Admin Other	8,480.00	-479.15	8,000.85	7,291.52	0.00	709.33
1240-400-00-1000	Prof Dev Other	6,000.00	479.15	6,479.15	6,479.15	0.00	0.00
1240-500-00-0000	Chief School Admin Suppl	1,500.00	0.00	1,500.00	101.91	0.00	1,398.09
12 Central Administration - State Function Group Subtotal		178,489.00	0.00	178,489.00	147,524.12	24,310.46	6,634.42
1310-150-00-0000	Business Admin Instructio	52,370.00	0.00	52,370.00	43,501.04	7,898.96	970.00
1310-160-00-0000	Business Admin NonInstruc	31,495.00	-4,360.00	27,135.00	22,418.63	4,504.58	211.79
1310-400-00-0000	Business Admin Other	32,718.00	-1,000.00	31,718.00	18,048.16	0.00	13,669.84
1310-400-00-1000	Prof Dev Other	0.00	1,000.00	1,000.00	607.74	0.00	392.26
1310-490-00-0000	BOCES Services	50,000.00	0.00	50,000.00	19,705.69	0.00	30,294.31
1310-500-00-0000	Business Admin Supplies	4,250.00	-2,379.00	1,871.00	1,383.83	0.00	487.17
1320-400-00-0000	Auditing Other Exp	30,000.00	0.00	30,000.00	27,100.00	19.99	2,880.01
1325-160-00-0000	Treasurer Salary	15,914.00	4,360.00	20,274.00	15,553.97	4,716.90	3.13
1325-400-00-0000	Treasurer Other	825.00	0.00	825.00	0.00	0.00	825.00
1325-400-00-1000	Prof Dev Other	250.00	0.00	250.00	0.00	0.00	250.00
1325-500-00-0000	Treasurer Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330-160-00-0000	Tax Collector Salary	4,700.00	0.00	4,700.00	4,700.00	0.00	0.00
1330-400-00-0000	Tax Collector Other	465.00	0.00	465.00	40.87	0.00	424.13
1330-500-00-0000	Tax Collector Supplies	600.00	2,379.00	2,979.00	2,978.98	0.00	0.02
1345-490-00-0000	Purchase BOCES Services	2,548.00	0.00	2,548.00	2,038.40	0.00	509.60
1380-400-00-0000	Fiscal Agent Fees	7,500.00	0.00	7,500.00	3,353.00	0.00	4,147.00
13 Finance - State Function Group Subtotal		233,735.00	0.00	233,735.00	161,430.31	17,140.43	55,164.26
1420-400-00-0000	Legal Other Expense	25,000.00	359,255.75	384,255.75	384,390.75	0.00	-135.00
1430-490-00-0000	BOCES Services - PERS	22,860.00	0.00	22,860.00	18,288.00	0.00	4,572.00
1460-490-00-0000	BOCES Services	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
14 Staff - State Function Group Subtotal		50,360.00	359,255.75	409,615.75	402,678.75	0.00	6,937.00
1620-160-00-0000	Operation Salaries	266,448.00	0.00	266,448.00	201,294.96	37,040.34	28,112.70

MADRID-WADDINGTON CSD

Budget Status Report As Of: 04/30/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1620-200-00-0000	Operation Equipment	10,000.00	-10,000.00	0.00	0.00	0.00	0.00
1620-400-00-0000	Operation Other Expense	25,000.00	0.00	25,000.00	2,689.13	141.00	22,169.87
1620-400-00-1000	Prof Dev Other	250.00	0.00	250.00	95.00	0.00	155.00
1620-402-00-0000	Natural Gas	117,000.00	0.00	117,000.00	56,110.50	0.00	60,889.50
1620-407-00-0000	Electricity	175,000.00	0.00	175,000.00	101,155.17	0.00	73,844.83
1620-408-00-0000	Telephone	15,680.00	0.00	15,680.00	6,823.34	0.00	8,856.66
1620-490-00-0000	BOCES Services	23,000.00	0.00	23,000.00	17,829.41	0.00	5,170.59
1620-500-00-0000	Operation Supplies	60,000.00	0.00	60,000.00	60,778.55	450.14	-1,228.69
1620-500-01-0000	Auditorium Supplies	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
1621-160-00-0000	Maintenance Salaries	326,199.00	-1,200.00	324,999.00	245,124.39	37,040.34	42,834.27
1621-160-02-0000	Maint Salaries - Chem Hyg	0.00	1,200.00	1,200.00	200.00	1,000.00	0.00
1621-200-00-0000	Maintenance Equipment	10,000.00	92,492.29	102,492.29	81,034.50	21,457.79	0.00
1621-200-01-0000	Auditorium Equipment	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
1621-200-02-0000	Equip - Security	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
1621-400-00-0000	Maintenance Other	110,000.00	0.00	110,000.00	52,558.41	1,313.35	56,128.24
1621-400-01-0000	Auditorium Other	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1621-490-00-0000	Maintenance - BOCES Svces	19,178.00	0.00	19,178.00	15,342.40	0.00	3,835.60
1621-500-00-0000	Maintenance Supplies	55,000.00	0.00	55,000.00	17,676.64	838.00	36,485.36
1670-400-00-0000	Mailing Other Expense	9,460.00	0.00	9,460.00	6,104.85	402.39	2,952.76
1670-490-00-0000	Printing BOCES Services	4,000.00	0.00	4,000.00	3,200.00	0.00	800.00
1670-500-00-0000	Mailing Supplies	750.00	0.00	750.00	222.98	0.00	527.02
1680-490-00-0000	Data Processing BOCES	450,691.00	0.00	450,691.00	365,569.31	0.00	85,121.69
16 Central Services - State Function Group Subtotal		1,714,456.00	77,492.29	1,791,948.29	1,233,809.54	99,683.35	458,455.40
1910-400-00-0000	Unallocated Insurance	86,800.00	0.00	86,800.00	70,820.40	0.00	15,979.60
1984-400-00-0000	Refund of Real Property	2,500.00	24,493.01	26,993.01	26,993.01	0.00	0.00
1981-490-00-0000	BOCES Admin. Charge	429,669.00	0.00	429,669.00	343,735.20	0.00	85,933.80
1983-490-00-0000	BOCES Capital Expense	198,372.00	0.00	198,372.00	158,697.60	0.00	39,674.40
19 Special Items (Contractual Expense) - State Function Group Subtotal		717,341.00	24,493.01	741,834.01	600,246.21	0.00	141,587.80
2010-490-00-0000	BOCES Curriculum Develop	35,000.00	0.00	35,000.00	18,740.35	0.00	16,259.65
2020-150-00-0000	Principals' Salaries-Elem	86,060.00	0.00	86,060.00	72,469.76	13,176.24	414.00
2020-150-05-0000	Principals' Salaries-HS	108,714.00	13,286.00	122,000.00	103,646.12	20,153.88	-1,800.00
2020-161-00-0000	Secretaries' Sal - Elem	40,228.00	0.00	40,228.00	29,800.48	6,214.52	4,213.00
2020-161-05-0000	Secretaries' Sal - HS	44,365.00	0.00	44,365.00	32,361.78	5,883.97	6,119.25
2020-162-00-0000	Monitors' Salaries - K-5	10,892.00	-5,931.00	4,961.00	3,362.85	1,254.16	343.99
2020-162-00-3000	Monitors' Salaries	7,269.00	-7,269.00	0.00	0.00	0.00	0.00
2020-162-05-0000	Monitors' Salaries - 7-12	2,427.00	0.00	2,427.00	1,246.78	660.12	520.10
2020-400-00-0000	Super Other Exp - Elem	3,442.00	0.00	3,442.00	162.00	0.00	3,280.00
2020-400-00-1000	Prof Dev Other Elem	550.00	0.00	550.00	100.82	0.00	449.18

MADRID-WADDINGTON CSD

Budget Status Report As Of: 04/30/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2020-400-05-0000	Super Other Exp - HS	4,348.00	0.00	4,348.00	2,440.97	0.00	1,907.03
2020-400-05-1000	Prof Dev Other HS	550.00	0.00	550.00	100.82	0.00	449.18
2020-500-00-0000	Supervision Sup - Elem	1,750.00	0.00	1,750.00	50.87	0.00	1,699.13
2020-500-05-0000	Supervision Sup - HS	1,750.00	0.00	1,750.00	374.68	0.00	1,375.32
2060-400-00-0000	Grant Writer Services	21,000.00	0.00	21,000.00	12,000.00	0.00	9,000.00
20 Administration and Improvement - State Function Group Subtot:		368,345.00	86.00	368,431.00	276,868.28	47,342.89	44,229.83
2110-110-00-0000	Teacher Salaries 1/2 Day	33,243.00	-32,622.00	621.00	0.00	0.00	621.00
2110-120-00-0000	Teacher Salaries K-3	988,413.00	-4,303.00	984,110.00	636,549.91	304,439.62	41,120.47
2110-120-01-0000	TCH Salaries K-3 PROF DEV	5,000.00	7,125.00	12,125.00	12,125.00	0.00	0.00
2110-120-01-1000	TCH Sal Pre-K PROF Dev	700.00	400.00	1,100.00	800.00	0.00	300.00
2110-121-00-0000	4-5 ELEMENTARY TEACHERS	580,948.00	7,705.00	588,653.00	365,158.70	202,932.29	562.01
2110-121-01-0000	TCH Salaries 4-5 PROF DEV	3,500.00	1,975.00	5,475.00	5,675.00	0.00	-400.00
2110-121-03-0000	6 ELEM TCH SALARIES	284,910.00	-10,456.69	284,453.31	173,859.31	91,604.36	18,989.64
2110-121-03-1000	6 Tch Prof Dev Stipends	1,000.00	200.00	1,200.00	1,200.00	0.00	0.00
2110-122-00-0000	K-3 ELEM TCH ASSISTANT	7,257.00	8,974.75	16,231.75	20,840.13	250.00	-4,658.38
2110-122-00-1000	Pre-K TCH ASSISTANT	30,763.00	13,432.36	44,195.36	30,473.42	13,786.94	-65.00
2110-123-00-0000	4-5 ELEM TCH ASSISTANT	8,058.00	-4,223.00	3,835.00	3,835.00	0.00	0.00
2110-123-01-0000	6 TCH ASSISTANT	1,500.00	0.00	1,500.00	542.10	0.00	957.90
2110-130-00-0000	Teacher Salaries 7-12	1,557,618.00	-72,993.01	1,484,624.99	957,537.61	466,784.11	61,303.27
2110-130-01-0000	TCH Sal 7-12 PROF DEV	5,000.00	2,967.00	7,967.00	7,716.65	0.00	250.35
2110-131-00-0000	TCH ASSIST Salaries 7-12	4,680.00	522.58	5,202.58	3,993.62	1,228.96	-20.00
2110-140-00-0000	Substitute Teachers - K-5	35,000.00	18,000.00	53,000.00	42,731.65	0.00	10,268.35
2110-140-00-1000	Substitute Tch -Pre-K	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2110-140-01-0000	Substitute Teachers	18,000.00	-18,000.00	0.00	0.00	0.00	0.00
2110-140-02-0000	Substitute Teachers - 6	7,000.00	0.00	7,000.00	741.20	0.00	6,258.80
2110-140-03-0000	Substitute TCH - 7-12	115,485.00	0.00	115,485.00	110,239.00	0.00	5,246.00
2110-150-00-0000	Tutoring Salaries- K-3	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2110-150-01-0000	Tutoring Salaries- 4-5	2,000.00	0.00	2,000.00	168.00	0.00	1,832.00
2110-150-02-0000	Tutoring Salaries- 6	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2110-150-05-0000	Tutoring Salaries- 7-12	20,000.00	0.00	20,000.00	8,778.00	0.00	11,222.00
2110-160-00-0000	NON-INSTR SALARIES - K-5	1,700.00	63.00	1,763.00	0.00	0.00	1,763.00
2110-160-00-1000	NON-INSTR SALARIES Pre-K	1,000.00	-892.86	107.04	0.00	0.00	107.04
2110-160-01-0000	NON-INSTR SALARIES 6	250.00	-250.00	0.00	0.00	0.00	0.00
2110-160-05-0000	NON-INSTR SALARIES - 7-12	0.00	1,243.86	1,243.86	1,414.46	0.00	-170.50
2110-200-00-0000	General Equipment K-12	27,000.00	-6,457.79	20,542.21	17,840.00	0.00	2,702.21
2110-400-00-0000	General Other Expense	19,000.00	-300.00	18,700.00	8,606.25	1,428.56	8,665.19
2110-400-01-0000	General Other Exp Pre-K	200.00	0.00	200.00	0.00	0.00	200.00
2110-400-01-1000	General Other Exp K-5	1,500.00	340.00	1,840.00	1,840.00	0.00	0.00

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2110-400-02-0000	General Other	650.00	-650.00	0.00	0.00	0.00	0.00
2110-400-03-0000	General Other Exp 6	250.00	0.00	250.00	0.00	0.00	250.00
2110-400-03-1000	Instrum Music K-5 Other E	500.00	522.00	1,022.00	1,003.24	0.00	18.76
2110-400-03-1100	Instrum Music Other	127.00	-127.00	0.00	0.00	0.00	0.00
2110-400-03-1200	Instrum Music 6 Other E	74.00	0.00	74.00	0.00	0.00	74.00
2110-400-03-1300	PRE-K Comm & Assem Other	75.00	0.00	75.00	0.00	0.00	75.00
2110-400-03-1400	K-5 Comm & Assem Other	175.00	175.00	350.00	115.45	0.00	234.55
2110-400-03-1500	Comm & Assem Other	175.00	-175.00	0.00	0.00	0.00	0.00
2110-400-03-1600	6 Comm & Assem Other	75.00	0.00	75.00	0.00	0.00	75.00
2110-400-03-1700	PRE-K Teacher Conference	750.00	-750.00	0.00	0.00	0.00	0.00
2110-400-03-1800	K-5 Teacher Conference	1,000.00	965.00	1,965.00	1,985.00	0.00	0.00
2110-400-03-1900	Teacher Conference	625.00	-625.00	0.00	0.00	0.00	0.00
2110-400-03-2000	6 Teacher Conference	100.00	1,042.00	1,142.00	1,142.00	0.00	0.00
2110-400-05-0000	General Other Exp 7-12	7,500.00	-859.78	6,640.22	6,110.42	30.00	498.80
2110-400-05-0700	Phys Ed 7-12 Other Expens	361.00	0.00	361.00	0.00	0.00	361.00
2110-400-05-0800	Music Piano Accompanist	1,000.00	0.00	1,000.00	900.00	0.00	100.00
2110-400-05-1100	Instrum Music 7-12 Other	1,750.00	0.00	1,750.00	881.25	0.00	868.75
2110-400-05-1200	Vocal Music 7-12 Other	750.00	150.00	900.00	855.50	0.00	44.50
2110-400-05-1300	State/Natl Music Other 7	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2110-400-05-1600	7-12 Comm & Assem Other	1,650.00	0.00	1,650.00	0.00	0.00	1,650.00
2110-400-05-1700	7-12 Teacher Conference	3,000.00	227.78	3,227.78	3,227.78	0.00	0.00
2110-470-00-0000	Tuition - K-5	15,000.00	8,500.00	23,500.00	1,130.18	0.00	22,369.82
2110-470-03-0000	Tuition	8,500.00	-8,500.00	0.00	0.00	0.00	0.00
2110-470-03-1000	Tuition - 6	1,500.00	0.00	1,500.00	1,232.92	0.00	267.08
2110-470-03-1100	Tuition - 7-12	35,000.00	0.00	35,000.00	12,858.01	21,464.00	677.99
2110-480-01-0000	Campus/St. Mary's Text	850.00	0.00	850.00	0.00	0.00	850.00
2110-480-03-0100	Textbooks K-5	7,500.00	7,500.00	15,000.00	17,201.84	1,956.90	-4,158.74
2110-480-03-0200	Textbooks	7,500.00	-7,500.00	0.00	0.00	0.00	0.00
2110-480-03-0300	Textbooks 6	3,500.00	0.00	3,500.00	108.53	0.00	3,391.47
2110-480-05-0100	Textbooks 7-12	13,538.00	0.00	13,538.00	14,741.29	988.10	-2,191.39
2110-480-00-0000	BOCES Services	239,827.00	0.00	239,827.00	157,407.29	0.00	82,419.71
2110-600-00-0000	General K-12 Supplies	25,000.00	0.00	25,000.00	13,027.10	0.00	11,972.90
2110-600-03-0000	General Pre-K Supplies	1,500.00	-399.96	1,100.04	171.91	0.00	928.13
2110-600-03-0100	General K-5 Supplies	12,000.00	7,872.14	19,872.14	19,754.03	0.00	118.11
2110-600-03-0110	General Supplies	7,500.00	-7,500.00	0.00	0.00	0.00	0.00
2110-600-03-0120	General 6 Supplies	2,500.00	-417.84	2,082.16	118.33	0.00	1,963.83
2110-600-03-0200	Art Pre-K Supplies	250.00	-250.00	0.00	0.00	0.00	0.00
2110-600-03-0300	Art K-5 Supplies	1,000.00	1,250.00	2,250.00	2,174.70	0.00	75.30
2110-600-03-0400	Art Supplies	1,250.00	-1,250.00	0.00	0.00	0.00	0.00

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2110-500-03-0500	Art 6 Supplies	400.00	0.00	400.00	313.08	0.00	86.92
2110-500-03-0800	Phys Ed PRE-K Supplies	76.00	0.00	76.00	0.00	0.00	76.00
2110-500-03-0700	Phys Ed K-5 Supplies	350.00	1,017.84	1,367.84	1,367.84	0.00	0.00
2110-500-03-0800	Phys Ed Supplies	350.00	-350.00	0.00	0.00	0.00	0.00
2110-500-03-0800	Phys Ed 6 Supplies	100.00	0.00	100.00	0.00	0.00	100.00
2110-500-03-1100	Instrum Music K-5 Supplite	100.00	100.00	200.00	131.97	0.00	68.03
2110-500-03-1110	Instrum Music Supplite	100.00	-100.00	0.00	0.00	0.00	0.00
2110-500-03-1120	Instrum Music 6 Supplite	50.00	0.00	50.00	0.00	0.00	50.00
2110-500-03-1200	Vocal Music K-5 Supplies	100.00	192.82	292.82	192.82	0.00	100.00
2110-500-03-1500	Vocal Music Supplies	100.00	-100.00	0.00	0.00	0.00	0.00
2110-500-03-1600	Vocal Music 6 Supplies	50.00	0.00	50.00	0.00	0.00	50.00
2110-500-05-0000	General 7-12 Supplies	12,000.00	-1,720.68	10,279.32	13,633.56	0.00	-3,354.24
2110-500-05-0200	Art 7-12 Supplies	2,500.00	0.00	2,500.00	2,358.43	0.00	141.57
2110-500-05-0300	Health 7-12 Supplies	105.00	0.00	105.00	0.00	0.00	105.00
2110-500-05-0400	English 7-12 Supplies	105.00	0.00	105.00	0.00	0.00	105.00
2110-500-05-0500	French 7-12 Supplies	300.00	80.68	380.68	380.68	0.00	0.00
2110-500-05-0600	Spanish 7-12 Supplies	300.00	-171.21	128.79	0.00	0.00	128.79
2110-500-05-0700	Phys Ed Supplies Jones	600.00	0.00	600.00	288.91	124.72	186.37
2110-500-05-0800	Phys Ed Supplies Shoen	600.00	0.00	600.00	156.98	0.00	443.02
2110-500-05-1000	Math 7-12 Supplies	775.00	519.08	1,294.08	1,294.08	0.00	0.00
2110-500-05-1100	Instrum Music 7-12 Suppli	1,750.00	-139.00	1,611.00	458.95	0.00	1,152.05
2110-500-05-1200	Vocal Music 7-12 Supplies	1,300.00	0.00	1,300.00	743.44	0.00	556.56
2110-500-05-1300	Science 7-12 Supplies	3,600.00	1,314.03	4,914.03	4,951.23	0.00	-37.20
2110-500-05-1400	Social Studies 7-12 Suppl	400.00	-21.90	378.10	337.21	0.00	40.89
2110-500-05-1700	Music 7-12 Instruments	2,000.00	139.00	2,139.00	2,139.00	0.00	0.00
2250-150-00-0000	Handicapped TCH SAL K-5	216,228.00	-31,829.00	184,399.00	121,914.48	62,202.40	282.12
2250-150-00-0100	Sub Hdhp Tch Sal K-5	1,500.00	-500.00	1,000.00	613.10	0.00	386.90
2250-150-00-1000	Hdhp Tch Prof Dev K-5	350.00	3,200.00	3,550.00	3,550.00	0.00	0.00
2250-150-03-0000	Handicapped TCH SAL	48,446.00	-47,946.00	500.00	0.00	0.00	500.00
2250-150-03-0100	Handicapped TCH SAL 6	40,084.00	19,659.46	59,743.46	44,463.61	15,322.75	-42.90
2250-150-03-0200	Sub Hdhp TCH SAL	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
2250-150-03-0300	Sub Hdhp TCH SAL 6	500.00	65.20	565.20	565.20	0.00	0.00
2250-150-03-1000	Hdhp TCH SAL Prof Dev	200.00	-200.00	0.00	0.00	0.00	0.00
2250-150-03-1100	Hdhp TCH SAL 6 Prof Dev	100.00	0.00	100.00	0.00	0.00	100.00
2250-150-05-0000	Handicapped TCH SAL 7-12	161,625.00	26,502.00	188,127.00	127,283.55	60,559.51	263.94
2250-150-05-0100	Sub Hdhp TCH SAL 7-12	2,500.00	-392.40	2,107.60	767.50	0.00	1,340.10
2250-150-05-1000	Hdhp TchSal 7-12 Prof Dev	300.00	1,500.00	1,800.00	1,800.00	0.00	0.00
2250-151-00-0000	Hdhp Tch Asst K-5	125,088.00	-33.48	125,054.52	87,671.43	38,103.76	-720.67

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2250-151-03-0000	Hdkp Tch Asst	54,456.00	-52,856.00	1,600.00	245.00	1,305.80	49.20
2250-151-03-0100	Hdkp Tch Asst 6	29,484.00	-11,650.23	17,833.77	14,394.89	3,633.88	-195.00
2250-151-05-0000	Hdkp Tch Asst 7-12	63,802.00	128,978.22	192,880.22	139,359.11	54,739.69	-1,218.58
2250-160-00-0000	Hdkp Noninstr Sal Pre-K	3,500.00	0.00	3,500.00	734.00	0.00	2,766.00
2250-160-01-0000	Hdkp Noninstr Sal K-5	456.00	2,950.00	3,406.00	3,278.08	0.00	127.92
2250-160-03-0000	Hdkp Noninstr Sal	1,766.00	-1,766.00	0.00	0.00	0.00	0.00
2250-160-03-0100	Hdkp Noninstr Sal 6	853.00	787.00	1,640.00	1,639.03	0.00	0.97
2250-160-05-0000	Hdkp Noninstr Sal 7-12	2,992.00	21,084.23	24,076.23	22,021.41	2,754.22	-699.40
2250-200-00-0000	Hdkp Equip - K-5	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
2250-400-00-0000	Hdkp Other Expense - K-5	73,750.00	40,397.49	114,147.49	30,874.99	0.00	83,272.50
2250-400-00-1000	Hdkp Prof Dev Other - K-5	750.00	2,300.00	3,050.00	3,049.60	0.00	0.40
2250-400-00-1100	Hdkp Other Exp - Pre-K	500.00	0.00	500.00	0.00	0.00	500.00
2250-400-03-0000	Hdkp Other Expense	60,000.00	-60,000.00	0.00	0.00	0.00	0.00
2250-400-03-0100	Hdkp Other Expense - 6	15,000.00	0.00	15,000.00	10,431.00	0.00	4,569.00
2250-400-03-1000	Hdkp Prof Dev Other	500.00	-500.00	0.00	0.00	0.00	0.00
2250-400-03-1100	Hdkp Prof Dev Other - 6	250.00	0.00	250.00	0.00	0.00	250.00
2250-400-05-0000	Hdkp Other Expense - 7-12	45,000.00	0.00	45,000.00	6,051.15	0.00	38,948.85
2250-400-05-1000	Hdkp Prof Dev Other 7-12	1,000.00	0.00	1,000.00	818.06	0.00	181.94
2250-470-00-0000	Handicapped tuition K-5	10,000.00	199,302.51	209,302.51	54,498.20	154,804.31	0.00
2250-470-03-0000	Handicapped tuition	20,000.00	-20,000.00	0.00	0.00	0.00	0.00
2250-470-03-0100	Handicapped tuition 6	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
2250-470-05-0000	Handicapped tuition 7-12	20,000.00	102,100.00	122,100.00	12,025.00	110,023.00	52.00
2250-480-00-0000	Hdkp Textbooks - K-5	500.00	750.00	1,250.00	0.00	0.00	1,250.00
2250-480-03-0000	Hdkp Textbooks	750.00	-750.00	0.00	0.00	0.00	0.00
2250-480-03-0100	Hdkp Textbooks - 6	200.00	0.00	200.00	0.00	0.00	200.00
2250-480-05-0000	Hdkp Textbooks - 7-12	550.00	0.00	550.00	0.00	0.00	550.00
2250-490-00-0000	Handicapped BOCES Svces	1,721,850.00	-258,600.00	1,463,250.00	728,245.66	0.00	735,004.34
2250-500-00-0000	CSE Supplies	3,500.00	-2,207.00	1,293.00	0.00	0.00	1,293.00
2250-500-00-1000	CSE Supplies - UPK	0.00	2,094.00	2,094.00	1,540.73	0.00	553.27
2250-500-03-0000	Handicapped K-5 Supplies	3,500.00	5,000.00	8,500.00	741.61	0.00	7,758.39
2250-500-03-0100	Handicapped Supplies	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
2250-500-03-0200	Handicapped 6 Supplies	2,500.00	-1,067.35	1,432.65	358.94	0.00	1,073.71
2250-500-05-0000	Handicapped 7-12 Supplies	4,250.00	1,180.35	5,430.35	5,430.35	0.00	0.00
2280-150-00-0000	Occ Ed Teacher Salaries	63,375.00	-8,883.00	54,492.00	25,937.16	13,637.23	14,917.61
2280-150-00-0100	Sub Occ Ed Tch Salaries	500.00	0.00	500.00	42.00	0.00	458.00
2280-150-00-1100	Occ Ed Prof Dev Tch Sal	500.00	300.00	800.00	450.00	0.00	350.00
2280-400-05-0000	General Occ Ed Other Exp	2,000.00	0.00	2,000.00	175.00	0.00	1,825.00
2280-490-00-0000	Occ Ed BOCES Services	653,712.00	0.00	653,712.00	535,469.60	0.00	118,242.40
2280-500-05-0000	General Occ Ed Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

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2330-490-00-0000	BOCES Teaching Spec Sch	20,979.00	0.00	20,979.00	11,188.80	0.00	9,790.20
21 Teaching - State Function Group Subtotal		7,717,384.00	-39,619.80	7,677,764.20	4,717,389.20	1,623,105.11	1,337,289.89
2610-150-00-0000	Library InstrSal - K-5	0.00	55,700.00	55,700.00	36,456.22	19,192.94	50.84
2610-150-00-0100	Sub Lib Instr Sal - K-5	150.00	456.71	606.71	725.79	0.00	-119.08
2610-150-00-1100	Lib Sal Prof Dev -K-5	0.00	1,100.00	1,100.00	1,100.00	0.00	0.00
2610-150-03-0100	Library InstrSal - 6	9,191.00	-9,190.00	1.00	0.00	0.00	1.00
2610-150-03-0200	Sub Lib InstrSal	150.00	-150.00	0.00	0.00	0.00	0.00
2610-150-03-0400	Sub Lib InstrSal - 6	150.00	-150.00	0.00	0.00	0.00	0.00
2610-150-05-0000	Library InstrSal - 7-12	23,171.00	-18,120.00	5,051.00	3,306.73	1,744.11	0.16
2610-150-05-0100	Sub Library Tch Sal 7-12	250.00	-6.71	243.29	54.21	0.00	189.08
2610-150-05-1100	Prof Dev Lib Tch Sal 7-12	250.00	-250.00	0.00	0.00	0.00	0.00
2610-151-00-0000	LIB TCH ASSIST SAL - K-5	13,872.00	-13,872.00	0.00	0.00	0.00	0.00
2610-151-03-0000	LIB TCH ASSIST SAL	7,435.00	-6,935.00	500.00	0.00	0.00	500.00
2610-400-00-0000	Lib & AV K-5 Other E	125.00	108.94	233.94	33.94	200.00	0.00
2610-400-03-0000	Lib & AV Other Exp	100.00	-100.00	0.00	0.00	0.00	0.00
2610-400-03-0100	Lib & AV 6 Other E	75.00	-8.94	66.06	0.00	0.00	66.06
2610-400-05-0000	Lib & AV 7-12 Other E	200.00	-171.14	28.86	0.00	0.00	28.86
2610-460-00-0000	K-5 Library & AV Loan	2,000.00	1,000.00	3,000.00	2,984.31	0.00	15.69
2610-460-03-0000	Library & AV Loan	1,000.00	-812.54	187.46	187.46	0.00	0.00
2610-460-03-0100	6 Library & AV Loan	1,000.00	-16.57	983.43	983.43	0.00	0.00
2610-460-05-0000	7-12 Library & AV Loan	4,000.00	0.25	4,000.25	2,713.19	1,287.06	0.00
2610-490-00-0000	Library & AV BOCES	45,086.00	0.00	45,086.00	36,101.01	0.00	8,984.99
2610-500-00-0000	Library & AV K-5 Supplie	500.00	250.00	750.00	750.00	0.00	0.00
2610-500-03-0000	Library & AVSupplies	250.00	-250.00	0.00	0.00	0.00	0.00
2610-500-03-0100	Library & AV 6 Supplie	200.00	0.00	200.00	184.96	0.00	15.04
2610-500-05-0000	Library & AV 7-12 Supplie	800.00	0.00	800.00	793.94	0.00	6.06
2630-220-00-0000	State Aided Comput Hrdwre	16,000.00	2,941.47	18,941.47	26,734.18	0.00	-7,792.71
2630-400-00-0000	Computer Other	1,500.00	-150.73	1,349.27	1,349.27	0.00	0.00
2630-400-00-1000	Comp Prof Dev Other	1,500.00	735.29	2,235.29	2,439.98	0.00	-204.69
2630-460-03-0000	K-5 Software	7,000.00	0.00	7,000.00	6,125.75	0.00	874.25
2630-460-05-0000	6-12 Software	7,000.00	0.00	7,000.00	6,202.38	0.00	797.62
2630-490-00-0000	Computer BOCES	105,000.00	0.00	105,000.00	105,484.79	0.00	-484.79
2630-500-00-0000	Comp & STEAM Supplies K-5	17,000.00	652.32	17,652.32	20,549.06	590.93	-3,487.67
2630-500-05-0000	Comp & STEAM Sup. 6-12	18,000.00	-652.32	17,347.68	19,183.33	590.95	-2,426.60
26 Instructional Media - State Function Group Subtotal		282,955.00	12,109.03	295,064.03	274,443.93	23,605.99	-2,985.89
2805-160-00-0000	Attendance Salaries	35,046.00	0.00	35,046.00	21,408.61	11,333.89	2,303.50
2805-400-00-0000	Attendance Other Exp	600.00	0.00	600.00	0.00	0.00	600.00
2810-150-00-0000	Guidance Instr Sal K-5	43,638.00	25,389.00	69,027.00	45,684.10	23,342.57	0.33

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2810-150-00-0100	Sub Guid Instr Sal K-5	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-00-1200	Guid Prof Dev K-5	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-00-1300	Guid Prof Dev 6	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-03-0000	Guidance Instr Sal	22,480.00	-22,480.00	0.00	0.00	0.00	0.00
2810-150-03-0100	Guidance Instr Sal 6	36,439.00	3,880.00	42,319.00	27,669.71	14,648.69	0.60
2810-150-05-0000	Guidance Instr Sal 7-12	137,610.00	-5,350.00	132,260.00	75,689.77	33,571.14	22,999.09
2810-150-05-0100	Sub Guid Instr Sal 7-12	200.00	4,300.00	4,500.00	4,500.00	0.00	0.00
2810-150-05-1000	Guid 7-12 Prof Dev	500.00	0.00	500.00	300.00	0.00	200.00
2810-160-00-0000	Guide Noninst Sal - K-5	0.00	1,000.00	1,000.00	873.60	0.00	126.40
2810-160-03-0100	Guide Noninst Sal - 6	6,309.00	-1,700.00	4,609.00	3,465.28	1,071.08	72.63
2810-160-05-0000	Guide Noninst Sal - 7-12	33,306.00	-11,071.00	22,235.00	9,755.20	3,825.31	8,654.49
2810-400-00-0000	Guidance Other Exp K-5	1,000.00	-750.00	250.00	0.00	0.00	250.00
2810-400-03-0000	Guidance Other Exp	750.00	-750.00	0.00	0.00	0.00	0.00
2810-400-03-0100	Guidance Other Exp 6	250.00	-250.00	0.00	0.00	0.00	0.00
2810-400-05-0000	Guidance Other Exp 7-12	1,000.00	0.00	1,000.00	284.28	537.00	178.72
2810-500-00-0000	Guidance Supplies	250.00	-223.81	26.19	0.00	0.00	26.19
2810-500-03-0000	Guidance Sup K-5	250.00	250.00	500.00	0.00	0.00	500.00
2810-500-03-0100	Guidance Sup	250.00	-250.00	0.00	0.00	0.00	0.00
2810-500-03-0200	Guidance Sup 6	250.00	0.00	250.00	0.00	0.00	250.00
2810-500-05-0000	Guidance Supplies 7-12	750.00	147.78	897.78	362.28	535.50	0.00
2815-160-00-0000	Health Service Sal	99,499.00	2,640.65	102,139.65	67,293.09	34,991.56	-145.00
2815-400-00-0000	Health Services Other Exp	20,000.00	-1,304.65	18,695.35	9,000.00	3,000.00	6,695.35
2815-500-00-0000	Health Services Supplies	5,000.00	0.00	5,000.00	4,651.48	0.00	348.52
2820-150-00-0000	Psychological Salaries	64,464.00	1,311.00	65,775.00	43,452.95	22,321.77	0.28
2820-150-00-1000	Psych. Sal. Prof Dev	250.00	1,685.00	1,935.00	1,934.58	0.00	0.42
2820-400-00-0000	Psychological Other	2,500.00	-1,146.00	1,354.00	0.00	0.00	1,354.00
2820-400-00-1000	Psych Prof Dev Other	250.00	160.00	410.00	410.00	0.00	0.00
2820-500-00-0000	Psychological Supplies	1,500.00	986.00	2,486.00	2,485.65	0.00	0.35
2850-005-02-0000	Not Defined Yet	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
2850-150-00-0000	Curricular Sal. 7-12	67,183.00	-3,699.00	63,484.00	14,762.00	43,151.00	5,571.00
2850-150-03-0000	After School Salaries K-5	4,500.00	7,040.00	11,540.00	10,240.00	3,978.00	-2,678.00
2850-150-03-0100	After School Sal.	2,250.00	3,689.00	5,949.00	0.00	5,949.00	0.00
2850-150-03-0200	After School Sal. 6	1,000.00	-708.00	292.00	288.00	0.00	4.00
2850-150-03-0300	Summer School Elem	25,000.00	-8,029.70	16,970.30	5,764.62	0.00	11,205.68
2850-150-05-0000	After School Prog 7-12	5,000.00	0.00	5,000.00	1,117.08	0.00	3,882.92
2850-400-00-0000	General Co. Other 7-12	1,500.00	0.00	1,500.00	289.00	0.00	1,211.00
2850-400-02-0000	Debate Other Expense	200.00	0.00	200.00	0.00	0.00	200.00
2850-400-03-0000	After School Other - K-5	500.00	100.00	600.00	0.00	0.00	600.00
2850-400-03-0100	After School Other	500.00	-500.00	0.00	0.00	0.00	0.00

MADRID-WADDINGTON CSD
Budget Status Report As Of: 04/30/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2850-400-03-0200	After School Other - 6	200.00	0.00	200.00	0.00	0.00	200.00
2850-400-03-0300	Summer School Other - Ele	0.00	450.00	450.00	450.00	0.00	0.00
2850-400-05-0000	After School Other - 7-12	500.00	0.00	500.00	175.00	0.00	325.00
2850-400-05-0200	Theatre Other	4,000.00	0.00	4,000.00	2,929.00	0.00	1,071.00
2850-500-00-0000	Cocur. General Sup. 7-12	500.00	0.00	500.00	0.00	0.00	500.00
2850-500-02-0000	Debate Supplies	750.00	0.00	750.00	0.00	0.00	750.00
2850-500-03-0000	After School Sup. K-5	750.00	750.00	1,500.00	0.00	0.00	1,500.00
2850-500-03-0100	After School Sup.	750.00	-750.00	0.00	0.00	0.00	0.00
2850-500-03-0200	After School Sup. 6	300.00	0.00	300.00	0.00	0.00	300.00
2850-500-03-0300	Summer School Sup - Elem	25,000.00	-450.00	24,550.00	791.75	0.00	23,758.25
2850-500-05-0000	After School Sup. 7-12	750.00	0.00	750.00	411.43	0.00	338.57
2850-500-05-0200	Theatre Supplies	10,000.00	0.00	10,000.00	7,090.81	0.00	2,909.19
2855-150-00-0000	Coaches' Salaries	137,569.00	-2,831.25	134,737.75	86,657.29	48,480.46	-380.00
2855-200-05-0100	Equipment - Uniforms	8,500.00	3,072.95	11,572.95	11,572.95	0.00	0.00
2855-200-05-1400	General Athletic Equipmen	6,295.00	0.00	6,295.00	0.00	0.00	6,295.00
2855-400-05-0200	Boys' Baseball Other Exp	4,250.00	0.00	4,250.00	0.00	0.00	4,250.00
2855-400-05-0300	Boys' Basketball Other Ex	6,820.00	0.00	6,820.00	6,010.97	0.00	809.03
2855-400-05-0500	Cheering Other Expense	1,100.00	0.00	1,100.00	600.00	0.00	500.00
2855-400-05-0700	Boys' Soccer Other Expens	5,500.00	0.00	5,500.00	2,914.50	0.00	2,585.50
2855-400-05-0800	Girls' Soccer Other Expen	4,950.00	0.00	4,950.00	3,765.10	0.00	1,184.90
2855-400-05-0900	Girls' Track Other Expens	2,200.00	0.00	2,200.00	0.00	75.00	2,125.00
2855-400-05-1000	Boys' Track Other	2,200.00	0.00	2,200.00	0.00	75.00	2,125.00
2855-400-05-1200	Girls' Volleyball Other E	5,100.00	0.00	5,100.00	4,210.50	0.00	889.50
2855-400-05-1300	Girls' Basketball Other E	7,150.00	0.00	7,150.00	6,923.22	0.00	226.78
2855-400-05-1400	General Athletic Other Ex	9,500.00	0.00	9,500.00	6,652.00	0.00	2,848.00
2855-400-05-1500	Girls' Softball Other Exp	4,250.00	0.00	4,250.00	625.00	0.00	3,625.00
2855-400-05-1600	Golf Other Expense	1,925.00	0.00	1,925.00	0.00	0.00	1,925.00
2855-490-00-0000	BOCES - Section X Coord	16,758.00	0.00	16,758.00	13,406.40	0.00	3,351.60
2855-500-05-0200	Boys' Baseball Supplies	0.00	1,250.00	1,250.00	1,201.55	0.00	48.45
2855-500-05-0300	Boys' Basketball Supplies	1,200.00	-500.00	700.00	619.40	0.00	80.60
2855-500-05-0500	Cheerleading Supplies	600.00	0.00	600.00	145.00	0.00	455.00
2855-500-05-0700	Boys' Soccer Supplies	1,750.00	0.00	1,750.00	1,006.80	0.00	743.20
2855-500-05-0800	Girls' Soccer Supplies	1,750.00	0.00	1,750.00	1,113.20	0.00	636.80
2855-500-05-0900	Girls' Track Supplies	750.00	0.00	750.00	717.88	0.00	32.12
2855-500-05-1000	Boys' Track Supplies	750.00	0.00	750.00	251.09	0.00	498.91
2855-500-05-1200	Girls' Volleyball Supplie	3,200.00	0.00	3,200.00	1,967.60	0.00	1,232.40
2855-500-05-1300	Girls' Basketball Supplie	1,200.00	2,106.00	3,306.00	3,305.80	0.00	0.20
2855-500-05-1400	General Athletic Supplies	5,000.00	0.00	5,000.00	1,054.50	0.00	3,945.50

MADRID-WADDINGTON CSD

Budget Status Report As Of: 04/30/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2855-500-05-1500	Girls' Softball Supplies	1,000.00	0.00	1,000.00	917.30	0.00	82.70
2855-500-05-1600	Golf Supplies	500.00	0.00	500.00	301.00	0.00	199.00
2855-500-05-1700	AED Supplies	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
28 Pupil Services - State Function Group Subtotal		913,191.00	-3,626.03	909,564.97	619,468.32	260,866.98	139,329.67
5510-160-00-0000	Transportation Salaries	663,924.00	0.00	663,924.00	464,923.92	124,292.97	74,707.11
5510-160-00-1000	Transp Sal - Pre-K	27,479.00	0.00	27,479.00	21,245.82	2,761.42	3,471.76
5510-162-00-0000	Transp Office-Super Salar	118,927.00	0.00	118,927.00	99,210.90	16,150.32	3,565.78
5510-200-00-0000	Transportation Equipment	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
5510-210-00-0000	BUSES	0.00	192,449.42	192,449.42	192,449.42	0.00	0.00
5510-400-00-0000	Transportation Other Exp	25,000.00	5,500.00	30,500.00	6,695.52	66.80	23,737.68
5510-400-00-1000	Transp Prof Dev Other Exp	750.00	0.00	750.00	0.00	0.00	750.00
5510-401-00-0000	Transportation Insurance	23,940.00	0.00	23,940.00	23,634.63	0.00	305.37
5510-490-00-0000	BOCES Transp. Services	5,026.00	0.00	5,026.00	4,272.80	0.00	753.20
5510-500-00-0000	Transportation Supplies	16,000.00	0.00	16,000.00	912.19	0.00	15,087.81
5510-570-00-0000	Transportation Parts	65,000.00	-5,500.00	59,500.00	28,989.26	0.00	30,510.74
5510-571-00-0000	Transportation Gasoline	138,000.00	-5,500.00	132,500.00	76,598.41	423.57	55,478.02
5510-572-00-0000	Trans Oil/Fluids/Def	12,000.00	0.00	12,000.00	6,479.04	0.00	5,520.96
5510-573-00-0000	Transportation Tires & Ch	20,000.00	0.00	20,000.00	7,797.88	0.00	12,202.12
5530-200-00-0000	Equipment	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
5530-400-00-0000	Bus Garage Other Expense	16,500.00	2,189.94	18,689.94	13,163.68	5,526.26	0.00
5530-410-00-0000	Bus Garage Insurance	13,680.00	0.00	13,680.00	10,629.92	0.00	3,050.08
5530-420-00-0000	Fuel Oil	35,000.00	-2,663.35	32,336.65	13,953.88	0.00	18,382.77
5530-470-00-0000	Garage Bldg Electricity	13,000.00	0.00	13,000.00	4,744.75	0.00	8,255.25
5530-500-00-0000	Bus Garage Supplies	2,750.00	973.41	3,723.41	3,777.81	301.74	-356.14
5540-400-00-0000	Contract Transportation	15,000.00	5,000.00	20,000.00	13,467.00	6,464.16	68.84
55 Pupil Transportation - State Function Group Subtotal		1,222,476.00	192,449.42	1,414,925.42	992,946.83	155,987.24	265,991.36
7140-150-00-0000	Fitness Center Instruc	4,538.00	0.00	4,538.00	2,269.00	2,269.00	0.00
7140-160-00-0000	Fitness Center Non-Instr	22,000.00	0.00	22,000.00	17,375.50	0.00	4,624.50
7140-200-00-0000	Fitness Center Equip	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
7140-400-00-0000	Fitness Center Other	2,500.00	0.00	2,500.00	1,979.69	0.00	520.31
7140-500-00-0000	Fintness center supplies	3,000.00	0.00	3,000.00	1,138.43	0.00	1,861.57
7 Community Services - State Function Group Subtotal		42,038.00	0.00	42,038.00	22,762.62	2,269.00	17,006.38
9010-800-00-0000	State Retirement	293,460.00	0.00	293,460.00	166,943.73	37,952.93	88,563.34
9020-800-00-0000	Teacher Retirement	551,087.00	0.00	551,087.00	352,743.80	159,115.38	39,227.82
9030-800-00-0000	Social Security	568,435.00	0.00	568,435.00	372,356.18	147,289.68	48,789.14
9040-800-00-0000	Workers' Compensation	48,290.00	0.00	48,290.00	29,094.42	0.00	19,195.58
9050-800-00-0000	Unemployment Insurance	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9060-800-00-0000	Health Insurance	2,759,071.00	-402,615.01	2,356,455.99	1,894,618.59	0.00	461,837.40

MADRID-WADDINGTON CSD
Budget Status Report As Of: 04/30/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9060-800-00-1000	Health Ins. - Retirees	1,456,949.00	0.00	1,456,949.00	1,029,481.65	0.00	427,467.35
9060-810-00-0000	Dental Insurance	0.00	0.00	0.00	1,924.54	0.00	-1,924.54
9089-800-00-0000	Other Employee Benefits	78,215.00	0.00	78,215.00	73,671.02	0.00	4,543.98
90 Employee Benefits - State Function Group Subtotal		5,780,507.00	-402,615.01	5,377,891.99	3,920,833.93	344,357.99	1,112,700.07
9711-600-00-0000	Building Bond Principal	745,000.00	0.00	745,000.00	0.00	0.00	745,000.00
9711-700-00-0000	Building Bond Interest	269,728.00	0.00	269,728.00	116,690.63	0.00	153,037.37
9770-700-00-0000	Revenue Anticipation Note	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
9788-600-00-0000	Principal	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
9788-700-00-0000	Interest	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
97 Debt Service - State Function Group Subtotal		1,061,228.00	0.00	1,061,228.00	116,690.63	0.00	944,537.37
9901-930-00-0000	Transfer to School Lunch	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
9901-950-00-0000	Transfer to Special	25,000.00	0.00	25,000.00	10,460.14	0.00	14,539.86
9950-900-00-0000	Transfer to Capital/Debt	450,000.00	-220,124.66	229,875.34	221,842.75	0.00	8,032.59
99 Interfund Transfers - State Function Group Subtotal		575,000.00	-220,124.66	354,875.34	232,302.89	0.00	122,572.45
Total GENERAL FUND		20,989,629.00	0.00	20,989,629.00	13,723,074.35	2,607,740.29	4,658,814.36

Madrid-Waddington Central School District
BUDGET REPORT
For The Period Ending April 30, 2025

Expenditures:

	<u>Original Approp</u>	<u>Carry over</u>	<u>Total Approp</u>	<u>Expenditures</u>	<u>Encumb.</u>	<u>Available Balance</u>
Board of Education	\$ 132,144.00	\$ -	\$ 132,144.00	\$ 103,708.79	\$ 19,070.85	\$ 9,364.36
Central Administration	\$ 349,302.00	\$ (6,739.00)	\$ 342,563.00	\$ 253,189.21	\$ 36,714.00	\$ 52,659.79
Finance	\$ 62,902.00	\$ 6,739.00	\$ 69,641.00	\$ 55,765.22	\$ 4,736.89	\$ 9,138.89
Legal Services	\$ 50,360.00	\$ 359,255.75	\$ 409,615.75	\$ 402,678.75	\$ -	\$ 6,937.00
Central Services	\$ 1,714,456.00	\$ 77,492.29	\$ 1,791,948.29	\$ 1,233,809.54	\$ 99,683.35	\$ 458,455.40
Special Items	\$ 717,341.00	\$ 24,493.01	\$ 741,834.01	\$ 600,246.21	\$ -	\$ 141,587.80
Instruction	\$ 9,281,875.00	\$ (30,950.80)	\$ 9,250,924.20	\$ 5,788,139.73	\$ 1,944,920.97	\$ 1,517,863.50
Transportation	\$ 1,222,476.00	\$ 192,449.42	\$ 1,414,925.42	\$ 992,946.83	\$ 155,987.24	\$ 265,991.35
Community Services	\$ 42,038.00	\$ -	\$ 42,038.00	\$ 22,762.62	\$ 2,269.00	\$ 17,006.38
Employee Benefits	\$ 5,780,507.00	\$ (402,615.01)	\$ 5,377,891.99	\$ 3,920,833.93	\$ 344,357.99	\$ 1,112,700.07
Debt Service	\$ 1,061,228.00	\$ -	\$ 1,061,228.00	\$ 116,690.63	\$ -	\$ 944,537.37
Interfund Transfers	\$ 575,000.00	\$ (220,124.66)	\$ 354,875.34	\$ 232,302.89	\$ -	\$ 122,572.45
	\$ 20,989,629.00	\$ 0.00	\$ 20,989,629.00	\$ 13,723,074.35	\$ 2,607,740.29	\$ 4,658,814.36

MADRID-WADDINGTON CSD

A/P Check Register
Bank Account: CBSPECAID - COMMUNITY BANK SPECIAL AID FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
005536	04/03/2025	C	CHILDREN'S THERAPY NETWORK	0080		No	No			\$2,565.00	005536
Subtotal for Bank Account: CBSPECAID - COMMUNITY BANK SPECIAL AID FUND										Grand Total	\$2,565.00
										Void Total	\$0.00
										Net	\$2,565.00
										Grand Total	\$2,565.00
										Void Total	\$0.00
										Net	\$2,565.00

Selection Criteria

Bank Account: CBSPECAID
Check date is between 04/01/2025 and 04/30/2025
Sort by: Check Number
Printed by JULIE K. ABRANTES

MADRID-WADDINGTON CSD

A/P Check Register
Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
095378	04/03/2025	C	AJ'S PORTABLES, LLC	0080		No	No			\$30.00	095378
095379	04/03/2025	C	AMAZON.COM	0080		No	No			\$496.42	095379
095380	04/03/2025	C	AUTO ZONE STORE 02984	0080		No	No			\$71.26	095380
095381	04/03/2025	C	DIGITAL TECHNOLOGY GROUP, INC	0080		No	No			\$143.46	095381
095382	04/03/2025	C	GILLEE'S AUTO TRUCK & MARINE	0080		No	No			\$902.49	095382
095383	04/03/2025	C	JASON PERRY & LAFAYE, WEIN & FRAMENT, PL	0080		No	No			\$125,000.00	095383
095384	04/03/2025	C	LITERACY RESOURCES	0080		No	No			\$768.96	095384
095385	04/03/2025	C	LJC DISTRIBUTORS	0080		No	No			\$276.00	095385
095386	04/03/2025	C	McKESSON MEDICAL-SURGICAL	0080		No	No			\$183.20	095386
095387	04/03/2025	C	GOVT SOL. LLC	0080		No	No			\$80.00	095387
095388	04/03/2025	C	NNYWWC	0080		No	No			\$12,025.00	095388
095389	04/03/2025	C	POTSDAM CENTRAL SCHOOL	0080		No	No			\$110.99	095389
095390	04/03/2025	C	SHERWIN WILLIAMS COMPANY	0080		No	No			\$214.61	095390
095391	04/03/2025	C	SLIC FIBER	0080		No	No			\$211.00	095391
095392	04/03/2025	C	TOPICAL REVIEW BOOK CO.	0080		No	No			\$2,154.72	095392
095393	04/03/2025	C	TWOMBLYCOREY	0080		No	No			\$52.31	095393
095394	04/03/2025	C	WADDINGTON HARDWARE BUILDING SUPPLY	0080		No	No			\$731.46	095394
095395	04/03/2025	C	WHITESBORO PLOW SHOP INC	0080		No	No			\$324,840.46	095395
095396	04/08/2025	C	MWCS PAYROLL ACCOUNT	0081		No	No			\$2,625.17	095396
095397	04/10/2025	C	AMAZON.COM	0082		No	No			\$202.50	095397
095398	04/10/2025	C	ASHLEYCRAIG S.	0082		No	No			\$282.00	095398
095399	04/10/2025	C	BIG SPOON KITCHEN	0082		No	No			\$525.88	095399
095400	04/10/2025	C	BIMBO FOODS	0082		No	No			\$231.90	095400
095401	04/10/2025	C	BRICK & MORTAR MUSIC	0082		No	No			\$1,520.46	095401
095402	04/10/2025	C	BURKE/ERIC S	0082		No	No			\$1,850.00	095402
095403	04/10/2025	C	CANTON CENTRAL SCHOOL	0082		No	No			\$3,255.00	095403
095404	04/10/2025	C	CHARGE MOMMY BOOKS LLC	0082		No	No			\$1,183.95	095404
095405	04/10/2025	C	GLAZIER PACKING COINC.	0082		No	No			\$156.98	095405
095406	04/10/2025	C	Gopher Performance	0082		No	No			\$37.20	095406
095407	04/10/2025	C	HAUN WELDING SUPPLY INC	0082		No	No			\$63.85	095407
095408	04/10/2025	C	JOHNSTONS WATER, LLC	0082		No	No			\$90.00	095408
095409	04/10/2025	C	LaQuier/Henry	0082		No	No			\$4,508.99	095409
095410	04/10/2025	C	LIBERTY UTILITIES - NY	0082		No	No			\$463.17	095410
095411	04/10/2025	C	LOWE'S WAREHOUSE	0082		No	No			\$120.00	095411
095412	04/10/2025	C	MCCALLIBRENDIA	0082		No	No			\$73.98	095412
095413	04/10/2025	C	MWCS - PETTY CASH	0082		No	No			\$1,113.94	095413
095414	04/10/2025	C	MX FUELS	0082		No	No			\$364.99	095414
095415	04/10/2025	C	NASSP	0082		No	No			\$1,414.64	095415
095415	04/10/2025	C	NY BUS SALES	0082		No	No				

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(MManual) M=Manual Check

MADRID-WADDINGTON CSD

A/P Check Register
Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
095416	04/10/2025	C	PEPSI COLA OGDENSBURG BOTTLEERS	0082		No	No			\$455.70	095416
095417	04/10/2025	C	QUILL CORPORATION	0082		No	No			\$138.67	095417
095418	04/10/2025	C	Sports Locker	0082		No	No			\$416.65	095418
095419	04/10/2025	C	ST LAWRENCE SUPPLY COMPANY	0082		No	No			\$332.65	095419
095420	04/10/2025	C	ST LAWRENCE-LEWIS BOCES	0082		No	No			\$314,198.02	095420
095421	04/10/2025	C	US FOODS	0082		No	No			\$9,838.84	095421
095422	04/10/2025	C	VICTORY PROMOTIONS, INC.	0082		No	No			\$2,027.00	095422
095423	04/10/2025	C	WADDINGTON HARDWARE BUILDING SUPPLY	0082		No	No			\$85.94	095423
095424	04/15/2025	C	CAFARELLAVANITA	0083		No	No			\$149.16	095424
095425	04/15/2025	C	DIGITAL TECHNOLOGY GROUP, INC	0083		No	No			\$2,800.63	095425
095426	04/15/2025	C	DUSTIN S. COCHRAN	0083		No	No			\$500.00	095426
095427	04/15/2025	C	EXCELLUS HEALTH PLAN - GROUP	0083		No	No			\$252,091.26	095427
095428	04/15/2025	C	FRANCISVANITA	0083		No	No			\$109.60	095428
095429	04/15/2025	C	HANCOCK ESTABROOK	0083		No	No			\$135.00	095429
095430	04/15/2025	C	HARTFORD STEAM BOILER	0083		No	No			\$440.00	095430
095431	04/15/2025	C	JUST RIGHT READER INC.	0083		No	No			\$3,740.00	095431
095432	04/15/2025	C	NATIONAL GRID	0083		No	No			\$5,389.63	095432
095433	04/15/2025	C	NORTH COAST THERAPY	0083		No	No			\$7,162.20	095433
095434	04/15/2025	C	NORTHERN ZONE	0083		No	No			\$32.00	095434
095435	04/15/2025	C	PERMA-BOUND BOOKS	0083		No	No			\$1,943.60	095435
095436	04/15/2025	C	PIGEONALFRED	0083		No	No			\$130.40	095436
095437	04/15/2025	C	RUDDYSANDRA	0083		No	No			\$59.90	095437
095438	04/15/2025	C	SIEGFRIEDWILL	0083		No	No			\$109.60	095438
095439	04/15/2025	C	SOCHIASAMUEL	0083		No	No			\$111.40	095439
095440	04/15/2025	C	Sports Locker	0083		No	No			\$184.90	095440
095441	04/15/2025	C	SPRAGUE ENERGY SOLUTIONS, INC.	0083		No	No			\$3,182.49	095441
095442	04/15/2025	C	ST LAWRENCE SUPPLY COMPANY	0083		No	No			\$515.90	095442
095443	04/15/2025	C	TPRS BOOKS	0083		No	No			\$159.00	095443
095444	04/15/2025	C	WAYSIDE PUBLISHING	0083		No	No			\$45.70	095444
095445	04/16/2025	C	BURKE MICHELLE	0084		No	No			\$466.36	095445
095446	04/16/2025	C	MX FUELS	0084		No	No			\$1,080.95	095446
095447	04/16/2025	C	ROCKET DRONES	0084		No	No			\$1,000.00	095447
095448	04/16/2025	C	VERIZON WIRELESS	0084		No	No			\$421.46	095448
095449	04/16/2025	C	WADDINGTON HARDWARE BUILDING SUPPLY	0084		No	No			\$89.95	095449
095450	04/22/2025	C	MWCS PAYROLL ACCOUNT	0085		No	No			\$312,749.10	095450
095451	04/28/2025	C	AETNA	0086		No	No			\$43,831.80	095451
095452	04/28/2025	C	AMAZON.COM	0086		No	No			\$8,192.70	095452
095453	04/28/2025	C	ASBO - NORTHERN CHAPTER	0086		No	No			\$40.00	095453

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

MADRID-WADDINGTON CSD

A/P Check Register

Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recoded	Void	Date	Reason	Check Amount	Check Number
095454	04/28/2025	C	DAVIS VISION, INC	0086		No	No			\$1,304.72	095454
095455	04/28/2025	C	GLOBAL EQUIPMENT COMPANY INC	0086		No	No			\$4,029.00	095455
095456	04/28/2025	C	GUARDIAN	0086		No	No			\$4,340.26	095456
095457	04/28/2025	C	NORTHERN NURSERIES, INC	0086		No	No			\$240.00	095457
095458	04/28/2025	C	SHERWIN WILLIAMS COMPANY	0086		No	No			\$4,714.79	095458
095459	04/28/2025	C	SMEC	0086		No	No			\$11,218.86	095459
095460	04/28/2025	C	SYDENSTRICKER NOBBE PARTNERS	0086		No	No			\$104.94	095460
095461	04/28/2025	C	TRANE COMPANY	0086		No	No			\$3,386.62	095461
095462	04/28/2025	C	WADDINGTON HARDWARE BUILDING SUPPLY	0086		No	No			\$115.58	095462
095463	04/28/2025	C	WOODCHOP SHOP INC.	0086		No	No			\$37.45	095463
Subtotal for Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND										Grand Total	\$1,492,204.32
										Void Total	\$0.00
										Net	\$1,492,204.32
										Grand Total	\$1,492,204.32
										Void Total	\$0.00
										Net	\$1,492,204.32

Selection Criteria

Bank Account: CBGENFUND
Check date is between 04/01/2025 and 04/30/2025
Sort by: Check Number
Printed by JULIE K. ABRANTES

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

Madrid-Waddington Central School District
BUDGET REPORT
For The Period Ending April 30, 2025

Revenue:

	<u>Initial Est Rev</u>	<u>Adjustments</u>	<u>Current Est Rev</u>	<u>Actual Revenue</u>	<u>Variance</u>
Property Taxes	\$ 4,938,275.00	\$ -	\$ 4,938,275.00	\$ 4,943,418.87	\$ 5,143.87
Tuition	\$ -	\$ -	\$ -	\$ -	\$ -
Interest & Earnings	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 118,268.46	\$ 103,268.46
Sale of Scrap & Excess	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 138.00	\$ (862.00)
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -
Refund of Prior Yrs Exp	\$ 190,500.00	\$ -	\$ 190,500.00	\$ 180,544.28	\$ (9,955.72)
Gifts & Donations	\$ 185,600.00	\$ -	\$ 185,600.00	\$ 236,082.93	\$ 50,482.93
Unclassified Revenues	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 65,269.07	\$ 5,269.07
Basic Aid	\$ 11,765,834.00	\$ -	\$ 11,765,834.00	\$ 9,551,191.30	\$ (2,214,642.70)
BOCES Aid	\$ 1,348,243.00	\$ -	\$ 1,348,243.00	\$ 337,060.55	\$ (1,011,182.45)
Other State Aid	\$ 142,980.00	\$ -	\$ 142,980.00	\$ 138,825.33	\$ (4,154.67)
Appropriated Res FB	\$ 542,215.00	\$ -	\$ 542,215.00	\$ -	\$ (542,215.00)
Interfund Transfer - Debt Service	\$ 494,982.00	\$ -	\$ 494,982.00	\$ 200,000.00	\$ (294,982.00)
Appropriated Fund Balance	\$ 1,305,000.00	\$ -	\$ 1,305,000.00	\$ 1,305,000.00	\$ -
	\$ 20,989,629.00	\$ -	\$ 20,989,629.00	\$ 17,075,798.79	\$ (3,913,830.21)

MADRID-WADDINGTON CSD
Revenue Status Report As Of: 04/30/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	4,230,922.00	0.00	4,230,922.00	4,296,672.25		65,750.25
1081.000		Other Pmts in Lieu of Taxes	50,353.00	0.00	50,353.00	53,124.82		2,771.82
1085.000		STAR Reimbursement	650,000.00	0.00	650,000.00	584,250.51	65,749.49	
1090.000		Int. & Penal. on Real Prop.Tax	7,000.00	0.00	7,000.00	9,371.29		2,371.29
1311.000		Other Day School Tuition (Indv	0.00	0.00	0.00	8,555.00		8,555.00
2230.000		Day School Tuition-Oth Dist. NYS	0.00	0.00	0.00	53,109.15		53,109.15
2401.000		Interest and Earnings	15,000.00	0.00	15,000.00	56,079.31		41,079.31
2410.000		Rental of Real Property,Indiv.	0.00	0.00	0.00	525.00		525.00
2650.000		Sale Scrap & Excess Material	1,000.00	0.00	1,000.00	138.00	862.00	
2701.000		Refund PY Exp-BOCES Aided Srvc	190,000.00	0.00	190,000.00	176,004.14	13,995.86	
2703.000		Refund PY Exp-Other-Not Trans	500.00	0.00	500.00	4,540.14		4,040.14
2705.000		Gifts and Donations	185,600.00	0.00	185,600.00	236,082.93		50,482.93
2770.000		Other Unclassified Rev.(Spec)	60,000.00	0.00	60,000.00	65,269.07		5,269.07
3101.000		Basic Formula Aid-Gen Aids (Ex	10,334,944.00	0.00	10,334,944.00	6,876,471.27	3,458,472.73	
3101.100		Excess Cost Aid	630,890.00	0.00	630,890.00	868,316.60		237,426.60
3102.000		Lottery Aid	800,000.00	0.00	800,000.00	992,153.81		192,153.81
3102.100		VLT Lottery Grants Aid	0.00	0.00	0.00	399,975.73		399,975.73
3102.200		Commercial Gaming Grant	0.00	0.00	0.00	44,486.35		44,486.35
3102.300		Mobile Sports Wagering Funds	0.00	0.00	0.00	369,787.54		369,787.54
3103.000		BOCES Aid (Sect 3609a Ed Law)	1,348,243.00	0.00	1,348,243.00	337,060.55	1,011,182.45	
3260.000		Textbook Aid (Incl Txbk/Lott)	46,390.00	0.00	46,390.00	25,777.00	20,613.00	
3262.000		Computer Sftwre, Hrdwre Aid	12,390.00	0.00	12,390.00	20,790.00		8,400.00
3263.000		Library A/V Loan Program Aid	4,200.00	0.00	4,200.00	3,818.00	382.00	
3289.000		Other State Aid	30,000.00	0.00	30,000.00	69,000.28		39,000.28
4601.000		Medic.Ass't-Sch Age-Sch Yr Pro	50,000.00	0.00	50,000.00	19,440.05	30,559.95	
5031.000		Interfund Transfers(Not D.Serv	450,000.00	0.00	450,000.00	0.00	450,000.00	
5031.100		Interfund Transfers(UI)	25,000.00	0.00	25,000.00	0.00	25,000.00	
5031.200		EBALR	67,215.00	0.00	67,215.00	0.00	67,215.00	
5050.000		Interfund Trans. for Debt Svs	494,982.00	0.00	494,982.00	200,000.00	294,982.00	
Subfund Subtotal			19,684,629.00	0.00	19,684,629.00	15,770,798.79	5,439,014.48	1,525,184.27
Total GENERAL FUND			19,684,629.00	0.00	19,684,629.00	15,770,798.79	5,439,014.48	1,525,184.27

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

School Lunch Fund
Monthly Analysis Worksheet
For the Period Ending April 30, 2025

Beginning Fund Balance	(\$41,145.79)
Profit or (Loss)	(\$13,828.50)
Ending Fund Balance	(<u>\$54,974.29</u>)

Revenues

<i>Type A Sales</i>		
Breakfast	\$38.35	
Lunch	\$954.45	
<i>Other Sales</i>		
Breakfast	\$458.65	
Lunch	\$3,116.29	
Total Sales		\$4,567.74
<i>Federal Aid Receivable</i>		
Breakfast	\$9,147.00	
Lunch	\$18,416.00	
<i>State Aid Receivable</i>		
Breakfast	\$5,168.00	
Lunch	\$10,195.00	
Total Aid Receivable		\$42,926.00
<i>Surplus Food</i>		\$715.32
<i>Other Revenue</i>		\$0.00
Total Revenues		<u>\$48,209.06</u>

Expenses

<i>Beginning Food Inventory</i>	\$28,212.07	
Add: Purchases	\$30,648.26	
Less: Ending Inventory	\$25,774.33	
Food Used		\$33,086.00
<i>Beginning Federal Food Inventory</i>	\$4,991.27	
Add: Surplus Food	\$715.32	
Less: Ending Inventory	\$4,549.10	
Federal Food Used		\$1,157.49
Salary		\$17,659.19
Fringe Benefits		\$12,361.43
Other Expenses		\$0.00
<i>Beginning Supply Inventory</i>	\$4,640.88	
Add: Supplies Purchased	\$653.36	
Less: Ending Inventory	\$4,320.17	
Supplies Used		\$974.07
Total Expenses		<u>\$62,037.56</u>

Profit or (Loss) for Month (**\$13,828.50**)

**Madrid-Waddington Central School
Treasurer's Report
For The Period Ending April 30, 2025**

General Fund	366,742.55
School Lunch Fund	(45,610.87)
General Fund Checking Account	<u>321,131.68</u>
Federal Fund Checking Account	109,800.82
Scholarship Account	6,391.90
Payroll Checking Account	0.00
Capital Fund Checking Account	1,609,701.37
General Fund Money Market Account - Chase Bank @ 1.52%	
General Fund Savings	4,067,370.03
Unemployment	42,350.36
Insurance Reserve	670,755.14
Building Reserve	709,807.13
Retirement - TRS	76,030.53
Employee Benefit Reserve	201,875.30
Transportation Reserve	541,186.01
School Lunch	24,531.00
Federal Fund	0.00
Debt Service	998,223.25
Capital Fund	624,017.87
Chase Money Market Account	<u>7,956,146.62</u>
Fidelity Investment -Scholarship Account	11,220.18

Resolution to accept the following donations:

Motion to accept the following donations towards offsetting the 2024-25 cost of the drone program at Madrid-Waddington CSD.

- Orvis St Discount Wine Liquor \$200
- Seacomm Federal Credit Union - \$250

**Recommended
PERSONNEL ACTIONS
May 20, 2025**

Name	Tenure Area	Assignment	Type of Appointment	Effective Date	Salary
<u>Appointment</u>					
Tammy Cook		Substitute Driver/Custodian	Annual	May 21, 2025	\$19.00/hour
Tammy Cook		Driver/Custodian	Annual	July 1, 2025	\$23.62/hour
Michele Weaver		HS Summer School "Jeff-Lewis" Teacher		July 8 - Aug. 6, 2025	\$17.00/hour
Ashley Chevier		HS Summer School "Jeff-Lewis" Teacher		July 8 - Aug. 6, 2025	\$17.00/hour
Julia Watson		HS Summer School "Jeff-Lewis" Teacher		July 8 - Aug. 6, 2025	\$17.00/hour
Renee Young		HS Summer School "Jeff-Lewis" Teacher		July 8 - Aug. 6, 2025	\$17.00/hour

I recommend the foregoing personnel actions:

May 16, 2025

Eric Burke

Custodial Report

May 20, 2025

- Back to mowing & trimming
- New swings on playground
- New windows installed in 5th & 6th grade wing
- High school kitchen setup completed early
- May 10th we hosted track invitationals along with baseball and softball games. Everything went very smoothly.
- Getting set for the elementary track meet & family picnic
- Assisting with/keeping ahead of construction

Transportation Report

May 20, 2025

- 1) The HVAC system is complete & everything works great.
- 2) We are looking forward to Phase 2 of the project to get some much needed things repaired.
- 3) We had a 97% on our DOT inspection this year.
- 4) We are getting ready for the summer repairs & cleaning.
- 5) We have the mowing equipment serviced & running.
- 6) We are trying to keep up with the bus washing but the weather has not been cooperating.
- 7) It looks like we have enough drivers for the fall but still lack substitute bus monitors.
- 8) We are working on routes for ESY & our elementary 3 week program.

Madrid~Waddington Central School Board of Education

Meeting Dates 2025-2026

6:30 PM unless noted otherwise

Tuesday, July 1, 2025	Reorganizational meeting & Regular meeting
Tuesday, August 19, 2025	Regular meeting; set tax rate
Tuesday, September 16, 2025	Regular meeting
Tuesday, October 21, 2025	Regular meeting; Audit Committee 5:45 PM
Tuesday, November 18, 2025	Regular meeting
Tuesday, December 9, 2025	Regular meeting
Tuesday, January 20, 2026	Regular meeting
Tuesday, February 10, 2026	Regular meeting
Tuesday, March 17, 2026	Regular meeting
Tuesday, March 31, 2026	Special Budget Meeting (Optional)
Wednesday, April 1, 2026	BOCES Annual Meeting with dinner and Budget presentation
*Monday, April 20, 2026	Regular meeting BOCES Budget Vote
Tuesday, May 12, 2026	Public Budget Hearing 5:00 PM
*Tuesday, May 19, 2026	Regular meeting Budget & Board Member Vote; Bus Referendum
Tuesday, June 9, 2026	Regular meeting

* We have no option to change dates highlighted in yellow.

CODE OF CONDUCT



MWCS 2025-2026 DIGNITY FOR ALL STUDENTS ACT COORDINATORS

Nicole Weakfall, Principal
Elementary School
315-322-5746, ext 35201

Joseph Binion, Principal
Jr-Sr High School
315-322-5746, ext 35200

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INTRODUCTION

The Madrid Waddington Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

DEFINITIONS

For purposes of this code, the following definitions apply.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 who:

- 1. Commits an act of violence upon a school employee, or attempts to do so.**
- 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.**
- 3. Possess, while on school property or at a school function, a weapon.**

4. **Displays, while on school property or at a school function, what appears to be a weapon.**
5. **Threatens, while on school property or at a school function, to use a weapon.**
6. **Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.**
7. **Knowingly and intentionally damages or destroys school district property.**

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. **Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.**
2. **Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.**
3. **Access school rules and, when necessary, receive an explanation of those rules from school personnel.**

B. Student Responsibilities

All district students have the responsibility to:

1. **Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.**
2. **Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.**
3. **Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.**
4. **Work to the best of their ability in all academic and extracurricular**

- pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
 6. Work to develop mechanisms to control their anger.
 7. Ask questions when they do not understand.
 8. Seek help in solving problems that might lead to discipline.
 9. Dress appropriately for school and school functions.
 10. Accept responsibility for their actions.
 11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

ESSENTIAL PARTNERS

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students

regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Maintain confidentiality in conformity with federal and state law.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Make known to students and families the resources in the community that are available to meet their needs.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

D. Other School Personnel

- 1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- 2. Maintain confidentiality in accordance with federal and state law.**
- 3. Be familiar with the code of conduct.**
- 4. Help children understand the district's expectations for maintaining a safe, orderly environment.**
- 5. Participate in school-wide efforts to provide adequate supervision in all school spaces.**
- 6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.**
- 7. Address personal biases that may prevent equal treatment of all students.**

E. Principals

- 1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- 2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.**
- 4. Evaluate on a regular basis all instructional programs.**
- 4. Support the development of and student participation in appropriate extracurricular activities.**
- 5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.**
- 6. Maintain confidentiality in accordance with federal and state law.**
- 7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.**

F. Superintendent

- 1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**

2. Review with district administrators the policies of the Board of education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain confidentiality in accordance with federal and state law.
7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

G. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
4. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
5. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

- 1. Be safe, appropriate and not disrupt or interfere with the educational process.**
- 2. Recognize that extremely brief garments are not appropriate.**
- 3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.**
- 4. Not include the wearing of hats in the classroom except for a medical or religious purpose.**
- 5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.**
- 6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.**

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension . Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:**
 - 1. Running in hallways.**
 - 2. Making unreasonable noise.**
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.**
 - 4. Obstructing vehicular or pedestrian traffic.**
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.**
 - 6. Trespassing. Students are not permitted in any area of the building unless there is a scheduled and supervised activity.**
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.**
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:**
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.**
 - 2. Lateness for, missing or leaving school without permission.**
 - 3. Skipping detention.**
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:**
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.**
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.**
 - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.**

- 3. Possessing a weapon.**
- 4. Displaying what appears to be a weapon.**
- 5. Threatening to use any weapon.**
- 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.**
- 7. Intentionally damaging or destroying school district property.**

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

- 1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.**
- 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.**
- 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.**
- 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.**
- 5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse.**
- 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.**
- 7. Hazing, which includes an induction, initiation or membership process involving harassment.**
- 8. Selling, using, distributing or possessing obscene material.**
- 9. Using vulgar or abusive language, cursing or swearing.**
- 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco, or the use of any form of e-cigarette or vape.**
- 11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.**

12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 99, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. **Bullying: Peer Abuse in the Schools**

Bullying of a student by another student is strictly prohibited on school property, in school buildings and on school buses, at school sponsored events and/or activities whether occurring on or off campus.

Bullying can take three forms:

- 1) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- 2) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- 3) Psychological (including, but not limited to spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including “pledging” and/or a student’s initiation into or affiliation with a school or student related organization or team.)

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use can reasonably be expected to substantially disrupt the

educational process in the school or a school function.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability, unless the discipline is consistent with the student's individualized education plan (IEP).

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school – Superintendent, Board

13. Permanent suspension from school – Superintendent, Board

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

- 1. The charges against the student are not supported by substantial evidence.**
- 2. The student's removal is otherwise in violation of law, including the district's**

code of conduct.

- 3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.**

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a) Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent’s decision, they must file a written appeal to the Board of education with the District Clerk within 10 business days of the date of the Superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b) Long term (more than five days) Suspension from School

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the

student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c.) Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d.) Procedure after suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

7. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing

pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The Superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term

suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

8. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

- 1. For purposes of this section of the code of conduct, the following definitions apply.**

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such

IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the district (BOCES) Superintendent of Schools or a Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.**
- b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.**
- c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.**
- d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.**

(1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length."

(2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

- (3) “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.**

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:

- a. for more than 10 consecutive school days; or**
- b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.**

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district’s Committee on Special Education shall:

- a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement**

to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.**
- 2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.**
 - a. The Superintendent, Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.**
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:**
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or**
 - (2) determined that an evaluation was not necessary and**

provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

- 3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.**

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- 4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.**
- 5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.**
- 6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is**

not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
 - (2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although
3. the impartial hearing officer may grant specific extensions of such

time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. and B., if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. A request to remove an outer coat or jacket

does not constitute a strip search. Strip searches are intrusive in nature and are not permissible. If school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

VISITORS TO THE SCHOOLS

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. There they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification sticker, which must be worn at all times while in the school or on school grounds. The visitor must return to the Principal's office to sign out at the visitor's register.
3. Visitors attending school functions that are open to the public after regular hours, such as parent-teacher organization meetings or public gatherings, are not required to report.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and the building principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and

prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

- 1. Intentionally injure any person or threaten to do so.**
- 2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.**
- 3. Disrupt the orderly conduct of classes, school programs or other school activities.**
- 4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.**
- 5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).**
- 6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.**
- 7. Obstruct the free movement of any person in any place to which this code applies.**
- 8. Violate the traffic laws, parking regulations or other restrictions on vehicles.**
- 9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.**
- 10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.**
- 11. Loiter on or about school property.**
- 12. Gamble on school property or at school functions.**
- 13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.**
- 14. Willfully incite others to commit any of the acts prohibited by this code.**
- 15. Violate any federal or state statute, local ordinance or Board policy while**

on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

- 1. Visitors - Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.**
- 2. Students - They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.**
- 3. Tenured faculty members - They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.**
- 4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75 - They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.**
- 5. Staff members other than those described in subdivisions 4 and 5 - They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.**

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

- 1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly held at the beginning of each school year.**
- 2. Providing a plain language language summary to all parents at the beginning of the school year, and thereafter on request.**
- 3. Posting the complete code of conduct on the district's website.**
- 4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.**
- 5. Providing all new employees with a copy of the current code of conduct when they are first hired.**
- 6. Making copies of the code available for review by students, parents and other community members.**

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

APPENDIX A:

MWCS HIGH SCHOOL

ATTENDANCE

Absence is the main cause of failure in school. Unless your health forbids or unless some emergency arises at home, you should be in school. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to determine what is to be made up. You assume the entire burden of getting this work done and handed in to your teachers. Punctuality and regular school attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASS EACH DAY.**

All absences must be verified by a note from the parent within forty-eight hours of your return to school indicating the reason for absence. Legal excuses for absence include personal illness, medical, dental or legal appointments, religious observance and death in the family.

All absence, as well as tardiness and truancy is recorded daily. Car problems, oversleeping and personal reasons are not acceptable excuses for being late. **LATE STUDENTS ARE TO REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL, UNLESS SCHEDULED FOR AN ACTIVITY. ALL STUDENTS ARE TO LEAVE THE BUILDING AT 2:08 PM.**

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

**District Policy #5683 — Use of Surveillance Cameras in the School District
Adopted July 22, 2008**

BUS BEHAVIOR

It is the school district's responsibility to provide proper and safe transportation to and from school. Bus drivers are expected to exercise the same degree of supervision as a teacher would in a classroom. No student has the right to interfere with the safe and comfortable transportation of another student or the bus driver. Such actions as fighting, shouting, objectionable language, smoking, or any other behavioral problem may result in restrictions or losing the right to ride the bus.

Students are to ride only the bus they are assigned. The High School Office must approve any changes. Generally students are allowed to ride another bus to the home of a friend, relative, etc. These requests should be made in writing by a parent/guardian.

CAFETERIA/LUNCH/FOOD/BEVERAGES

Student behavior in the school cafeteria should be based on courtesy and cleanliness. This means leaving the area neat and in a condition you would like to live in. Each student is scheduled for a one-half hour lunch period. Students must go through the cafeteria line and pay for their choice of foods. Once you have eaten you may leave the cafeteria. The gym is available for students wishing to participate in limited activity. Appropriate behavior is expected.

As a general rule, food should not leave the cafeteria. Arrangements to eat in other locations must be made in advance. Students are not to go into areas where classes are being held during their lunch period. Each month the lunch menu is printed and is available to each student in the main office.

Students are subject to restrictions regarding food and beverages. During the regular school day, consumption *should mostly occur only during the designated lunch and breakfast periods. Though there are numerous exceptions and special circumstances.* The school reserves the right to control foods and beverages purchased on or off school grounds.

SCHOOL DANCES

Throughout the school year, dances may be held in the school on Friday or Saturday evenings. Sign up for the use of this activity must be done through the high school office, well in advance of the date requested. Permission for school dances will be given only to existing clubs and class organizations at the High School.

Each of the following regulations will be in effect:

1. Dances are for MWCS students only, unless special approval is obtained from the main office. The sponsoring organization may designate grade level.
2. No drinking of alcoholic beverages or use of drugs before or during will be permitted. A violation may result in restriction from all extra-curricular events, as well as possible legal action.
3. Students exhibiting unbecoming conduct may be asked to leave school grounds.
4. Dances will be from 8:00-11:00 p.m., unless otherwise approved.
5. Students admitted to the dance will not be allowed to leave and return later.

10th PERIOD

The official school day at the high school ends at 2:50 p.m. Students whose work is complete, are not involved in extracurricular activities after school, or have not been assigned detention by the office or a teacher, are **expected** to leave on their regular dismissal bus at 2:08 p.m.

Students assigned to 10TH PERIOD are to report to their teacher immediately at the bell. **STUDENTS ARE NOT TO REMAIN AFTER SCHOOL TO VISIT WITH TEACHERS, FRIENDS, CLEAN LOCKERS, USE THE LIBRARY, ETC.** At 2:50 PM all high school students must report to the office to pick up detention bus pass for transportation home.

DISCIPLINE CODE

It is the policy of the Board of Education at Madrid-Waddington Central that disciplinary actions be progressive in nature to allow growth and change in student behavior. It recognizes, however, that some serious misbehavior may require an action not within the normal progression. The progression of discipline would generally follow this pattern: teacher reprimand, detention, curtailment of privileges, parental contact, short term suspension (five days or less), long term suspension, legal action, Superintendent's Hearing or Board of Education Hearing.

UNACCEPTABLE BEHAVIORS:

The following behaviors are considered unacceptable at Madrid-Waddington Central School and may result in one of the disciplinary actions as outlined in the progression of discipline.

1. Profane and/or vulgar language will not be tolerated. Students using this

type of language may be assigned school detention or suspension. If the language is directed at staff member, the staff member will immediately report the incident to the building principal. Appropriate disciplinary action will be taken by the building principal.

2. Kissing and embracing by students in school is considered unacceptable behavior. Persistent violations will be referred to the building principal for disciplinary action.
3. Insubordination or disrespect to a staff member will not be tolerated.
4. Student fighting or harassment of each other may result in detention or suspension. These behaviors may also result in legal action being taken.
5. No student will use physical force or attempt to use physical force against a staff member. Instances may result in detention, suspension, Superintendent's hearing or Board of Education hearing.
6. Stealing or entering a locker, classroom, or school building without permission may result in detention, suspension or legal action. If a student uses another student's property without authorization, it may be considered stealing. Students guilty of this infraction will be required to pay for the property.
7. Destroying, defacing school, staff or student property may require restitution. Offenses of this type may result in detention, suspension or legal action.
8. COMPUTERS: Unauthorized, inappropriate, or illegal use of computer facilities will not be tolerated and will be reported to the building principal.
9. Students tardy to school and/or class will not be tolerated and will initially be dealt with by the teacher in charge.
10. Skipping classes, school, or failure to report to an assigned class or study hall will not be tolerated. Teachers should also deal with the student individually who skips their class. Habitual skipping is truancy and will be dealt with by the Administration.
11. Weapons and dangerous objects of any type are not permitted in school the school building or on school grounds of the District without Administrative authorization. In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law #3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case- by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.

12. Due to the health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco, tobacco-related products (also known as “smokeless” or “chewing” tobacco), or any form of e cigarette or “vape” on school premises, on school buses, or at school-sponsored activities.
13. Students will not possess or be under the influence of alcohol, drugs, or controlled substances or bring alcohol beverages, drugs, or drug related paraphernalia onto school grounds or into school buildings or school owned vehicles. Students will not misuse, sell or distribute prescription or non-prescription drugs, over the counter medications, or any other substance or fluid intended to or reputed to have a metabolic impact on the human body. Violations of this rule may result in suspension and legal action.
14. Any electronic devices considered disruptive to the learning process are restricted in school and on the school buses. Students are discouraged from bringing any non-essential digital or electronic devices to school, as they are always at risk to be damaged or stolen. Staff members may, at any time, restrict the use of such devices and also may ask a student to turn the device over to them. Such matters will reach their ultimate resolution through the building principal.
15. Any willful action on the part of students that disrupts the educational process at Madrid-Waddington Central School will not be tolerated.
16. The student’s record of behavior will be used to determine the severity of a penalty.
17. Misbehavior may result in more than one penalty.

A STUDENT'S RIGHTS AND RESPONSIBILITIES

1. ACCESS TO RECORDS

Parents of students or eligible students may inspect and review educational records upon request. A written request must be submitted to the building principal. A copy of the Student Records Policy, outlining this procedure, and also including the type, location, and custodians of educational records in this district, is available at the High School Office. The disclosure of educational records as well as the correction and appeals procedure is also included in this policy.

2. RULES

RIGHTS — A student has the right to know all the rules in advance that govern

his or her conduct in school.

RESPONSIBILITY — Rules must be obeyed promptly. A student has the responsibility to read school rules. He or she is responsible for remembering the rules. A student is required to obey the teacher's reasonable requests or directions.

3. SUSPENSION

RIGHTS — five days or less

A.) A student has the right to know why he or she has been suspended. The building principal normally informs the student of the reason for suspension.

B.) A student has the right to explain his or her side.

RESPONSIBILITY — Correcting improper behavior is the student's responsibility. A student has the responsibility to make sure misbehavior does not occur again. The responsibility for an appeal belongs with the student or his/her parents.

4. SUSPENSION

RIGHTS — five days or more — this type of suspension can only be done by the Board of Education or the Superintendent. A student has the right to the following:

A.) A hearing

B.) Reasonable notice indicating what he or she is accused of doing.

C.) Present evidence and ask witnesses to testify.

D.) Cross examine witnesses who testify against him or her.

E.) Appeal the decision of the Principal, Superintendent and Board of Education to the Commissioner of Education.

RESPONSIBILITY — A student is responsible for conducting himself/herself in a courteous and respectful manner.

5. EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

RIGHTS — A student may not be excluded from activities unless there is a legitimate basis to do so.

RESPONSIBILITY — Mature and considerate conduct is required at all school functions.

6. ACADEMIC PENALTIES

RIGHTS — An academic penalty may not be used as a punishment for general misconduct. A student may not be disciplined for misbehavior by assigning extra homework, by lowering a grade or withholding a grade unless the misbehavior is related to the penalty.

RESPONSIBILITY — Honesty and integrity are required of a student in all academic areas. Each student has the responsibility to help maintain a learning atmosphere in the classroom.

7. RIGHT TO AN EDUCATION

RIGHTS — A student has the right to a free education until twenty-one years of age, or until he/she graduates from High School. This includes the right to a free BOCES education. Also included is the right to remediation when a student falls below the State Standard on certain tests.

RESPONSIBILITY — This right can be forfeited by conduct that is harmful to the best interest of the school's welfare, safety and health.

8. PREGNANCY OR ILLNESS

RIGHTS — A pregnant student has the right to remain in school before and after the birth of the baby. A student has the right to request a tutor after an extended illness.

RESPONSIBILITY — A student is responsible for maintaining an adequate level of performance for meeting course and grade requirements. The student or parents must request or make arrangements with the building principal for a tutor, and must verify an extended illness through a physician.

9. DISCRIMINATION

RIGHTS — Students have the right to equal treatment in school *without respect to race, sex, religion, color, national origin, or physical or mental ability.*

RESPONSIBILITY — Discrimination against a fellow student is not allowed. A student is responsible for treating all people in school with respect and dignity. *Harassing behavior, sexual or otherwise, should be reported immediately to a school staff member with the understanding that the main office will ultimately be informed.*

10. STUDENT PUBLICATIONS

RIGHTS — Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process.

RESPONSIBILITY — All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. The Board of Education reserves the right to edit or delete such speech, which it feels is inconsistent with the district's basic educational mission. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

11. SYMBOLIC EXPRESSION

RIGHTS — Buttons and armbands for self-expression for a legitimate issue are permitted.

RESPONSIBILITY — An orderly and reasonably quiet atmosphere is necessary for many learning situations. The student is required to help maintain this atmosphere. Interference with the educational process may cause the loss of this right.

12. PLEDGE OF ALLEGIANCE

RIGHTS — A person does not have to say the Pledge to the Flag. Students have the right to stand quietly, remain seated or leave the room, if he or she has a political, philosophical or religious objection to saying the pledge.

RESPONSIBILITY — A student has the responsibility to exercise right in a serious manner based on personal convictions and conscience. He or she also has the responsibility to obey the directions of the teacher.

13. PERSONAL APPEARANCE

RIGHTS — The choice of personal clothing generally belongs to the individual.

RESPONSIBILITY — Clothing or clothing graphics and other aspects of an appearance must not cause a disruption, be unsafe, unhealthy, or otherwise undermine the school's basic educational mission.

14. SEARCHES

RIGHTS — Lockers and personal property will only be searched with reasonable cause.

RESPONSIBILITY — A student is responsible for keeping illegal or harmful material out of the school, school buses, school functions or areas under the supervision of the school.

15. POLICIES AND INTERROGATIONS

RIGHTS — The student has the right to decline a police interview for activities outside the school. However, he or she may be questioned on school property if the investigation involves a crime on school property. The student has the right to remain silent under criminal arrest.

RESPONSIBILITIES — Students have an obligation to obey laws and school rules. It is each student's responsibility to respect the rights of others. A student is required to answer the questions of administration and staff members honestly and respectfully.

DRIVING TO SCHOOL

Students who drive, as well as riders, are required to be in the building and seated in homeroom at **7:40 a.m.** Any lateness to school due to driving or riding may require detention period make-up time. Repeated instances of tardiness may result in loss of driving/riding privileges and students may be required to use school transportation.

Driving/riding privileges may also be revoked for unsafe operation of the vehicle, loitering in the parking lot, truancy and leaving school without permission. All cars are to be parked in the main parking lot in front of the high school building. **Snowmobiles and ATV vehicles are not allowed on school property.**

LEAVING SCHOOL

Upon boarding the school bus and/or arriving at school a student is subject to the rules and regulations of the school. Students may not leave school before the end of the day without permission of the office. A parental note or telephone call must be presented to the office prior to the time the student is scheduled to leave. Notes after the fact will not be accepted. Before a student leaves the school grounds he/she must check out in the office. Parents or their designees who are picking up and transporting students will be required to sign them out in the main office.

LIBRARY

The high school library is open each day from 7:50 a.m. to 2:08 p.m. Students may sign out of study hall or come to the library for reference work, research work, computer use or to borrow a book. Books may be signed out for a two-week period. Students will be expected to pay for lost library materials. No passes will be issued from the library.

For grades 8-12 students that want to leave their study hall for the library, must sign up on the appropriate sheet for their study hall period before going to homeroom. The student reports directly to the library at the beginning of the period. Attendance is taken in the library and reported to the study hall teacher.

- *Sign-ups must be completed before the homeroom bell.*
- *Do not sign other students' names.*
- *Do not sign up for more than one study hall period per day.*
- *Students who are late to the library will be sent back to study hall.*

Pre-signed passes (Grades 6-12):

- *Students who did not sign up for library, but who have a pre-signed reference pass should report directly to the library, and give their pass to the librarian.*
- *Late passes will not be accepted.*
- *Students must work on the assigned project for the entire period.*
-

LOCKERS & BACKPACKS

Each student is assigned a hall locker and a gym locker at the beginning of the school year. Hall lockers are for storage of books, coats, and notebooks. **A hall locker or a gym locker is not a safe.** Students are reminded not to leave valuable items or money in lockers. Hall lockers are assigned to the students for their use, but remain the property of the school.

The high school administration has the right to search any locker if reasonable cause exists. Grade 6 and 7 students may use a school lock by paying a security deposit. If a lock is brought from home, circumstances may require it to be cut from the locker. Lockers with built in locks are **NOT** to be tampered with in an effort to interfere with their proper operation.

Backpacks, in their use and storage, can be a difficult thing to manage. MWCS does not allow wheeled devices for books and materials. We also caution that over-sized backpacks not be crammed into lockers and may not be the best-suited

for school. We urge students to be responsible in their use and placement of backpacks. Unattended backpacks are at risk for theft and tampering.

HIV POLICY

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV virus can be transmitted by casual social contact in the open school setting.

The Board acknowledges the rights of those students diagnosed as having AIDS or HIV infection to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV infection.

In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

HEALTH

The Nurse's Office will be open each school day from 7:30 until 3:15 daily.

In the event of an accident or injury at any time:

1. Notify the teacher in charge of the class
2. Proceed (with the teacher if necessary) to the nurse's office or the main office.

REPORT CARDS TO PARENTS

Each student receives a report card for each six-week marking period. Students will bring their report cards home for the first, second, fourth and fifth six —week periods. Report cards in January and June will be mailed home.

EMERGENCY SCHOOL CLOSING

In the event it is necessary to close the school building for severe winter weather conditions or for an unexpected emergency, parents and students will be notified through the local radio stations: WMSA and WYBG in Massena, WSLB and WNCQ in Ogdensburg, WSLU in Canton and WPDM in Potsdam. Closings are also listed on television stations (WWNY, WWTI and NEWS10 NOW). Emergency closings will be displayed on the school website: www.mwcsk12.org.

SCIENCE LAB REQUIREMENTS

It is the requirement of the Science Bureau of the State of Education Department that students complete lab requirements for Earth Science, Biology, Chemistry, and Physics. These are prerequisites for taking the Regents Examinations in these subjects. Instructors will set the completion dates.

STUDENT APPEARANCE/DRESS CODE

The school acknowledges that a correlation exists between good grooming and personal attire and achievement. A similar relationship exists between student dress and acceptable standards of conduct. Recognizing these relationships, the following dress practices ARE NOT ALLOWED IN SCHOOL.

1. Headwear or head coverings of any kind (male or female).
2. Any article of apparel which displays the following:
 - Obscene words, pictures or designs
 - Sexually suggestive remarks
 - Pro-alcohol or drug related messages
 - Derogatory comments regarding race, gender, religion or sexual orientation
3. Tube tops, halter-tops, spaghetti straps, strapless or backless dresses or any garment that exposes under garments.
4. Dresses, skirts or shorts that are not longer than fingertip length will not be permitted. (Hands at sides)
5. Clothing that is transparent or exposes the midriff, navel or cleavage.
6. Underwear worn as outer garments.
7. Pants, skirts or shorts worn below the intended waistline or inside out.
8. No pajamas/sleepwear of any kind.
9. Cut-up shorts, pants or shirts with slits, rips or holes.
10. Bare feet. Footwear must be worn at all times and securely fastened.
11. Any item that may be considered disruptive to the educational process.

STUDENT MEDICATIONS

Drugs and medication prescribed by a Physician are to be reported and left with either the School Nurse or in the Main office. No more than the daily requirement should be brought to school.

STUDY HALL REGULATIONS

Students are required to use this time to the best educational advantage. Sleeping, socialization, card playing and non-class activities are not permitted. Pre-signed teacher passes are required to leave study hall. Student passes will be issued for lockers, restrooms, and offices only. Passes are not to be issued or accepted for a classroom area except for specific remedial and/or make-up work (pre-signed pass required). Passes to the music area, stage, gym, and shops may require permission of the main office. PERMANENT PASSES TO ANY AREA ARE NOT ALLOWED.

WORK PERMITS

Work permits are available through the Main Office. Any student ages 11-18 is eligible for a work permit if he/she is employed. Students should check with their employer and/or the main office for details.

SUMMER SCHOOL

Summer school provides the opportunity for students to enroll in courses that they have not had time for in their yearly schedule, to make up credits and improve grades, and to accelerate their high school program. Generally students from this District attend summer school in Massena. Students must register through our Guidance Office and then, through the office at the school they have chosen to attend. Information on all of the summer schools is usually available by the first week in June.

ON LINE COURSES

It is possible for credits earned through online courses to be applied towards graduation requirements. However, the following conditions must be met:

- ALL online course work must receive written approval from the High School Office in advance.

- All online course work must be done through MWCS approved, online affiliates.
- All course work for June graduation must be completed and results returned to guidance office by the last day of regular school finals, in advance of Regents week.

TEXTBOOKS

Basic textbooks are loaned to the students for their use during the school year. Some workbooks and related supplies may be charged to the students. Textbooks are to be kept clean and handled carefully. Please be sure that your name, grade, and the school are written in the book in case the book is misplaced. Students will be required to pay for lost or damaged books.

TELEPHONE

Students will not be allowed to use the office phone except in **cases of emergency**. In the event that a student receives a call he/she will be called out of class only if an emergency exists. The non-pay phone is available for limited student use during **lunch period** and **study halls** to make necessary local calls. The High School Office or the student's classroom teacher must approve use during other times. Student access to phones may be limited or restricted for engaging in lengthy calls or for excessive use.

VISITORS

School, in an educational sense, is a place of business and the students and staff are rarely in a position to host visitors for purely social purposes. With the exception of academic, professional and parental visitors, all other visitation is expected to occur outside of school hours.

Regardless of the nature of the visit, all visitors must report to and sign in at either the high school or elementary main office.

LOST AND FOUND

Students losing personal possessions at school should report this to the office as soon as possible. Any school equipment such as textbooks, sports equipment, etc. should also be reported. It is strongly suggested that valuable possessions not be brought to school. In the event that it is necessary to bring money into the building it may be left in the office until needed. **AGAIN — A LOCKER IS NOT A SAFE!!!**

HOMEWORK ASSIGNMENTS WHEN YOU ARE ABSENT

If a student is absent from school for 1-3 days, we suggest they obtain homework assignments through a fellow classmate who is able to pick up the necessary assignments, worksheets etc. from teachers. (These arrangements should be made with a fellow classmate the night after the first day of absence.)

If a student is absent from school for a long period of time (3 or more days at a time), parents may contact the high school office and we will assist in getting assignments together for a parent/guardian to pick up. Due to the time element involved, we ask your cooperation in this matter.

ACCESS TO RECORDS

As a parent or a student over 18 years of age, you should be aware of your right to:

1. Inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational records, through a hearing, if necessary.
4. The right to file a complaint with the U.S. Department of Education, Washington, D.C. if the school district fails to comply with the act.
5. A copy of the District's student record policy may be obtained in the Central office located in the High School building.

NATIONAL HONOR SOCIETY

The procedure for selection of students for the National Honor Society is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process.

1. The guidance counselor reviews the student's academic records to determine scholastic eligibility. This is based upon the most recent cumulative grade point average.
2. Scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Sheet.
3. All high school faculty members are asked to complete student evaluation forms based upon the necessary criteria of Leadership, Service, and

Character.

4. Members of the Honor Council then review information concerning the potential candidates. Candidates must receive a majority vote of the Honor Council to be inducted into the local chapter of the Honor Society.

Selection for membership in the National Honor Society is an honor extended by the Honor Council. There may be times that an academically eligible student is not selected. This situation is bound to arise because of the need to meet all the requirements of the selection process as evaluated by the council members.

It is clearly stated in National Honor Society policy that all eligible students must have a fair and equal opportunity to be considered, not to be selected. Special efforts will be made to explain the selection process to an individual student and/or parents who are dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Madrid-Waddington Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

Prohibited Conduct—No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do.
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Smoke or use tobacco,
4. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations (see 5314, Corporal Punishment)
5. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
6. Without permission, expressed or implied, enter into any private office of an

administrative officer, member of the faculty or staff member;

7. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
8. Without authorization, remain in any building or facility after it is normally closed;
9. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
10. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
11. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
12. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
13. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
14. Violate any law, regulation or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including time-out, verbal reprimand, written reprimand, detention, withholding of privileges, suspension, ejection, arrest, and/or prosecution.

APPENDIX B

MWCS ELEMENTARY

STUDENT BEHAVIOR CODE OF CONDUCT

GOALS: To establish a positive learning atmosphere for all; to ensure understanding and respect for the rights of all persons; to protect rights of all; to promote individual responsibility and self-control; to maximize teaching and learning time for all.

RESPONSIBILITIES:

Parent Responsibility: To have a knowledge of student expectations thereby demonstrating interest in their child's behavior by supporting these expectations.

Board of Education Responsibility: To adopt and review a uniform policy for positive and appropriate conduct in school.

Educator Responsibility: To inform students of expectations and establish and enforce appropriate rules and consequences according to the particular grade level.

Student Responsibility: To know, abide by, and demonstrate appropriate conduct as stated in student expectations.

GENERAL BUILDING INSTRUCTIONS:

1. The school day begins at 8:45 A.M. Students should plan to arrive no earlier than 8:25 A.M.
2. Use proper entrances when you come in and leave the school building.
3. Walk quietly in the halls and keep to the right. Running in the halls is dangerous.
4. Consider others and use the bathrooms properly. Help keep them clean.

5. Keep the water fountains clean. Be orderly when you line up to take a drink. Pushing is dangerous.
6. Fire drills are for your safety. Line up quietly and quickly. Move quickly.
7. If you see strangers in the building or on the school grounds, tell your teacher or the office at once.

USE OF SCHOOL PHONE:

Students will be allowed to use the phone only in extreme emergencies. It is the student's responsibility to remember lunch money, gym clothes, appropriate notes, instruments, homework, after-school programs, etc.

***** IMPORTANT ~ PLEASE NOTE *****

For the protection of all of our students and staff, we require any change in how a student is bused to/from school **to be in writing** from parents/guardians. The requests should be dated so there is **no mistake** about when a student is to take a different bus. **ONLY IN AN EMERGENCY** can the school take telephone requests for bus changes.

STUDENT EXPECTATIONS:

1. Walk in an orderly manner at all times.
2. Respect the rights and the property of others.
3. Exercise courtesy, cooperation, and kindness.
4. Demonstrate responsibility; complete class and homework assignments, care for own money, notes, etc.
5. Follow classroom rules.
6. Obey reasonable requests of any/all staff members.
7. All notices from school should be delivered to your parents/guardians.

LOSS OR DESTRUCTION OF SCHOOL PROPERTY:

Students and their parents are responsible to make restitution for district-owned property which is damaged or destroyed by students.

TEXTBOOKS: All textbooks are on loan to students for use during the school year. Each student is responsible for the textbooks issued to him/her. All textbooks must be returned or fines paid for lost or damaged books, before the student may receive his/her report card. Therefore, it is in the student's best interest to keep textbooks clean and care for them properly.

All School materials should be properly maintained. This includes art, music, physical education, library and cafeteria materials. **No writing** on textbooks is allowed.

ELECTRONIC DEVICES:

We are aware of the increased ownership of electronic devices *such as cell phones, iPods, game consoles, etc.) among our students. The usage of these devices during the school day is **not** necessary. All incoming and outgoing emergency calls relating to your child should be made through the school office. Inappropriate use of electronic devices by students will be referred to the Elementary Principal.

INSTRUCTIONAL SUPPLIES:

It is the parent/guardian responsibility to supply the basic items for school. A list of supplies for your child's upcoming grade level will be sent home when available.

VISITORS:

We encourage parents/guardians to visit our school and observe it in action. However, we request that you make an appointment through the elementary office and stop in the office before proceeding to the classroom.

FAMILY VACATIONS:

We do not recommend vacations be taken while school is in session. The staff at Madrid-Waddington feels strongly that students who complete school work at home due to missed school receive minimal learning due to lost classroom instruction. In the event a child is to be absent, for anything other than a legal excuse, the elementary principal should be notified.

MEDICATIONS:

Students may not bring any medication to school. All medication should be brought to school by parent/guardian, in the original container.

If it is necessary for a student to take medication during school hours, **state law requires:**

1. **The parent/guardian provide the school nurse with a written request from the doctor, indicating the medication dosage and the time to administer.**
2. **Over-the-counter medications must be accompanied by a note from the parent/guardian. This includes cough drops.**

CAFETERIA RULES:

1. Follow directions the first time given.
2. Use good manners.
3. Do not throw food or other objects.
4. Use classroom voice and stay in your seat.
5. Do not leave the cafeteria without permission from the monitor or your

teacher.

6. No spitting.
7. No fighting.
8. No pushing in line or running in the dining room.

CONSEQUENCES:

1. First time: warning given.
2. Second time: put at a table by himself/herself.
3. Third time: sent to the Principal.

REASONABLE REQUEST BY STAFF MEMBERS:

All students shall be expected and required to fulfill any reasonable request issued by any staff member. Failure to comply will be considered insubordination. (Reasonable defined: in this instance, something that is legal, in line with, or not contrary to Board of Education policy, and would be expected of all students in a similar situation.

CONSEQUENCES:

1. Disciplined by principal
2. Call to parent
3. Possible suspension

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

**District Policy #5683 — Use of Surveillance Cameras in the School District
Adopted July 22, 2008**

AGREEMENT

BETWEEN

**BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL
SCHOOL**

AND

**MADRID-WADDINGTON CHAPTER
SCHOOL RELATED PERSONNEL UNION**

JULY 1, 2025 - JUNE 30, 2028

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CONTRACT TERMS AND DEFINITIONS

AIDE	An employee who assists teachers in the performance of their teaching function as delineated in CR80.33(a) and within the scope of the Civil Service job description for Teacher Aide.
BOARD	The Madrid-Waddington Board of Education.
BUS DRIVER	Full-time employee holding an appropriate New York State license to transport children and employed on the bus or van run.
CAFETERIA WORKER	A non-managerial food service worker employed by the District.
HEAD CAFETERIA WORKER	A supervisory food service worker who may not evaluate or discipline other workers.
CLEANER	A part-time employee who performs routine building cleaning work and does related work as required.
CLERICAL	An employee engaged in secretarial and clerical work.
CUSTODIAL WORKER	A non-managerial employee engaged in custodial or maintenance activities.
CUSTODIAL WORKER/ DRIVER	A twelve month employee who holds a CDL and provides both bus driving and custodial worker services for the District. The standard configuration is 5 ½ hours daily as a custodial worker and 2 ½ hours daily as a bus driver during the school year, and 8 hours per day as a custodial worker when school is not in session. Other scheduling variations of this job title are permissible when mutually agreed upon by the affected department member and the district. New hires as of July 1, 2022 will be at the discretion of the superintendent.
EMPLOYEE FULL-TIME	An individual employed in a unit position for at least ten months who is required to be on the job for at least five hours per day.
EMPLOYEE PART-TIME	An individual employed for less than ten months or less than five hours per day.
EMPLOYEE TEMPORARY	An individual employed in a temporary capacity for a limited period of time and who is not continuously employed in the District.
MECHANIC	An employee responsible for the maintenance, repair and supply of machinery and vehicles belonging to the district.
BUS DRIVER/MECHANIC	A twelve month employee who holds a CDL and provides both bus driving and mechanic work services for the District. The

scheduling of this position will be at the discretion of the Superintendent.

MICROCOMPUTER OPERATOR	An employee who is responsible for complex information processing activities, primarily involving knowledge of various computer generation of appropriate data but also including records and office management tasks.
MICROCOMPUTER SYSTEMS COORDINATOR	A full-time employee, eleven or twelve month work year, eight hours per day, who is responsible for developing, maintaining, and providing support for, the District's microcomputer systems.
MONITOR	An employee who performs assigned routine tasks within the scope of the Civil Service job description for School Monitor.
NEGOTIATOR	Spokesperson for the group.
OVERTIME	Time beyond an eight-hour day and a forty-hour week in a unit member's work category.
SPECIAL BUS TRIP	A bus run beyond the regular daily transportation of students to and from school; special trips are not considered as overtime.
TEACHING ASSISTANT	An employee who assists teachers in the performance of their teaching function as delineated in CRR NY 80-5.6 (C).
UNIT	The group of employees represented by this agreement.
UNIT MEMBER	An employee represented by the School Related Personnel Union.

ARTICLE I – RECOGNITION OF UNIT AND PLEDGE OF NO STRIKE POLICY

1.1

The Board of Education of the Madrid-Waddington Central School District hereby recognizes the School Related Personnel Union of Madrid-Waddington Central School as the exclusive bargaining agent for the following groups of unit members:

Aides	Mechanics
Bus Drivers	Microcomputer Systems Coordinator
Cafeteria Workers	Monitors
Cleaners	Supervisor of Fitness Center
Clerical	Security for Fitness Center
Custodial Worker/Drivers	Teaching Assistants
Custodial Workers	Microcomputer Operator
Bus Driver/Mechanic	

1.2

Such recognition shall continue in force so long as this Union is supported by at least 50% of the membership of the unit.

1.3

In consideration of this recognition by the Board and the Union as the representative for the non-teachers, the Union does hereby affirm a policy that it does not assert the right to strike against the school system nor will it assist in or participate in any such strike, nor will it impose any obligation on unit members to conduct, assist or participate in a strike.

1.4

It is agreed that violation of the above pledge may result in a forfeiture of two days' salary for each day of said contract violation.

ARTICLE II – NEGOTIATIONS PROCEDURE

2.1

The Union or the Board, no later than March 1st of the year before the contract expires, will notify, in writing, the other party of the intent to negotiate. Within fifteen days, a mutually acceptable meeting date shall be established to commence bargaining a successor Agreement.

2.2

The Negotiations Team shall consist of no more than eight individuals. The Union's Team will consist of the Negotiator and unit members; the Board's Team will consist of the Negotiator, Superintendent and other designees.

ARTICLE III - PAYROLL DEDUCTION

3.1

The District agrees to deduct from the salaries of unit members, dues for the School Related Personnel Union of the Madrid-Waddington Central School as said members individually and voluntarily authorize the District to deduct and transmit the monies promptly to the Union. Employee authorization shall be in writing in the form set forth below:

3.2

See form – Appendix I for Payroll Deduction Authorization

3.3

No later than two (2) weeks prior to the second scheduled pay period in October the Union will provide the Superintendent with the original, signed Dues Deduction Authorization cards of those unit members who have voluntarily authorized the Board to deduct dues for the Union.

The Union, at this time, will also certify to the Superintendent, in writing, the current rate of its membership dues.

3.4

Deductions, referred to in 3.1 above, shall be made in the following manner:

3.4.1

The total annual membership dues for the Union, certified as mentioned above, shall be deducted in equal installments commencing in the first payroll after union certification of dues and ending with the payroll #21.

3.4.2

Any new hires will have their pro-rated membership dues deducted in equal installments commencing in their first pay period and ending with payroll #21 for the school year.

3.4.3

The District shall, at the end of each deduction – not pay period – as specified above, transmit the amount so deducted to the Union.

3.5

Employees will have the option of having deductions taken from the salary for U.S. Savings Bonds, Christmas Club Savings, NYSUT insurances and Credit Union, health insurance premium contributions, and 403(b) and 457(b) elective deposits and third party administrative costs as per Article XXI.

3.6

Employees will have the option of direct deposit of their pay to any bank.

3.7

Fees and New Bargaining Unit Member Orientation

Within fourteen (14) days of an employee's first day at the district or being transferred to the bargaining unit, the district will notify the Union of the employee's name, job title, and department by providing a copy of the Board minutes to the Union; and

Within fourteen (14) days of an employee's first day of work at the district or being transferred to the bargaining unit, the district shall allow a duly appointed representative of the Union to initially meet with such employee not to exceed thirty (30) minutes of time during his or her work time convenient to both the unit and the district without loss of pay or leave credits to the employee or representative for the purpose of conducting union orientation

The Union's right to such membership dues deduction shall remain in full force and effect until an individual employee revokes membership to the Union in writing in accordance with the signed authorization card. Disputes relating to dues deduction as a result of membership status are not subject to the grievance procedure and must be resolved between the Employee(s) and their Association.

The district shall deduct from the wage or salary of employees in the bargaining unit who are members of the Association as notified by the Association, the amount equivalent to the dues levied by the Association and shall transmit the sum so deducted to the Association. Disputes relating to dues deduction as a result of membership status are not subject to the grievance procedure and must be resolved between the Employee(s) and their Association.

3.8 Flexible Spending Plan

The District will provide a flexible-spending plan pursuant to IRS Section 125 regulations. This plan may be utilized for premium payments, dependent care and unreimbursed medical expenses.

ARTICLE IV – ADMINISTRATIVE RIGHTS

4.1

The Board of Education, through its Administration, reserves the right to act on all matters within its lawful jurisdiction not specifically covered in this Agreement.

ARTICLE V – UNIT MEMBER RIGHTS AND RESPONSIBILITIES

5.1

The District, through its administration, will determine the performance standards for unit members. The District will give a copy of any such written standards to the member. The member is responsible for working to the standard.

5.2

Unit members may be evaluated at any time.

5.3 Written Evaluation

5.3.1

If a written evaluation is conducted, it shall be conducted by an appropriate supervisor or administrator using an evaluation form which reflects the performance standards referred to in 5.1 above.

5.3.2

If a written evaluation is to be placed in a member's official personnel file, a conference between the evaluator and the member shall be held.

5.3.3

A written evaluation which is to be placed in a member's official personnel file shall be signed by the evaluator and the member and a copy given to the member. Such signature may not be withheld. The member's signature merely signifies that a conference was held and that he/she has received a copy of the evaluation. In no way does a signature indicate agreement or disagreement with its contents.

5.3.4

Within ten (10) business days following receipt of evaluation, the member may attach a written answer to the evaluation. The answer shall be signed by the member and the evaluator and shall be attached to the actual file copy.

5.3.5

Any negative evaluations shall be disclosed to the employee in writing with accompanying suggestions for improvements.

5.4 Personnel File

5.4.1

There shall be one official file maintained in the central administrative office. Such files are not open to public inspection except as required by law.

5.4.2

An employee shall have the right to review the contents of his/her personnel file. The employee also may authorize a Madrid-Waddington SRP Union representative to review the file, either with or without the employee's presence. The file shall not be removed from the office by the employee or his/her representative.

5.4.3

An employee has the right to attach rebuttal comments to anything placed in the file.

5.4.4

All negative or disciplinary documents which are placed in the official file shall be so placed within forty-five (45) calendar days following the incident reported on, or within forty-five (45) calendar days following the time it became known to the Chief School Administrator, and new information regarding the initial incident which is to be added to the file shall be so placed within forty-five (45) calendar days of receipt of said information.

5.4.5

Copies of all negative or disciplinary documents will be sent to the employee involved within ten (10) business days of placement in the file.

5.4.6

Letters, statements, notices, and related data of a negative nature will be removed from the file three years after the concern has been filed. The removal must be requested by the employee or a union representative acting on the employee's behalf. Any letter, statement, notice, or related data of a negative nature may reference a previously filed incident provided the new incident is similar in nature or demonstrates a pattern as related to the referenced document and the referenced document still exists in the personnel file.

5.5

The District has the right to reprimand, discipline, suspend or dismiss unit members for cause. Such actions will be consistent with generally recognized concepts of progressive discipline.

5.6

All unit members will adhere to the line of authority as follows:

Immediate Supervisor (if other than Building Principal)
Building Principal (if appropriate)
Superintendent

5.7

The District recognizes its responsibility to provide a safe and healthy environment for unit members and the school community, consistent with existing state and federal standards. Unit members recognize their responsibilities to provide a safe and healthy environment consistent with the job titles.

5.8

Unit members will take necessary steps to maintain school property. They will communicate with supervisors concerning potentially dangerous situations, school property or equipment in need of repair or maintenance, and otherwise communicate with supervisors concerning job responsibilities.

5.9 Training

5.9.1

Unit members will participate in in-service programs or the training of unit members concerning the job responsibilities. This will occur during the normal workday whenever possible. If it is outside the regular workday, the District will pay the member for time spent at his/her hourly rate.

5.9.2

Attendance at training, conferences, institutes and other meetings may be approved using the following procedure:

5.9.2.1

Requests for approval must be made in a timely manner prior to the registration date. Such requests will be presented to the immediate supervisor, who shall make a recommendation for approval or denial to the Superintendent.

5.9.2.2

The Superintendent's decision regarding approval is final and is not subject to the grievance procedure. Confirmation of approval shall be made in a timely manner.

5.9.2.3

The employee shall be given conference days for attendance at any training which has been approved according the procedure outlined above.

5.9.2.4

Additionally, for any such approved training, the District will pay the cost of registration fees and mileage at the rate approved by the Board of Education.

5.9.3

The District will provide training in job responsibilities and job-specific procedures to all new and newly assigned employees.

5.9.4

Fees paid by employees for NYS and Federal fingerprinting, driver's permits, and driver's license shall be reimbursed by the District after the commencement of the employee's second year of service. It shall be the employee's responsibility to maintain payment records for reimbursement submission.

5.10 Job Descriptions

5.10.1

Unit members will perform their duties, consistent with Civil Service job description, as assigned by the Supervisor or Administrator.

ARTICLE VI – COMPENSATION & RELATED PROVISIONS

6.0 Salaries and Wages

6.0.1

If at any point during a school year a unit member's pay rate is scheduled to fall below minimum wage the unit member's pay rate will be adjusted up to the new minimum wage beginning July 1 of said school year.

6.0.2

Hirings that are a combination of any listed category shall receive an hourly rate that represents the weighted hourly average of the positions.

6.0.3

Unit members hired before June 30, 2025 will receive a one-time base salary increase of \$300 beginning July 1, 2025. This one-time increase will be added before percentage increase calculations as listed below. Unit members shall receive annual percentage salary increases as listed below:

2025-2026	5.5%
2026-2027	4.5%
2027-2028	4.0%

6.0.4

For all unit categories listed below, each position will have the hourly wage rate multiplied by the minimum guaranteed hours and the resulting annualized pay will be distributed in 21 equal paychecks or 26 equal paychecks each year.

6.1 Cafeteria

6.1.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title:

Job Title	2025-26	2026-27	2027-28
Cafeteria	17.31	18.00	18.72
Head Cafeteria Worker	19.47	20.25	21.06

6.1.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied By 180 Days

Hours	Cafeteria
3	540
4	720
5	900
6	1,080
8	1,440

6.2 Clerical

6.2.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title:

Job Title	2025-26	2026-27	2027-28
Clerical (11 month)	21.63	22.50	23.40

6.2.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 200 Days (includes 20 summer days)

Hours	Clerical 10.5 Month	Clerical 11 Month
7.5		1,500
8		1,600

6.2.3 Vacations:

For clerical employees scheduled vacation periods will be observed in accordance of the approved school calendar.

6.2.4 Summer Schedules

Clerical employees will work four (4) weeks during the summer. Weeks to be worked in the summer will be by mutual agreement between the secretary and their immediate supervisor such that all weeks are covered.

6.3 Transportation

6.3.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title

Job Title	2025-26	2026-27	2027-28
Driver	27.04	28.12	29.25
Driver/Mechanic	23.81	24.76	25.75

6.3.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 177 Days

Hours	Bus Driver
5	885

6.3.3

Full-time drivers will be paid for and will be expected to report for duty for a minimum of four trips per day. Each regular bus trip shall be counted as 1.25 hours. 5 Trip driving run(s) may include, but not limited to: BOCES, UPK, etc., with each trip counted at a minimum of 1.5 hours.

6.3.4 Salaried Transportation Employees

6.3.4.1

Unit members paid on a salary basis are required to carry out a responsibility for the benefit of the District they will normally work:

Head Mechanic	2080 hours
Assistant Mechanic/driver	2080 hours

6.3.4.2

They may be called upon to provide extra service or require extra time to complete their assignments.

6.3.4.3

Building Administrators will determine these extra time requirements.

6.3.4.4

Compensatory time will be provided at a rate of 1.5 for additional work hours subject to the Superintendent's approval.

6.3.4.5

Mechanics will be supplied with the necessary hand and diagnostic to perform work on electric vehicles

6.3.5 Special Bus Trips

6.3.5.1

Compensation for special bus trips will be the regular hourly rate of the professional driver.

6.3.5.2

Whenever a driver is assigned to an overnight trip, he/she will be paid for a minimum of (8) eight hours at the regular hourly rate during the hours of responsibility. Such hours and driver rotation will be determined by the Transportation Supervisor, in writing, prior to each trip.

6.3.5.3

Regularly scheduled 5th trips such as UP-K, Northwest Tech, and Seaway Tech will be assigned on the staff development day in August/September when drivers report for training. These will be assigned on a seniority basis.

6.3.5.4

Trips will be assigned on a seniority-based rotational basis utilizing a seniority list provided annually by the association president. If a trip is declined or the trip is cancelled and not rescheduled the same day then the employee will have to wait for a complete rotation before a subsequent opportunity for an extra trip.

6.3.5.5

No driver who elects extra driving shall exceed forty (40) hours of paid driving time per work week without the approval of the Superintendent of Schools.

6.3.5.6

Whenever a bus driver is called in for one trip, he/she shall be guaranteed a minimum of one and one-half hours' pay. This applies to regular trips where a driver is called in for one trip, as well as all special trips.

6.3.6

Bus Drivers will report to the district on one of the two annually scheduled staff development days at the beginning of the year as scheduled by the head of transportation. Drivers will be on campus for not more than eight (8) hours inclusive of all activities and will be paid no less than eight (8) hours for this day. Should the District need the drivers on the second day the drivers shall report and be paid for not less than four (4) hours.

6.3.7

The District will pay for one annual required physical for bus drivers

6.3.8

The District will reimburse professional drivers for the cost of renewal of the Commercial Driver License for each driver with at least 180 days of service to the District.

6.4 Maintenance

6.4.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title:

Job Title	2025-26	2026-27	2027-28
Cleaner	17.31	18.00	18.72
Custodial Worker	19.47	20.25	21.06
Custodial Worker / Driver	21.63	22.50	23.40

6.4.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 260 Days

Hours	Cleaner 10 Month	12 Month Custodian, Custodian/Driver
3	600	-
4		1040
8	-	2,080

6.4.3

The District will pay for one annual required physical for custodian/drivers.

6.4.4

If a custodial worker or a custodial worker/driver is assigned to work more than 8 hours in one day, he/she will not be required to work more than 4 hours overtime in one day if he/she notifies the supervisor at the beginning of the overtime or earlier. After being notified, the supervisor will attempt to get a replacement. If the Supervisor is not successful in securing a replacement, the custodial worker or custodial worker/driver scheduled for the next shift will come in early to work the remaining four hour block of time.

6.4.5

Whenever overtime is necessary for a custodial worker or custodial worker/driver, he/she will be guaranteed a minimum of one hour's pay, regardless of any time short of one hour he/she actually works.

6.4.6 Shift Premiums

6.4.6.1

Shift premiums for shift workers effective July 1, 2014:

Shift	2025-26	2026-27	2027-28
Day 6:00 AM – 2:00 PM	0	0	0
Afternoon 2:00 PM – 10:00 PM	.63	.63	.63
Night 10:00 PM – 6:00 AM	.69	.69	.69

6.4.6.2

Whenever a custodial worker or custodial worker/driver works the night shift and continues into the day shift, he/she will be paid the night shift premium for the entire period of continuous work. Custodian/Drivers hired after July 1, 2022 may be required to work split shifts. Custodian/Drivers hired before July 1, 2022 must agree to split shifts in order to be assigned.

6.4.6.3

Custodial workers/drivers will work shifts which overlap the regular custodial shifts. They will receive the negotiated shift differential for any hours worked during those shifts.

6.4.7

The District will reimburse Custodial worker/drivers for the cost of renewal of the Commercial Driver License for each driver with at least 180 days of service to the District.

6.5 Technology

6.5.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title

Job Title	2025-26	2026-27	2027-28
Microcomputer Systems Coordinator (12 month)	21.63	22.50	23.40
Microcomputer Operator (11 month)	21.63	22.50	23.40

6.5.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 260 Days for MSO and 220 Days for MO

Hours	Microcomputer Systems Coordinator	Microcomputer Operator
7.5	-	1,650
8	2,080	1,760

6.6 Monitor/Aide

6.6.1 Hiring Rate

The following are the minimum wages at which the District can hire in each job title

Job Title	2025-26	2026-27	2027-28
Aide	16.22	16.87	17.55
Monitor	17.31	18.00	18.72

6.6.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 177 Days

Hours	Aide or Monitor
3	531
3.5	619.5
4	708
5	885
6	1,062
7	1,239

6.6.3

Aides or monitors called in to work will be guaranteed a minimum of 1.5 hours pay

6.7 Teaching Assistant

6.7.1 Teaching Assistant Salary Scale:

Rates Represent Level III Certification; Level II subtract \$300, Level I subtract \$600

	2025-26	2026-27	2027-28
1	24,513	25,126	25,754
2	25,013	25,616	26,131

3	25,497	26,139	26,640
4	25,991	26,645	27,184
5	26,562	27,161	27,710
6	27,132	27,757	28,247
7	27,702	28,353	28,867
8	28,273	28,949	29,488
9	28,844	29,545	30,107
10	29,414	30,142	30,727
11	29,985	30,738	31,347
12	30,555	31,335	31,968
13	31,126	31,930	32,588
14	31,240	32,526	33,207
15	31,560	32,645	33,827
16	32,150	32,981	33,951
17	32,740	33,597	34,300
18	33,330	34,213	34,941
19	33,919	34,829	35,582
20	34,508	35,446	36,223
21	35,098	36,061	36,864
22	35,686	36,677	37,503
23	36,277	37,292	38,144
24	36,867	37,910	38,784
25	37,448	38,526	39,426
26	37,860	39,133	40,067
27	38,264	39,563	40,699
28	40,058	39,986	41,146

29	41,473	41,861	41,585
30	41,880	43,339	43,535
31	42,713	43,765	45,073

6.7.2 Guaranteed Hours - Board Appointed Daily Hours Multiplied by 177 Days

Hours	Teaching Assistant
7	1,239

6.7.3 Substitute Teaching

In the event a teaching assistant in the high school is asked to substitute for a teacher, that assistant will be additionally compensated a flat rate of thirty dollars (\$30.00) for (4) periods/day or less and sixty dollars (\$60.00) for more than four (4) periods/day. A teaching assistant in the elementary will receive thirty dollars (\$30.00) for a half day or less and sixty dollars (\$60.00) for anything over a half day. This is only applicable when the substitute request is made by an administrator or District-assigned substitute scheduler.

6.7.4 Mentoring Teaching Assistants

- A. A mutually agreed upon Mentor Program has been established, signed by both parties, and is kept on file by the Association and the District.

All First-year teaching assistants will participate in the Mentor Program. The Program will run as follows:

- 1) The District shall assign an administrator as the Mentoring Program Coordinator. The Mentoring Program Coordinator shall be responsible for selecting the mentor based on seniority of tenured teaching assistants and any other administrative task that contributes to the success of the program.
- 2) Each newly hired teaching assistant shall be assigned a mentor for their first year of employment by the designated Mentoring Program Coordinator.

- 3) The purpose of a mentor is to help new teaching assistant's identify and reach their career goals. Mentors are a source of information for the new employee, assist the new employee in understanding job expectations, orient the employee to the physical plant, and assist in providing trainings.
- 4) Mentors shall be tenured teaching assistants, be in good standing with the District, and shall volunteer for the program. The most senior teaching assistant shall be asked first.
- 5) Mentors shall not evaluate nor contribute to the evaluation of the new employee. Mentors may recommend professional development/training for the benefit of the mentee.
- 6) Mentors shall have available one (1) hour per month of release time from their regular duties for each mentee assigned to them, in order to work with the new employee(s), to model job expectations, guide, assist, or consult with the new employee during said employee's first year of employment. Mentors shall not receive additional compensation other than that provided in item 7.
- 7) Each mentor shall receive a stipend of \$250 per mentee for a year of mentoring. The stipend shall be paid upon the submission and approval of the mentoring meeting log described in item 8 to the Mentoring Program Coordinator.
- 8) Each mentor shall keep a monitoring meeting log that records all meetings, including dates and times, with the mentee. The Log shall be submitted to the Mentoring Program Coordinator upon the completion of the year of mentoring.

6.8 Salary and Working Conditions for all Bargaining Unit Members

6.8.1

Part-time employees will be employed as needed.

6.8.2

A unit member assigned to substitute for his/her immediate Supervisor shall receive his/her salary, plus \$.75 per hour.

6.8.3 Overtime

6.8.3.1

Unit members who normally work 40 hours per week will be paid at the rate of time and one-half of their regular hourly rate for all work over 40 hours. Unit members who normally work less than 40 hours per week will be paid their hourly rate plus \$.50 per hour for all hours over their normal work hours, but less than 40 hours. This does not apply for substitution in another job title, a change in job title work on non-pupil attendance days or the time requirements currently in effect.

6.8.3.2

If a custodial worker or a custodial worker/driver is assigned to work more than 8 hours in one day, he/she will not be required to work more than 4 hours overtime in one day if he/she notifies the supervisor at the beginning of the overtime or earlier. After being notified, the supervisor will attempt to get a replacement. If the Supervisor is not successful in securing a replacement, the custodial worker or custodial worker/driver scheduled for the next shift will come in early to work the remaining four hour block of time.

6.8.3.3

Whenever overtime is necessary for a custodial worker or custodial worker/driver, he/she will be guaranteed a minimum of one hour's pay, regardless of any time short of one hour he/she actually works.

6.8.3.4

Overtime will be assigned on a seniority-based rotational basis utilizing a seniority list provided annually by the association president. If an offer of overtime is declined or the unit member is unreachable then the employee will have to wait for a complete rotation before a subsequent opportunity for overtime.

6.8.4 Apparel

The district will provide an annual reimbursement for the purchase of footwear and clothing for certain unit member categories as designated below. The reimbursement for sneakers will be a true cost with a maximum of \$125. The reimbursement for boots will be a true cost with a maximum of \$200. The reimbursement for jeans/work pants will be \$150. The district will provide work related apparel for certain unit member categories as designated below. Upon mutual agreement the district may offer cost equitable alternatives. To the extent practicable, the district will maintain a stock of apparel items for new hires. To the extent practicable, the district will source items made in the U.S.A.

6.8.4.1

Annual Apparel Allowances:

Cafeteria Workers	Sneakers, 5 Aprons, 5 Hats or Visors and 5 Shirts
Drivers	5 Shirts
Custodians & Cust/Driver	5 Shirts, Sneakers or Boots
Mechanic M/D	5 Shirts, pants, Sneakers or Boots
Clerical & T.A.	2 Polos

6.8.5 Summer Hours

All twelve (12) month employees will be allowed the option to work four (4) ten hour days, by mutual agreement with administration. Additional work may be available at the District's discretion.

6.8.5.1

The district, at its discretion, will offer up to 18 hours per week for additional custodial assignments as necessary. These hours will be available to any five (5) or greater hour employee and will be bid in three (3) hour blocks. Under no circumstance may an employee bid on these hours if it would allow the employee over 40 hours for the week. The bids will simply state a date and time and the duties will be assigned once the employee arrives for the shift. The bids will be done on a rotational basis based on seniority provided by the union president at the beginning of the school year. An employee may only bid on one shift per week unless another shift is still available after a rotation has been available and the additional shift(s) would not allow the employee over 40 hours for the week. If an employee declines a shift or the shift is cancelled and not rescheduled the same day the employee will have to wait for a complete rotation before being eligible to bid again. The rate of pay will be the equivalent of the starting custodial hourly rate for the contract year.

6.8.6 Additional Summer Hours

The district, at its discretion, will offer up to 80 hours per week for summer custodial assignments as necessary. The determination for the splitting and assigning of these hours will be an annual decision made by the head of buildings and grounds. Any five (5) or greater hour employee will be eligible to apply for these positions. The rate of pay will be the equivalent of the starting custodial hourly rate for the contract year.

6.8.7 Call-in Pay

When a member is called to come in to work, the member shall work and be paid at-least four (4) hours if he/she accepts and comes into work.

6.8.8 Licensed Drivers

Any full-time unit member who obtains and maintains a bus driving license, is willing to drive as needed/directed by the district and whose other district assigned duties allow for consistently scheduled driving will receive a salary calculated on the base house rate for driver/custodian regardless of their actual assignment.

ARTICLE VII – HEALTH AND HOSPITALIZATION INSURANCE

7.1

1. The District will provide health and hospitalization insurance to each full-time member of the SRP, their dependents and retirees. For pre-65 or non-supplemental eligible members the Board will pay the cost of the health insurance premium for “Excellus HDHP-HSA2 70% District funded HSA \$3,500/\$7,000 Deductible.”. The equivalent of this plan or better will be maintained.
2. A health savings account (HSA) shall be administered by a 3rd party approved by the District. The District shall cover the cost of the HSA administration. The HSA can be used to cover medically qualified expenses that are applied to the employee’s deductible. For all active members and non-medicare supplemental eligible retirees, the District will partially fund the HSA at 70% of the deductible.
3. Employees will contribute to the cost of the pure premium for the applicable health plan as per the negotiated schedule.
 - Single, \$400
 - Employee-Child or Employee-Spouse, \$1,050
 - Family, \$1,100All employees hired between 7/1/2022 and 6/30/2025 shall contribute per the following
 - Single, \$600
 - Employee-Child or Employee-Spouse, \$1,250
 - Family, \$1,300All employees hired after 6/30/2025 will contribute 5% of the pure premium
 - a. The above premium contributions shall be waived until a successor contract is agreed upon by the Madrid-Waddington Central School Board and SRP.
4. Upon retirement, bargaining unit members will continue to pay the same dollar amount to the District toward their health insurance as was paid in the final year of employment. If the enrollment plan status is changed, the contribution will be adjusted and frozen at the same rate as would have been paid in the final year of service. A letter stating all current pure premium rates will be given to each retiree at the time of retirement.
5. Medicare Part B reimbursement by the District for the spouse of employees who retire on or after July 1, 2012 will be frozen at the 2012 rate.
6. Eligible retirees age 65 and older and active members who are Medicare Part B Eligible shall utilize the District provided Aetna Supplemental Plan secondary insurance option. The equivalent of this plan or better shall be maintained for the duration of the contract. Eligible retirees are defined as those who are age 65 and older/or Medicare Part B Eligible and all dependents enrolled under the retiree who are age 65 and older/or Medicare Part B Eligible. It is understood that retirees and their dependents may be on separate plans based on eligibility and District discretion. Active employees’ eligibility is based on Medicare Part B Governmental Designated Thresholds.

7. Effective for full time unit members employed prior to July 1, 2010 who retire from the District on or after that date must have at least ten (10) years of service with the District in order to qualify for any District-provided health insurance benefits in retirement. Effective for full time unit members hired on or after July 1, 2010, in order to qualify for any District-provided health insurance benefits in retirement, the retired unit member must have completed at least fifteen (15) years of service with the District.
 - a. Full time unit members who retire after becoming eligible for enrollment in the District provided Aetna Supplemental Plan and have at least ten (10) years of service with the District will qualify for District-provided "individual" health insurance benefits in retirement.

7.2

Unit Members who are eligible for health insurance coverage from another source outside the Madrid-Waddington School District provided health plan may elect to decline this coverage. Unit Members who voluntarily elect to drop such coverage shall notify the District by May 15 that they will be declining coverage during the subsequent coverage period (currently July 1-June 30), and will receive the sum of \$4,000 if the employee is only eligible for single coverage or \$5,000 if the employee is eligible for 2+ person coverage. This will be payable in 2 equal installments; the first given in the second paycheck in December and the second given in the first paycheck in June during the school year when District-provided health coverage is not provided. If the Unit Member's circumstances change (e.g. death, layoff or disability of spouse, marital status, etc.) he/she may reapply for coverage at any time. There will be no pro-ration of the buyout for any Unit Member whose election to drop coverage is voided during the fiscal year.

ARTICLE VIII - TEMPORARY LEAVES OF ABSENCE

8.1

Leaves will not be used to extend vacation. Personal leave will be used for purposes of personal business that cannot be accomplished during non-work times.

8.1.1

Misuse of leaves may result in appropriate disciplinary action which may result in a range of penalties.

8.1.2

All leaves shall be requested and calculated to the nearest .25 hour. Hour accruals shall be used for all purposes associated with temporary leaves including yearly

reimbursements for days over the maximum allowable accruals and termination pay. Any reference to days under the terms of this article can be calculated to hours by either multiplying or dividing by the members contractual hours/day. All calculations for the purpose of determining days shall be rounded to the nearest whole number.

8.2 Sick Leave

8.2.1

Ten-month employees will have available for sickness 13 days per year leave time, cumulative to 180 days. The employee will be reimbursed at the rate of 25% of their per diem rate for each sick day remaining above the maximum of 180 days on June 30th of each year. Bus drivers who have an annually scheduled 5th trip, specifically UP-K and the BOCES Tech Centers will have their 5th trip pay included in the per diem calculation for purposes of sick leave and yearly maximum sick day reimbursements. The payment for said reimbursement will be made in the second paycheck in July. This amount does not include any days credited on July 1st of each year.

For the first year of employment sick leave shall accrue at the rate of 1.5 days per month. After one full year of employment has been reached the employee will be credited with 13 days per year on July 1 for each year.

8.2.2

Eleven-month employees will have available for sickness 14 days per year, cumulative to 190 days. The employee will be reimbursed at the rate of 25% of their per diem rate for each sick day remaining above the maximum of 190 days on June 30th of each year. Bus drivers who have an annually scheduled 5th trip, specifically UP-K and Northwest and/or Seaway Tech will have their 5th trip pay included in the per diem calculation for purposes of sick leave and yearly maximum sick day reimbursements. The payment for said reimbursement will be made in the second paycheck in July. This amount does not include any days credited on July 1st of each year.

For the first year of employment, sick leave shall accrue at the rate of 1.5 days per month. After one full year of employment has been reached the employee will be credited with 14 days per year on July 1 for each year.

8.2.3

Twelve-month employees will have available for sickness 15 days per year, cumulative to 200 days. The employee will be reimbursed at the rate of 25% of their per diem rate for each sick day remaining above the maximum of 200 days on June 30th of each year. Bus drivers who have an annually scheduled 5th trip, specifically UP-K and Northwest and/or Seaway Tech will have their 5th trip pay included in the per diem calculation for purposes of sick leave and yearly maximum sick day reimbursements. The payment for said reimbursement will be made in the second paycheck in July. This amount does not include any days credited on July 1st of each year.

For the first year of employment, sick leave shall accrue at the rate of 1.5 days per month. After one full year of employment has been reached the employee will be credited with 15 days per year on July 1 for each year.

8.2.4

Part-time employees will have available for sickness 7 days per year cumulative to 180 days. The employee will be reimbursed at the rate of \$14 for each sick day remaining above the maximum of 180 days on June 30th of each year. The payment for said reimbursement will be made in the second paycheck in July. This amount does not include any days credited on July 1st of each year.

For the first year of employment, sick leave shall accrue at the rate of 1 day per month. After one full year of employment has been reached the employee will be credited with 7 days per year on July 1 for each year.

8.2.5 - Verification

The Building Administrator may request verification from a physician for any illness of three or more days.

8.2.6 - Pregnancy

Confinement or treatment as a result of pregnancy will be treated as sickness.

8.2.7

Employees who are injured while acting within the scope of their employment will be allowed up to five (5) days absence not charged to accrued sick leave. If the Workers' Compensation claim is denied, said days will then be charged to the employee's sick leave.

8.3 Personal Leave

8.3.1

Personal Business Leave: employees will be entitled to leave not to exceed three (3) days per school year in order to allow employees to deal with emergency or other legitimate situations which require their absence from school, and which are not covered by leave provisions in this contract. Such leave is not to be used for any purpose which can be dealt with outside of regular work hours. Such leave is not to be used for gainful employment or purely recreational purposes (hunting, fishing, shopping, etc.). Such leave is not to be used to extend vacation periods without prior approval by the Superintendent. Such leave will be deducted from leave credit.. No reason need be given. If feasible, a forty-eight hour advance notice should be given to facilitate the hiring of a substitute. Should the district have reason to believe this provision is being abused, the Association will be notified and given the opportunity to investigate and attempt to

remedy the situation. Nothing in this section is to be construed as limiting the authority of the Administration or the Board of Education to take appropriate disciplinary action in cases where this provision of the contract is abused.

8.3.2

Court and/or government agency appearance: The number of days necessary will be approved if one of the following conditions exist.

8.3.2.1

The school district is involved and the member is a party or witness to the action;
or

8.3.2.2

The member is to appear as a witness to testify facts and/or testimony of general interest before a Federal, State or County Grand Jury; or

8.3.2.3

The member is required to appear before any Federal, State, Town or Village Agency and is not personally involved.

8.3.3

Jury Duty: Notice of Jury Duty must be submitted to the immediate supervisor.

8.3.4

The Superintendent will have the authority to approve the use of sick leave for emergency personal leave situations when personal leave has been exhausted or when a valid reason is not enumerated above.

8.3.5

Unused personal leave days shall accumulate as sick leave in the following year. If the member has accumulated their maximum number of cumulative sick days then the unused personal days will be paid at 50% of the employee's per diem rate.

8.4 Bereavement Leave

8.4.1

In case of death in the immediate family of the member or member's spouse, the member shall receive four days not chargeable to leave credit and non-accumulative. Immediate family shall be defined as spouse, parent, child, sibling, in-law, legal guardian or foster parent, or an actual member of the member's household.

8.4.2

In other cases of close family relationship, such absences must be approved by the Superintendent.

8.5 Child Rearing Leave

8.5.1

Upon request, a child rearing leave shall be granted for one year and may be granted for the second year without pay. This leave is also available to any adopting parent under the same conditions. If both parents are employees of the District, either the husband or wife may apply, not both.

8.5.2

Notice of this request will be given to the District at least three (3) months before the leave commences.

8.5.3

Under extenuating circumstances, reasonable notice variances will be allowed.

8.5.4

An employee who has worked (including paid leave) ninety (90) school days or more during the school year in which the leave commences shall be entitled to salary credit in the subsequent contract year.

8.5.5

Such leave shall be without pay or benefits, except as provided for in 8.5.4 and in the Family and Medical Leave Act of 1993; however, the unit member shall return to the same or a similar position and shall retain the seniority and leave accumulation and other benefits at the levels in effect when the leave began.

8.6

Request for leave will be made to the Supervisor or Building Administrator and approved by the Superintendent. In the case of personal leave, requests will be made three (3) days before the expected absence. The members requesting approval for leave will state the specific reason for the leave. When, because of an emergency or other unusual situation, three days notice is not possible, approval will be requested at the earliest possible date.

8.7

Appendix II – Form for Personal/Emergency Leave Days

ARTICLE IX - SICK LEAVE BANK

9.1

Unit members of the Madrid-Waddington Central School District shall be afforded the opportunity of participating in, and receiving the benefits of, a district-wide Sick Leave Bank. The provisions of this Bank are as follows:

9.2

A Sick Leave Pool shall be available for employees who elect to join under the following conditions:

9.2.1

Each employee electing to join will donate one day of his/her accumulated sick leave, to be matched on a one-to-one ratio by the Board. The opportunity to join the pool will be afforded all employees at the beginning of the school year, and the application form authorizing the deduction of a sick leave day to be placed in the pool must be received by the second pay period in October in order for the employee to be a member during that year.

9.2.2

An employee electing to join the sick leave pool, after its initial inception, will be required to donate the number of days other employees donated as members of the pool, between the employee's date of employment and the date the employee joins the pool.

9.2.3

Until such time as an employee elects to join the Sick Leave Pool, should he/she become ill before joining, he/she is not eligible to draw from the Sick Leave Pool.

9.2.4

Should an employee who is not a member of the Sick Leave Pool become ill or incapacitated on the first of September, he/she would be ineligible to participate until such time he or she had recovered from the illness or disability and returned to work.

9.2.5

Any employee who joins the Sick Leave Pool will remain a member until such time as he/she notifies the Clerk of the Board.

9.2.6

Employees who withdraw from the Sick Leave Pool, or who resign or retire, will not be eligible to withdraw their days donated to the Sick Leave Pool from the Sick Leave Pool.

9.2.7

In the event the balance drops to 135 days or below, each member will have one (1) day deducted from his/her accumulated leave to replenish the Sick Leave Pool. Days deducted will be matched by the Board of Education.

9.2.8

When it becomes apparent that illness or injury of an employee will result in the exhaustion of his or her sick leave, the non-teacher will apply, in writing to the Sick Leave Review Board, consisting of a Board member, the Superintendent or his/her designee, the President of the Teachers' Association, the President of the School Related Personnel Union, a teacher from each building and three non-teaching employees selected by their Union.

9.2.9

The Review Board will review the case, determine the eligibility of the employee and render its decision in writing.

9.3

The following criteria will be utilized:

9.3.1

The employee must exhaust all accumulated sick, personal and vacation leave before using days from the pool.

9.3.2

A waiting period of three days beginning with the first day of the illness, for each year of service in the District, up to thirty days must precede usage of the pool. Absence must be

continuous. Under extenuating circumstances, this provision could be waived upon recommendation of the Review Board and approval of the Board of Education.

9.3.3

The Review Board may, at its discretion, review cases and require submission of appropriate medical data.

9.3.4

The individual has signed an appropriate release form authorizing the school district to receive any Workers' Compensation or Disability salary payments due to him/her as a result of an accident or illness. Upon receipt of such payment, the Sick Leave Bank shall be replenished by the number of days said payment reimburses the district. The number of days shall be determined by dividing the amount received by the employee's daily rate of pay.

9.4

The sick leave pool is not available for unpaid child care leave. The sick leave bank is available for up to thirty (30) days for medically necessary family illness or family injury. This leave must follow the same rules and regulations as the "Family and Medical Leave Act" regarding eligibility.

9.5

Normally the maximum benefit of the pool will total 180 days for any one illness or injury; however, under extenuating circumstances upon recommendation of the Sick Leave Review Board and approval by the Superintendent, the person may continue to draw such additional benefits as they deem appropriate to the situation.

9.6

Once the employee has used the Sick Leave Pool and needs to use it again, the waiting period shall be three days for each year of service following the last year of use of the pool up to a maximum of thirty (30) days.

ARTICLE X - SENIORITY

10.1

Seniority is defined as continuous service in the job title. In the case of teacher aide, teaching assistant, and monitor, seniority shall accrue according to individual job titles as defined by Civil Service and Education Law. For individuals who were teacher aides in the District immediately prior to employment as teaching assistants, should those assistants be subject to position reductions, bumping rights back to teacher aide positions will be determined by total service in

both job titles. Bus drivers, custodial workers, and custodial worker/driver seniority crosses over from one job title to another except for purposes of bumping as described in 10.6.

10.2

If there is a reduction in forces, seniority will prevail. The last unit member on the seniority list in the job title will be the first laid off, and when forces increase again, the members will be returned to work in reverse order of the layoff.

10.3

A seniority list will be maintained in the Superintendent's Office.

10.4

Positions open will be posted for members' information at least five working days prior to taking action to fill the position.

10.5 Vacations

10.5.1

Where the employee is changing from a position in which vacations are not provided to one in which they are, prior service shall be counted toward vacation eligibility on the following basis: Bus Drivers, full-time Cafeteria Workers, full-time Teacher Aides, full-time Monitors, and full-time Teaching Assistants, each year of service counts as $\frac{1}{2}$ year; Microcomputer Operators, Clerks and Typists, each year of service counts as $\frac{3}{4}$ year; half-time Cleaners, Cafeteria Workers, Monitors and Teacher Aides – each year counts as $\frac{1}{4}$ year.

10.5.2

Where accumulated service, when converted, qualifies the person for vacation time, vacation time will be available during the first year in the new position.

10.5.3

The service credit under this formula is only applicable for the purpose of determining vacation eligibility and does not related to salary or seniority in the position, should a reduction in force become necessary.

10.6

Seniority for the purpose of "bumping rights" begins with the service in the new position and does not include credit for prior service which was recognized for vacation purposes. However, the individual who changes positions, should his/her new position be eliminated, would retain his/her seniority in his/her prior position and could "bump" the last senior person (if that person has less seniority). Exceptions to the first sentence include custodial worker/drivers because of

the nature of split responsibilities in their job description. "Bumping rights" seniority calculations for people occupying these positions will be calculated retroactively according to the following guidelines:

2 trip – 10 mos. Drivers = .5 year seniority in driver title for each year worked.

4 trip or more – 10 mos. Drivers = 1 full year of seniority in driver title for each year worked.

8 hr – 12 mos. Custodial Worker (despite occasional substitute driving) = 1 full year in custodial title for each year worked.

2 trip – 10 mos. Driver (5 ½ hrs/10 mos., and 8 hrs/2 mos. Custodial) = .8 year of seniority in custodial title for each year worked.

4 trip – 10 mos. Driver (3 hr/10 mos. and 8 hrs/2 mos.) = .55 year seniority in custodial title for each year worked.

10.7 Bidding:

When a new job or vacancy occurs within a department, it shall be posted so that interested members may bid on it. Department members who are qualified for the new job or vacancy shall be given first consideration on the basis of departmental seniority. For purposes of bidding, hourly cleaners shall be considered part of the custodial/maintenance department. Monitors, teacher aides and teaching assistants shall be considered a "department;" bus drivers, custodial workers, custodial/drivers shall be considered a "department."

10.7.1

In the event an incumbent employee bids for and is awarded the new job or vacancy, he/she retains all rights to the job from which he/she transferred for a trial period of up to 20 workdays. During the trial period; the employee may elect to return to his for her former position; after the trial period he/she will be considered as having accepted the new job or vacancy.

10.7.2

Administration during the trial period may reject the employee from the new job or vacancy, subject to the terms of this Agreement. In such case, the employee will return to his/her previous job with no loss of benefits. In the event the administration exercises its right to reject the employee, and provided that the employee has been properly evaluated during the 20 days, such rejection shall not be subject to the grievance/arbitration procedure or to appropriate Civil Service Law and Regulations.

In the event no department employee applies for the new job or vacancy and the District hires a current employee from another department, the trial period and the right to return to his/her old position without loss of benefits as detailed in 10.7.1 and 10.7.2 shall prevail. District wide seniority and qualifications will be considered by administration in filing such position.

Twelve-month Employees:

- 2 weeks after first year
- 3 weeks after ten years
- 4 weeks after fifteen years

For clerical employees scheduled vacation periods will be observed in accordance of the approved school calendar.

The following are paid holidays for salaried and twelve-month employees:

Independence Day	Thanksgiving Day and Friday following	Martin Luther King Day
Labor Day	*Christmas Recess (*3 day work week)	President's Day
Columbus Day	*New Year's Recess (*3 day work week)	Good Friday
Veterans Day	Juneteenth	Memorial Day

All full-time employees shall work for three days during the weeks when these holidays occur.

Ordinarily, this would result in the vacation beginning the day preceding the holiday and include the holiday also. Where the holiday does not fall on a scheduled work day, the two-day vacation period will be determined by the Administration in such a manner as to provide the minimum of disruption to the school's operation while still allowing the employees the benefit of a three-day work week.

Twelve month employees with at least three (3) year's experience will be given the option to sell up to five (5) unused vacation days per year at their existing per diem pay rate. Payment for vacation days will be included in the final check in July.

11.7

A schedule for unit members entitled to vacations and paid holidays shall be provided to affected members by July 1, of each year.

ARTICLE XII – TERMINATION PAY

12.1

Upon retirement, termination because of inability to pass the required physical exam, or the elimination of a position, a unit member will receive a 30% per diem termination pay for the unused accumulated sick leave. The termination pay shall be calculated at 6.5 hours per day for 5th trip driver who has at least fifteen years experience (cumulative) of 5th trip assignment. Any payment must be in the form of a non-elective deposit to the unit member's 403(b).

12.1.1

Benefits under this section are available with any amount of service.

12.1.2

In case of death while employed, the estate of the deceased shall receive the appropriate payment for any unused sick leave to the unit member's credit.

12.1.3

In cases of retirement, the unit member must submit a letter of resignation for the purposes of retirement using the applicable protocol from the following two options; 1) by March 1 of the school year of retirement if the member plans an end of school year retirement date, e.g. A unit member plans to retire on June 30, 2019 so he/she must submit their letter of resignation by March 1, 2019 or 2) by March 1 of the school year preceding the school year of retirement if the member plans a retirement date that does not correspond with the end of the school year. e.g. A unit member plans to retire on February 12, 2020 so he/she must submit their letter of resignation by March 1, 2019.

ARTICLE XIII – TEMPORARY EMPLOYEES

Temporary employees are not covered under the terms of this contract. Any position deemed temporary by the district shall be abolished or made permanent six (6) months after the position is created. Any substitute employees, regardless of the duration of their employment, will not be included in the category of temporary employees for the purposes of this provision.

ARTICLE XIV – AMENDMENT TO SECTION 204A OF THE TAYLOR LAW

14.0

Amendment to Section 204A of the Taylor Law, Section 204A Agreements between Public Employees and Employee Organizations.

14.1

Any written agreement between public employer and an employee organization determining the terms and conditions of employment of public employees shall contain the following notice in type not smaller than the largest type in such Agreement:

“IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.”

14.2

Every employee organization submitting such in written agreement to its members for ratification, shall publish this notice, include such notice in documents accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification. Within sixty days after the effective date of this act, a copy of this section shall be furnished by the Chief Fiscal Officer of any public employer to each public employee. Each public employee employed thereafter, shall upon such employment, be furnished with a copy of the provisions of this section.

14.3

If any provision or application of this agreement shall be found contrary to law, then such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XV – GRIEVANCE PROCEDURE

15.0 Basic Principles

15.0.1

It is the intent of the parties to this Agreement that grievances be resolved at the lowest possible Administrative level.

15.0.2

Each unit member shall have the right to present grievances under this procedure, free from coercion, interference, restraint, discrimination or reprisal.

15.0.3

Grievances will not be used to antagonize, intimidate, expand the contract, retaliate or harass the Administration or the Board.

15.0.4

Grievances will be confidential at all stages unless the parties mutually agree to release information to the public.

15.0.5

A grievance will be deemed waived unless it is submitted with fifteen (15) work days after the aggrieved party knew or should have known of the events or conditions on which it is based.

15.1 Definitions

15.1.1

Grievance: A grievance is any alleged violation of this Agreement.

15.1.2

Aggrieved Party or Grievant: Member of the group or unit who initiates a grievance, or the Union.

15.1.3

Supervisor: Building Administrator or the person to whom the unit member reports or who assigns work to the member.

15.1.4

Business Day: Any day when twelve month staff, covered by the contract, are required to be in attendance.

15.2 Procedure

15.2.1

Except in the informal stage, all grievances shall be in writing and shall include the name

and position of the aggrieved party, events or conditions constituting the grievance, identification of the contract provisions involved, identity of the responsible party, and a general statement of the nature of the grievance and redress sought.

15.2.2

All steps in the grievance procedure shall be conducted outside the grievant's working hours or at a time mutually agreeable to both parties.

15.2.3

All grievances will be processed through the grievance procedure prescribed by this article.

15.2.4

Time limitations may be extended by mutual agreement. Failure to adhere to the time limits waives the grievance on the union part, and moves it to the next stage on the District's part.

15.3 Stages

15.3.1 Informal Stage

The grievant shall present his/her grievance to the immediate supervisor. The aggrieved party must attempt to resolve the grievance informally. The immediate supervisor shall render his/her determination to the aggrieved party within five business days. If such grievance is not satisfactorily resolved at this stage, the aggrieved party may proceed to the Superintendent.

15.3.2 Superintendent's Stage

15.3.2.1

The grievant has ten business days following the determination at the informal stage, in which to file a written grievance to the Superintendent.

15.3.2.2

The Superintendent will review the written grievance.

15.3.2.3

The Superintendent will provide a hearing, if requested by the grievant, to gather or clarify information.

15.3.2.4

The Superintendent or his/her designee shall render his/her determination within ten business days after the hearing, or if the hearing has been waived, within ten business days after the grievance has been submitted.

15.3.2.5

If the grievance is not satisfactorily resolved at this stage, the aggrieved party may proceed to the Board stage.

15.3.3 Board Stage

15.3.3.1

Within ten business days after the determination has been made at the Superintendent's stage, the aggrieved party must answer the decision.

15.3.3.2

The aggrieved party must identify the reasons for appealing from the Superintendent's decision.

15.3.3.3

The Board will conduct a hearing on the grievance, if requested by the grievant, or render a decision based upon the written documents, within twenty business days. If a hearing request has not been made, a decision will be rendered within twenty business days of the written grievance.

15.3.3.4

If the Union is not satisfied with the decision of the Board of Education, it may proceed to Arbitration Stage.

15.3.4 Arbitration Stage

15.3.4.1

Within ten business days following receipt of the decision at the Board stage, the Union will notify the President of the Board and the Superintendent of its intent to proceed to arbitration.

15.3.4.2

Within ten business days the representative of the Union and the Superintendent will agree upon an Arbitrator and obtain a commitment from him or her to serve.

15.3.4.3

If an Arbitrator cannot be agreed upon, the Union may file a Demand for Arbitration with the American Arbitration Association. The parties will be bound by the rules of AAA.

15.3.4.4

The decision of the Arbitrator shall be binding on both parties.

15.3.4.5

The expense shall be borne equally by the Union and the District.

15.3.4.6

The Arbitrator's decision will be in writing and will set forth his/her findings on the issues raised during the grievance. The Arbitrator will be without power and authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement.

15.3.4.7

The Arbitrator may only address issues specifically addressed in this Agreement.

ARTICLE XVI – UNION BUSINESS

16.0

The Union officers will have free use of fax and copying machines, along with mailboxes in each building and to the interschool mail system for purposes of conducting union business only.

16.1 Meetings

The Union may request the use of the school building and facilities without cost for meetings, provided such does not interfere in any way with normal school functions or previous commitments. Requests will be made to the Building Principal prior to such use.

16.2

Two (2) Union business days will be available to the Union. The President will notify the Superintendent 48 hours in advance (emergency excepted) of the persons taking such leave and the duration of the same.

ARTICLE XVII – RETIREMENT PLAN

Contributions to New York State and Local Retirement System or NYSLRS and New York State Teachers' Retirement System or NYSTRS for T/A's will be paid in accordance with State law by the District.

ARTICLE XVIII – SUMMER WORK SCHEDULE

18.1 Summer Work Schedule

Clerical employees will work the following summer schedule: CSE Secretaries will work two (2) weeks; Guidance, Elementary and Secondary Secretaries will work four (4) weeks. Weeks to be worked in the summer will be by mutual agreement between the secretary and their immediate supervisor. All twelve (12) month employees will be allowed the option to work four (4) ten hour days, by mutual agreement with administration. Additional work may be available at the District's discretion. Sections 18.2 and 18.3 will apply to work beyond the two or four week period and to other summer employees.

18.2

Summer employees will not accrue benefits under this contract.

18.3

In the event of an emergency or unusual situation, the Superintendent may allow summer employees who are also ten (10) month employees to use their accumulated sick leave up to a maximum of two (2) weeks.

ARTICLE XIX – SNOW DAYS

19.1

On a declared snow day, with the exception of unit members not required to work, such as bus drivers and cafeteria workers, teaching assistants, teacher aides, and monitors, any member who fails to report to work shall, if he/she has leave available be charged a day of leave with the option of making it up by working at a time acceptable to the administration. Secretaries/Clerical and Microcomputer Systems Coordinators and Operators will report to work only when directed by an immediate supervisor and will not be charged a leave day when not required to report.

19.2

Where the member has no leave accumulated, he/she shall be docked one day's pay (with the same option of making up the time and hence the pay available). Makeup list must occur prior to the last pay period in June. Under unusual circumstances, the administration may, with Board

approval, excuse the absence and not make a charge against the member's leave or salary. (An example would be where Martial Law forbidding travel had been declared.)

ARTICLE XX – 41J OPTION

20.0 Unused Sick Leave

Upon leaving the employ of the District a unit member may elect to receive payment for each day of accumulated sick leave to the maximum allowable in Article XII, Section 12.1 or; a unit member who belongs to the New York State Employees Retirement System may allocate up to 165 days of accrued sick time to the 41J Retirement Option and be paid their 30% per diem rate for any remaining accumulated sick leave to the maximum allowable. Any payment must be in the form of a non-elective deposit to the unit member's 403(b) or 457(b) account.

ARTICLE XXI - 403(b) or 457(b) PLANS

21.0

The District agrees to contribute on behalf of the bargaining unit member the sum from Remuneration of Unused Sick Leave to a tax deferred annuity program under Internal Revenue Tax Code, Section 403(b).

The District agrees to contribute on behalf of the 12 month bargaining unit member the sum from remuneration of unused accumulated earned Vacation Leave at the current rate of pay to a tax deferred annuity program under Internal Revenue Tax Code, Section 403(b).

Any payment must be in the form of a non-elective deposit to the unit member's 403(b) Deferred Compensation Plan. Such plan must be set up and documents received in the Business Office by April 30th of year of retirement.

The District agrees to utilize the common remitter services of a company chosen by the Association, as long as such service does not add or increase the cost of providing same to the District. Any third party administrative costs incurred in the implementation and continuation of the 403(b) program will be shared equally by the District and the participating unit member, up to a maximum of \$15 annually per participating unit member, for both elective and non-elective contributions.

The District agrees to remit 100% of the employer contribution amount to a company chosen by the Association, which has demonstrated through its contract with the District, that it can accept employer contributions.

Employer Non-Elective Contribution - Leave Conversion

The Employer agrees to make an Employer Non-Elective Contribution to the 403(b) account of each covered employee entitled to a leave conversion under Article XII, section 12.1, Article XX, section 20.0, and Article XXI, section 21.0 of the collective bargaining agreement, subject

to the maximum contribution permitted under Section 415(c)(1) of the Internal Revenue Code of 1986, as amended, for the year in which the employee severs employment.

Contribution Limitations

In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-Elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code.

In the event that the calculation of the Employer Non-Elective Contribution referenced in any of the preceding paragraphs exceed the applicable Contribution Limits, the Employer shall first make an Employer Non-Elective Contribution up to the Contribution Limit of the Internal Revenue Code and then pay any excess amount as compensation directly to the Employee. In no instance shall the Employee have any rights to, including the ability to receive, any excess amount as compensation unless and until the Contribution Limit of the Internal Revenue Code are fully met through payment of the Employer's Non-Elective Contribution.

This language shall be subject to IRs regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest possible, to the original intent of the parties.

Both the Employer and Employee are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-Elective Contributions and the amount of the participant's Includible Compensation.

APPENDIX I

SCHOOL RELATED PERSONNEL UNION

of the

MADRID-WADDINGTON CENTRAL SCHOOL

Payroll Deduction Authorization

Social Security Number: _____

Last Name _____ First Name _____ Initial _____

District Name: _____

Organization: _____

To the Board of Education:

I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all rights and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability thereof. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing between September 1st and September 15th of any given year.

Member Signature: _____

Date: _____

APPENDIX II

MADRID-WADDINGTON CENTRAL SCHOOL

Request For Personal/Emergency Leave

Personal Business Absence Form

I hereby request a leave of absence on _____.
DATE

Leave time: _____
Return time if applicable: _____
Total hours of leave: _____

I affirm that this request complies with the provisions of the contract. This leave is not being used for any purposes which can be dealt with outside regular school hours.

Employee Signature

Please print your name

Date

APPROVED BY:

Supervisor

Date

Eric Burke, Superintendent

Date

DURATION OF AGREEMENT

The period of this Agreement shall extend from July 1, 2025 through June 30, 2028.

**In witness hereof, the parties have hereunto set their hand and seals this _____
day of _____, 2025.**

Nora Curley
President
Madrid-Waddington Central School
School Related Personnel Union
Chairman, Negotiations Committee

Eric Burke
Superintendent
Madrid-Waddington Central School

President
Board of Education
Madrid-Waddington Central School

AGREEMENT

BETWEEN

**BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL
SCHOOL**

AND

**MADRID-WADDINGTON CHAPTER
NEW YORK STATE UNITED TEACHERS**

JULY 1, 2025 - JUNE 30, 2028

AGREEMENT
BETWEEN
BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL SCHOOL
AND
MADRID-WADDINGTON CHAPTER
NEW YORK STATE UNITED TEACHERS

JULY 1, 2025 - JUNE 30, 2028

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**ARTICLE I
RECOGNITION CLAUSE**

The Madrid Waddington Central School Board of Education (hereafter referred to as the Board) having determined that the Madrid Waddington Chapter New York State United Teachers (hereafter referred to as the Association) is supported by a majority of the teachers and registered nurses, in a unit composed of all professional personnel, except the Superintendent and Administrators, hereby recognizes the Association as the exclusive negotiating agent for all personnel in such unit.

Recognition shall continue in effect for the duration of the contract not to exceed the maximum amount allowed by law so long as the Association's membership contains more than fifty percent of the employees in the negotiating unit.

**ARTICLE II
DUES DEDUCTION**

- A. The District agrees to deduct from the salaries of its employees dues for the Madrid Waddington Chapter of the New York State United Teachers as said teachers individually and voluntarily authorize the District to deduct and to transmit the monies promptly to the Association. Teacher authorizations shall be in writing in the form set forth below:

MADRID WADDINGTON CHAPTER OF THE NEW YORK STATE UNITED TEACHERS - LOCAL #2805

DUES DEDUCTION AUTHORIZATION CARD

NAME _____

ADDRESS _____

BUILDING _____

DATE OF AUTHORIZATION _____

I hereby request and authorize the Board of Education of the Madrid Waddington Central School to deduct from my earnings and transmit to the Madrid Waddington Chapter of the New York State United Teachers', the amount of the membership dues as certified by this Association. I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board of Education and all its officers from any liability thereof. This authority shall be continuous while employed in this school system or until withdrawn by written notice.

Teacher's Signature _____

- B. No later than two (2) weeks prior to the first scheduled pay period in September, the Association will provide the District with the original signed Dues Deduction Authorization Cards of those employees who have voluntarily authorized the District to deduct dues for the Association. The Association will also certify to the District, at this time, in writing, the current rates of its membership dues.
- C. Effective September 2007, deductions referred to in Section A above shall be made in the following manner: The total annual membership dues for the Association, certified as mentioned above, shall be deducted in twenty (20) equal installments beginning with the first pay period in September and continuing for twenty (20) consecutive periods.
- D. Authorizations not submitted in accordance with Section A above will not be honored until the first pay period in March at which time deductions shall be made in five (5) equal and consecutive pay periods with the first period in March. These authorizations must be received by the District at least two (2) weeks prior to the first payroll in March and after this date, no further authorizations will be honored until the following year.
- E. The District shall, at the end of each deduction - not pay period, as specified in Sections C and D above- transmit the amount so deducted to the Association.
- F. AGENCY FEE

Effective July 1, 1984, the Madrid Waddington Central School District shall deduct from the salary or wages of employees in the bargaining unit comprised of all the professional personnel, except the Superintendent and Administrators, who are not members of the Madrid Waddington Chapter New York State United Teachers, the amount equivalent to the dues levied by the Madrid Waddington Chapter New York State United Teachers and shall transmit the sum so deducted to the Madrid Waddington Chapter New York State United Teachers in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The Madrid Waddington Chapter of the New York State United Teachers affirms it has adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the Madrid Waddington Chapter of New York State United Teachers maintains such procedure.

The agency shop fee deduction shall be made following the same procedure as applicable for dues check-off, except as otherwise mandated by law or this Article of the Agreement.

- G. The District agrees to facilitate participation by its employees through appropriate withholding and forwarding of monies to District approved Credit Unions.
- H. NYSUT Benefit Trust. The Administrator will direct the fiscal officer of the District to deduct from the salaries of those members participating in the Trust an amount authorized by said unit members on NYSUT Benefit Trust Forms. These deductions will commence on the second pay period of the school year and will continue for twenty (20) consecutive pay periods in a school year. It is understood that the authorization may be amended or withdrawn at the discretion of the unit member, not to exceed three times a year without the Superintendent's authorization. The monies deducted will be forwarded to the NYSUT Benefit Trust by the fiscal officer.

ARTICLE III ADMINISTRATIVE RESPONSIBILITIES

- A. The District agrees there will be no reduction in staffing patterns that would result in teacher loads significantly in excess of the recommendation of the Commissioner of Education. Every effort will be made to equalize the study hall load during the same period so far as room facilities will allow.
- B. A teacher will be allowed 225 minutes per week of time free from classes or supervision excluding lunchtime. The daily schedule will allow each teacher a minimum of 30 consecutive minutes planning time in a given day. Only in the case of an extreme emergency (for example: another teacher being out of school with no notice, leaving a class unattended) will a teacher in a departmental situation be required to accept more than six and a half (6 1/2) periods of responsibility without his or her consent. The ½ period of responsibility may be for non-academic supervision, content-area specific duty (e.g. chemical hygiene officer) or mutually agreed upon instruction. **If the ½ period is for mutually agreed upon instruction then this agreement must be made between the staff member and building principal no less than 10 calendar days prior to the beginning of the semester.** If a staffing concern develops, the District may request the Association to reopen negotiations on this issue only, and the Association agrees to this request.
- C. Within the hours normally allotted for lunch, each teacher will have a lunch period consisting of one-half hour during which time the teacher will not be required to perform any duties.
- D. Substitutes will be provided whenever possible, and the Administration will accept suggestions from the Association regarding individuals who are qualified to serve as substitutes. The substitute list used by the District will be available to the Association.
- E. Administrators will discuss with the current staff members their teaching assignments as foreseen for the coming school year. Each teacher will be notified in writing by June 15 as to his/her tentative daily teaching schedules for the forthcoming year, honoring, if possible, the teacher's desires. Teaching schedules in the elementary school will be made specific by June 15. It is recognized that change may be necessitated after the date as a result of emergencies or unforeseen circumstances. If such changes are necessitated, the Administration will make every reasonable effort to notify teachers within ten days after such decisions have been finalized.
- F. No teacher shall be required to render service or remain in attendance at school during the school day in excess of seven and one-quarter (7-1/4) hours per day inclusive of lunch time, but exclusive of the following:
 - a) Necessary building, faculty, departmental or grade level meetings.
 - b) Compensated duties such as coaching, etc.
 - c) Non-compensated duties: The assignment of duties for which there is no provision for additional compensation (e.g., Elementary Spring Concert, etc.) shall be made as far as practicable in accordance with the interest and preference of teachers involved. Teachers will not be required to chaperone dances. No high school teacher will be assigned a second duty

until all high school teachers have done one duty. No elementary teacher will be assigned to a second duty until all elementary teachers have done one duty. Teachers shall not be assigned more than two such duties. Teachers who volunteer to supervise dances shall be assigned to no more than one other duty.

ARTICLE IV TEACHER RESPONSIBILITIES

Teachers will make every effort to:

1. Be available on school premises during the time designated by the Board of Education as the official school day, unless otherwise excused by the Administration.
2. Be in their instructional areas during that period of the school day which is designated for instruction and supervision.
3. Teach such classes as may be assigned to them with the administrator being obligated, in turn, to make every effort to keep classes balanced at a reasonable size and to assign each teacher to NO more than one class outside of his/her area of certification.
4. Provide the necessary instructional services for the entire academic year in accordance with the calendar adopted by the Board of Cooperative Educational Services, limited in any case to a total of 181 days. If otherwise unused for weather related or emergency purposes one (1) snow day shall be reserved and given on the last day of school; "rating day." It is understood that any teacher who needs to score a regents exam, report such scores to guidance, or complete any other end of year tasks will be expected to report to school on this last day to complete all necessary tasks without any additional compensation.
5. Maintain appropriate and accurate academic records including attendance, test scores, marks, and cumulative records. Teachers will maintain these records utilizing schooltool or another district adopted platform should schooltool be replaced.
6. Prepare and submit promptly any reports or information which may be requested by the Administration.
7. Maintain and have available in their room both short and long-range lesson plans. (Long range meaning a period of at least one week.)
8. Perform such work as may be needed to plan for teaching and to evaluate student progress.
9. Make themselves available for such meetings and activities as may be specified by the Board of Education or the Administration. There will be at least a 24 hour notice given and an agenda will be provided.
10. Make themselves available for conferences with parents. Conferences will be scheduled at a time mutually agreeable to parent and teacher. The presence of a third party may be requested.

11. Make themselves available for consultation with students at a mutually agreeable time.
12. Make themselves available for up to three (3) optional days of additional work or Professional Development in accordance with the following:
 - a.) Days, time, activity, and location shall be coordinated with and approved by the appropriate building principal. Proposals shall be submitted utilizing the District online professional development platform (currently Frontline.)
 - b.) Work day length will be equivalent to school day length.
 - c.) An administrator will be available for consultation.
 - d.) Appropriate uses, *subject to administrative approval*, but are not limited to District provided educational conferences/workshops, grade level departmental team collaborations, and curriculum development/alignment.
 - e.) Compensation for these days will be \$200 per day per teacher.

Both the Association and the Board of Education encourage teachers to keep themselves up-to-date by engaging in activities such as:

- a.) Attending college classes
- b.) Participation in approved workshops
- c.) Participation in approved in-service activities
- d.) Approved travel
- e.) Serving as a team leader
- f.) Preparation of successful mini-grant proposals
- g.) Disseminating new ideas or making oral or written reports to the faculty.
- h.) Writing learning activity packages
- i.) Voluntary attendance at extracurricular events, not as a chaperone, but as an interested adult
- j.) Developing an in-service project
- k.) Developing and implementing a research project

ARTICLE V IN-SERVICE CREDIT

In-service credit is defined to include courses or workshops offered to further broaden a teacher's background in any recognized area without graduate or undergraduate credit intended. Such in-service credit for purposes of progressing on the salary schedule or a change in schedule may be granted by the Superintendent. Criteria for such credit may be proposed by the Association and submitted to the Superintendent for approval. The amount of credit is to be based upon the nature of the courses or workshop, the time spent in the training and successful completion of the requirements. In general, workshop/course hours should be equivalent to the hours required for college credit. One college credit hour will be considered the equivalent of 15 seat hours. Should the Board decide it is not going to support the recommendation of the Superintendent, it must notify the teacher(s) making the request, in writing, prior to the beginning of the course, or as soon as practicable after the announcement of the in-service activity is received. It is the responsibility of the Superintendent to inform the Board of Education of any such requests at the first board meeting following receipt of same. If the Board is not

informed or fails to act prior to the start of the activity, the credit shall be allowed. (Request for In-service Credit form - page 42)

ARTICLE VI GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure shall be to settle equitably and informally, if possible, at the lowest possible administrative level, disputes which may arise from time to time with respect to specific claims of violation, misapplication or misinterpretation of the terms of this Agreement.

B. Definition of a Grievance

A grievance is a complaint by a teacher, a group of teachers, or the Association based upon an alleged violation, or a variation from the provisions of this Agreement or the interpretation and application thereof.

C. Procedures

Stage 1:

- a. The aggrieved party should discuss said grievance with the building principal on an informal basis.
- b. If this does not result in a mutually satisfactory resolution of the problem, the aggrieved party must file a formal grievance with the building principal within fifteen (15) school days after the aggrieved party knew or should have known of the act or condition which the grievance is based. Copies of the formal grievance will also be sent to the Superintendent, the President(s) of the Teachers' Association, and the Chairperson of the Grievance Committee.

Stage 2:

- a. Within fifteen (15) school days after receipt of the formal grievance, the Building Principal will meet with the aggrieved party and the Grievance Committee.
- b. Within fifteen (15) school days of the meeting, the Building Principal shall render a decision in writing to the aggrieved party, with copies to the Superintendent, the Chairperson of the Grievance Committee, and the President of the Teachers' Association.

Stage 3:

- a. If the Grievance Committee and the Executive Committee of the Association are not satisfied with the decision at Stage 2, the Grievance Committee will file an appeal, in writing, with the Superintendent within fifteen (15) school days after receiving the decision of Stage 2. Within fifteen (15) school days after receipt of such appeal, the Superintendent or his/her designee (in his/her absence or when he/she is directly involved) will hold a hearing with the aggrieved party, the Grievance Committee, the involved building principal and all other parties in interest. The official grievance

record maintained by the Superintendent shall be available for use by the Board of Education and the Association.

- b. The Superintendent shall render a decision in writing to the Aggrieved party, the Chairperson of the Grievance Committee, the involved Principal, and the President(s) of the Teachers' Association within fifteen (15) school days of the hearing.

Stage 4:

- a. If the Grievance Committee and the Executive Committee of the Association are not satisfied with the decision at Stage 3, the Grievance Committee will file an appeal, in writing, with the Board of Education within fifteen (15) school days after receiving the decision of Stage 3.
- b. At the next regular Board meeting, or within fifteen (15) school days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in executive session.
- c. Within fifteen (15) school days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance.

Stage 5:

- a. If the Grievance Committee and the Association are not satisfied with the decision at stage three (3), they may, within fifteen (15) days after receiving the decision, refer the grievance to arbitration by requesting that the American Arbitration Association propose the name of seven (7) arbitrators. A copy of such request shall be forwarded to the Superintendent. Upon receipt of the names of the proposed arbitrators, designees of the Superintendent and the Association shall strike names from the list until one ultimately is designated as the arbitrator.
- b. The arbitrator's decision will be in writing and will set forth his findings, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be binding upon both parties. The arbitrator shall regard the provisions of this agreement as the basic principles and fundamental law governing the relationship between the parties. The arbitrator's function is to decide cases of alleged violation of such provisions.
- c. The cost for the services of the arbitrator shall be borne by the losing party. The arbitration proceedings shall be held in Madrid-Waddington School District, unless the Association and the School District both agree on an alternative site.
- d. Miscellaneous Provisions
 - 1. At any point in the procedures, the indicated time limits may be extended by mutual agreement of the parties involved.
 - 2. If a grievance affects a group of teachers and appears to be associated with system-wide policies, it may be submitted by the Association directly at Stage 3.
 - 3. The Board of Education and the Association agree to facilitate and investigation which may be required and to make available any and all public material and relevant documents, communications and records (with the exception of informal or confidential material) concerning the alleged grievance.
 - 4. A grievance is void if not initiated within the procedure guidelines.

ARTICLE VII LEAVES OF ABSENCE

1. Leave Credits

Fifteen (15) days leave with full pay each fiscal year will be allowed each teacher and any unused balance will become cumulative leave, up to 300 days. After the teacher has built up cumulative leave credits, any leave in excess of fifteen (15) days in the school year will be deducted from his/her cumulative leave.

Teachers will be notified of the number of their accumulated leave days periodically and upon request.

Any teacher who is employed from the last date of employment six months or more of the fiscal year, shall be entitled to fifteen (15) days of leave for the fiscal year. Any teacher who is employed from the last date of employment less than six months of the fiscal year shall be entitled to ten (10) days of leave for the fiscal year.

2. Temporary Leave With Full Pay

Approval for absences must be obtained from the Building Principal, unless stated otherwise.

a.) Employee sickness: Leave to be deducted from leave credit. (This provision does not apply to teachers who are on an unpaid leave of absence).

b.) Family sickness: Leave to be deducted from leave credit for employees taking leave due to serious illness in their immediate family. *

* Immediate family shall mean spouse, child, father, mother, father-in-law, mother-in-law, brother or sister, grandparents, grandchildren, or other members of the immediate household. In other cases of close family relationship the Superintendent must approve such absences.

c.) Any employee or family illness of three (3) days or more may require a physician's verification for the days of absence. Any request for verification will be made within five (5) days from the date the employee returns to work. Any request for a physician's verification will be accompanied by a superintendent's statement of just cause. (e.g. pattern of multi-day absences)

d.) Family death: Five (5) days leave - not to be deducted from leave credit. "Family" shall mean spouse, child, father, mother, father or mother-in-law, brother, sister, brother or sister-in-law, grandparents, grandchildren or other members of the immediate household. In other cases of close family relationship the Superintendent must approve such absences of up to two (2) days leave, not to be deducted from leave credit.

e.) Association conferences: Necessary Association Representatives will be allowed to attend the NYSUT Representatives Assembly without loss of leave credit. The Association shall pay the substitute salaries for teachers attending the R.A.

- f.) Organizational conferences: The President and the Chief negotiator of the local Association may attend one NYSUT Conference without loss of leave credit. The Association is to pay for the substitute hired by the Administrator.
 - g.) Professional conferences: Application for attendance for a conference in the teacher's professional field may be made to the Building Principal subject to his/her approval and the Superintendent's approval. An estimated budget of expenses will accompany the application. If attendance is approved, there will be no loss of leave credit and acceptable itemized expenses will be reimbursed. A written report of the conference proceedings attended must be submitted with the bill of expenses.
 - i.) Criteria used by the Building Principal and Superintendent when considering the application:
 - a. The needs of the educational program.
 - b. The value to the District of the conference as compared to the cost.
 - c. Normally only one person shall attend from a department.
 - d. Except under unusual circumstances, a teacher shall not attend more than one major conference (one in excess of a \$400 cost per year).
 - ii.) The District agrees to budget \$8,500.00 per year. A minimum of \$2,000 will be reserved for use after January 1 of each year. Payments made to substitutes will not be deducted from professional conference budget money.
 - h.) Court or Governmental Agency appearance: The number of days will be approved without the loss of leave credit if one of the following conditions exist: The school district is involved and the employee is a party or witness to the action -or- The employee is to appear as a witness to testify to facts and/or testimony of general interest before a Federal, State, or County Grand Jury -or- The employee is required to appear before a Federal, State, County, Town, or Village agency and is not personally involved.
 - i.) Jury Duty: Necessary time used will be approved without loss of leave credit. Notice of the Jury Duty must be submitted to the Building Principal. The employee shall reimburse the school district in an amount equal to the jury fee received exclusive of transportation and meal allowance.
 - j.) Religious Holidays: Days of absence for religious holiday observances of the employee's particular faith, not covered by the regular school calendar, will be deducted from leave credit.
 - k.) Educational purpose: Days absent will be deducted from leave credit for required educational meetings not covered by other policies.
3. Personal Business Leave: Effective July 1, 2014, employees will be entitled to leave not to exceed-four (4) days per school year in order to allow teachers to deal with emergency or other legitimate situations which require their absence from school, and which are not covered by leave provisions in this contract.

Such leave is not to be used for any purpose which can be dealt with outside of regular school hours. Such leave is not to be used for gainful employment or purely recreational purposes (hunting, fishing, shopping, etc.). Such leave is not to be used to extend vacation periods without prior approval by the Board or its designee. Such leave will be deducted from leave credit. The appropriate form as outlined in this section is to be used. No reason need be given. If feasible, a forty-eight hour advance notice should be given to facilitate the hiring of a substitute. Should the district have reason to believe this provision is being abused, the Association will be notified and given the opportunity to investigate and attempt to remedy the situation. Nothing in this section is to be construed as limiting the authority of the Administration or the Board of Education to take appropriate disciplinary action in cases where this provision of the contract is abused.

Personal Business Absence Form

I hereby request a leave of absence on _____
(Day/Month)

I affirm that this request complies with the provisions of the contract. This leave is not being used for any purpose which can be dealt with outside regular school hours.

Signature

Building Principal

Superintendent

Date

4. Child Rearing Leave

Leave for rearing minor children will be granted for a period of one school year. Any such child-rearing leave must be taken within the first three (3) years following the birth or adoption of a child. Any variances from the above language would require Superintendent approval.

- a.) Notice of this request will be given to the district at least three (3) months before the leave commences.
- b.) Under extenuating circumstances, reasonable notice variances will be allowed.
- c.) A second year may be requested.

Upon return, the teacher shall be granted all professional advantages and status which he/she had at the time leave commenced, except that a teacher having service at least six (6) months in the school year in which the leave commenced shall be placed on the next higher level of salary increase.

Upon return to the district, the teacher shall be assigned to the same position which was held at the time the leave commenced, or to a substantially equivalent position.

5. Sick Leave Bank

The employees of the Madrid Waddington Central School District shall be afforded the opportunity of participating in, and receiving the benefits of, a district-wide sick leave bank. The following form will be used to initiate membership.

SICK LEAVE BANK DISTRICT-WIDE

I agree to contribute one day of my sick leave to the sick leave bank, beginning with the school year 20__ - 20__, until such time I notify the Clerk of the Board of my desire to withdraw from the bank.

At such time, I forfeit any day that I have contributed to the bank.

I am also willing to contribute sick leave days to rebuild the sick leave bank if the number of days drops below 135.

Signed _____

- a. Each employee electing to join will donate one day of his/her accumulated sick leave, to be matched on a one-to-one ratio by the Board. The opportunity to join the pool will be afforded all employees at the beginning of the school year, and the application form authorizing the deduction of a sick leave day to be placed in the pool for the employee to be a member during that year.
- b. An employee electing to join the sick pool, after its initial inception, will be required to donate the number of days other employees donated as members of the pool, between the employee's date of employment and the date the employee joins the pool.
- c. Until such time as an employee elected to join the sick leave pool, should they become ill before joining, they are not eligible to draw from the sick leave pool.
- d. Should an employee who is not a member of the sick leave pool become ill or incapacitated on the first of September, he/she would be ineligible to participate until such time he/she had recovered from the illness or disability and returned to work.
- e. Any employee who joins the sick leave pool will remain a member until such time as he/she notifies the Clerk of the Board.
- f. Employees who withdraw from the sick leave pool or who resign or retire will not be eligible to withdraw their days donated to the sick leave pool.

- g. In the event the balance drops to 135 days or below, each member will have one day deducted from his or her accumulated leave to replenish the sick leave pool. Days deducted will be matched by the Board of Education.
- h. When it becomes apparent that illness or injury of an employee will result in the exhaustion of his or her sick leave, the teacher or his/her representative will apply in writing to the Sick Leave Review Board consisting of a Board member, an administrator, the President of the Teacher's Association, a teacher from each building, and three non-teaching employees selected by their Association.
- i. The Review Board will review the case, determine the eligibility of the employee and render its decision in writing. The decision of the committee will be final and is not subject to arbitration. The following criteria will be utilized:
 - i). The employee must exhaust his/her sick leave before using any days from the pool.
 - ii) A waiting period of three days beginning with the first day of illness, for each year of service in the District up to thirty days, must precede usage of the pool. Absence must be continuous. Under extenuating circumstances, this provision could be waived upon recommendation of the Review Board and approval of the Board of Education.
 - iii) The Review Board may at its discretion review cases and require submission of appropriate medical data.
 - iv) The individual has signed an appropriate release form authorizing the school district to receive any Workers' Compensation or Disability salary payments due him/her as a result of an accident or illness. Upon receipt of such payments, the sick leave bank shall be replenished by the number of days said payment reimburses the District. The number of days shall be determined by dividing the amount received by the employee's daily rate of pay.
 - v) The sick leave pool is not available for unpaid child rearing leave.
 - vi) The sick leave bank is available for up to thirty (30) days for medically necessary family illness or family injury. This leave must follow the same rules and regulations as the "Family and Medical Leave Act" regarding eligibility.
 - vii) Normally the maximum benefit of the pool will total 180 days for any one illness or injury; however, under extenuating circumstances and upon recommendation of the sick leave review board and approval of the Board of Education, the person may continue to draw such additional benefits as they deem appropriate to the situation.
 - viii) Once an employee has used the sick leave pool and needs to use it again, the waiting period shall be three (3) days for each year of service following the last year of use of the pool up to a maximum of thirty (30) days.
- j. The Sick Leave Bank may be used for up to eight (8) weeks of doctor-prescribed absence post-partum. If complications or doctor's orders should require more than eight (8) weeks, the Sick Leave Review Board may entertain a new request.

6. Sabbatical Leave

Sabbatical leave will be available, subject to approval of the Board of Education, if the following provisions have been met:

- a. Employees must be tenured with a minimum of seven (7) years service in the District.
- b. The purpose of the leave is for study, educational travel, research or other activity, which will clearly contribute to improving the competency of the employee in relation to his/her responsibilities in the Madrid-Waddington Central School District. The application must include a description of the activities and show how such will contribute to better performance upon return to duty.
- c. The teacher agrees to return to the District after the sabbatical for a period of at least two (2) years.
- d. It has been at least seven (7) years since the individual has last had a sabbatical leave.
- e. No more than one elementary or one secondary teacher shall be on leave at any one time, except under very unusual circumstances approved by the Board of Education.
- f. Applications must be submitted prior to April 1 of the year preceding the school year in which leave is desired.
- g. Applications will be submitted to a screening committee composed of one elementary teacher, one secondary teacher, the elementary supervisor and the secondary principal. The committee will review the application within five (5) school days of receipt to verify that criteria have been met, and all applications meeting the criteria will be forwarded to the Board of Education for action. Any application not meeting the criteria is to be returned within five (5) school days to the applicant with a notation as to why it does not meet the criteria. Applicants will be notified within two (2) months of receipt of the application by the Board as to its action.
- h. Leave may be for a full year at half-pay or a half-year at full pay. Monies paid the teacher while on leave shall be considered as a loan secured by a Promissory Note made payable to the Madrid-Waddington Central School District. Such note shall be cancelled in the event of death or permanent disability at any time prior to two years following the ending of the leave. It shall be cancelled at the rate of 50% for each year of service during the two years immediately following the end of the leave. Under special circumstances a teacher may be granted leave without pay and the time limit extended for the cancellation of the note. Failure of the teacher to return to service in the Madrid-Waddington Central School District (without prior approval of the Board of Education) and failure to complete the required two years service shall result in the appropriate uncanceled portion of this note becoming immediately due and payable.
- i. Upon his/her return from sabbatical leave, a teacher's salary will be the same as he/she would have received had the period of his/her leave been spent in the school system, and he/she will be returned to the same position which was held at the time said leave commenced, or to a substantially equivalent position.

7. Maternity/Paternity and Adoption Leave

- a. Maternity (birthing parent) leave shall be granted any time during pregnancy, taken from accumulated sick leave. From the date of birth and immediately following, the first sixteen (16) work days shall be granted as paid leave (not to be taken from accumulated sick leave). The District will then match up to twelve (12) paid leave days taken from the employee's accumulated time with paid leave days (not to be taken from accumulated sick leave.) All district provided days must be used within the first 8 weeks from the date of birth. The birthing parent may use accumulated sick leave to get to twelve (12) consecutive weeks of leave from the date of birth, if desired.
- b. Paternity (or non-birthing parent) leave shall be granted from the date of birth and immediately following. Five (5) work days shall be granted as paid leave (not taken from accumulated sick leave). The non-birthing parent may then use accumulated sick leave for up to twelve (12) consecutive weeks from the birth of their child. Alternate arrangements for utilization of accumulated time throughout the 12 weeks immediately following the birth may be requested and granted at the discretion of the Superintendent.
- c. Adoption Leave - From the date of adoption of a child no more than the age of 4 and immediately following, the first ten (10) work days shall be granted as paid leave (not to be taken from accumulated sick leave). The district will then match up to 10 paid leave days taken from the employee's accumulated time with paid leave days (not to be taken from accumulated sick leave) to be used in the first six weeks immediately following the date of adoption. The adoptive parent may use accumulated sick leave to get to twelve (12) consecutive weeks of leave from the date of adoption, if desired. If both adoptive parents are Madrid-Waddington employees, then the District provided leave days may be split between the two employees at their discretion. Adoption leave may be granted for a child above the age 4 at the discretion of the superintendent.

ARTICLE VIII PROTECTION OF TEACHERS

1. Under the provision of Section 3023 of the Education Law, the Board of Education is required to furnish legal defense for a teacher who is involved in a lawsuit following an accident or injury to a school pupil, if the teacher was acting in the discharge of his/her duties within the scope of his/her employment. The Board, however, must be given a copy of the summons or complaint by the teacher within ten (10) days of the time the teacher was served or the Board is not subject to the duty imposed by this section.
2. If an assault on a teacher, either on or off school property, is caused by actions of the teacher in discharging his/her duties and results in loss of time, the teacher shall be paid in full and such loss of time shall not be deducted from any leave which said teacher is entitled under this Agreement. If an accident to a teacher occurs while in the performance of his/her duties and results in loss of time, the teacher shall be paid in full. Such loss of time shall not be deducted from any leave to which said teacher is entitled under this agreement. In either of the above situations, the teacher shall receive his/her regular salary less social security and/or Workman's Compensation Benefits received.

3. Any teacher will be given the opportunity to have a representative of his/her choice present at any formal proceedings.

ARTICLE IX PERSONNEL FILE POLICIES

1. All data maintained by the District on individual members of the bargaining unit relative to employment, promotion, discipline, evaluation, and all other job-related matter - exclusive of confidential references and communications received in connection with the initial employment - will be placed in a single official file and maintained in the District Office.
2. Upon request, the teacher will be permitted to examine his/her file, and the teacher may elect to have an additional witness of his/her choosing.
3. The teacher will be provided a copy of any material in his/her file upon request or, at the Administrator's discretion, the teacher may be permitted to reproduce the materials. In the event of multiple copies being requested, the teacher will pay fees at the going rate.
4. No material derogatory to a teacher's conduct, service, character, or personality will be placed in the file unless the teacher has had the opportunity to read the material. The teacher will acknowledge that he/she has read such material by affirming his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its content. A teacher will receive written notice of any investigation into allegations pertaining to their conduct, service, character, or personality within five days of the administration becoming aware of the allegation or action. The findings of the investigation will be reduced to writing within ten (10) days of the written notice of investigation. Should the investigation require longer than ten (10) days a written notice and explanation of extension will be provided to the teacher prior to the conclusion of the ten (10) day period. In an ongoing investigation the member will be notified in writing every ten (10) days that the investigation has not been completed. In any event, material of a derogatory nature will be reduced to writing within ten (10) days of the conclusion of an investigation to be considered eligible for placement in the personnel file. This paragraph is not intended to restrict the Administration from dealing with a concern on an informal basis.
5. The teacher will have the right to rebut, explain, and comment on any material filed, and his/her response will be attached to the file copy.
6. Material will be removed from the file when a teacher's claim that it is inaccurate or unfair is sustained to the satisfaction of the school administration or his/her deputy.
7. No unsubstantiated material will be placed in a teacher's personnel file. Pertinent material, upon receipt, will be brought to the teacher's attention.
8. Letters, statements, notices and related data of a negative nature other than the results of a 3020A proceeding will be removed from the file three years after the concern has been filed. The employee will be responsible for making the request for document removal and will verify with

the superintendent that the three-year period has in fact expired. The superintendent will remove the document from the personnel file and return it to the teacher who has requested its removal.

Non-tenured teachers will have the ability to request removal of such document three (3) years after filing provided the teacher has reached his/her tenure appointment date. If the teacher has not yet reached his/her tenure appointment date after the three (3) year time-frame he/she will be eligible to request removal of the document on the official tenure date.

Any letter, statement, notice, or related data of a negative nature may reference a previously filed incident provided the new incident is similar in nature or demonstrates a pattern as related to the referenced document and the referenced document still exists in the personnel file.

9. Only material properly filed in accordance with this Article and any other contract provision will be used to initiate any action taken to reprimand, discipline, dismiss or otherwise deprive a teacher of any professional advantage. An oral reprimand is excluded from this requirement.
10. No material in the file will be forwarded to any agency, organization, prospective employer or other party without the express written consent of the teacher, except when required to do so by law or court order.

ARTICLE X HEALTH INSURANCE

1. The District will provide health and hospitalization insurance to each member of the MWTA, their dependents, and retirees.
2. For pre-65 or non-supplemental eligible members the Board will pay the cost of the health insurance premium for "Excellus HDHP-HSA2 50% District funded HSA \$3,500/\$7,000 Deductible (5c)". The equivalent of this plan or better will be maintained.
 - 2.1. A health savings account (HSA) shall be administered by a 3rd party approved by the District. The District shall cover the cost of the HSA administration. The HSA can be used to cover medically qualified expenses that are applied to the employee's deductible. For all active members and non-medicare supplemental eligible retirees, the District will partially fund the HSA.
 - 2.2. HSA employer funding rates shall be set as follows. All percentages apply to the deductible amount.
 - 2.2.1. 2025-2026 school year - 50%
 - 2.2.2. 2026-2027 school year:
 - 2.2.2.1. 50% if the MWTA premium rate increase from 2025-2026 is below 8%
 - 2.2.2.2. 40% if the MWTA premium rate increase from 2025-2026 is 8%-12%
 - 2.2.2.3. 30% if the MWTA premium rate increase from 2025-2026 is above 12%

- 2.2.2.4. The established 2026-2027 funding rate shall become the maximum rate of the district's contribution for the 2027-2028 school year.
- 2.2.3. 2027-2028 school year:
 - 2.2.3.1. 2026-2027 rate if the MWTa premium rate increase from 2026-2027 is below 8%
 - 2.2.3.2. Subtract 10% if the MWTa premium rate increase from 2026-2027 is 8%-12%
 - 2.2.3.3. Subtract 20% if the MWTa premium rate increase from 2026-2027 is above 12%
 - 2.2.3.4. The funding rate shall not drop below 30% for the duration of the contract.
- 3. Premium contributions for active members shall be set at 11% for the duration of the contract, and active members' premium contribution shall be waived until a successor agreement is mutually agreed upon by the MWTa and the district.
- 4. The contribution level for all eligible unit members retiring on or before July 1, 2014 will remain frozen at the level for which they contribute in their final year of service. Bargaining unit members retiring after July 1, 2014 will continue to pay the same dollar amount to the District toward their health insurance as was paid in the final year of employment. This applies either the premium contribution or the deductible obligation minus the district's dollar amount contribution to the HSA. If a retiree enrollment plan status is changed at any time during retirement (i.e. due to death of a spouse, adoption of children, or status of dependent children), the retiree's contribution will be adjusted and frozen at the same rate as would have been paid in the retiree's final year of service for the level of health insurance coverage consistent with the retiree's new plan status. A letter stating all current pure premium rates for all plan levels will be given to each retiree at the time of retirement.
 - 4.1. The premium contribution rates outlined above in "4" for pre-65 retirees shall be waived until a successor agreement is mutually agreed upon by the MWTa and the district or until the retiree enrolls in supplemental health insurance as outlined below in "9."
 - 4.2. Pre-65 retirees shall have an HSA design identical to active employees as outlined above in "2" except that the employer contribution shall remain locked at 50% until a successor agreement is mutually agreed upon by the MWTa and the district.
- 5. Medicare Part B reimbursement by the District for the spouses of employees who retire on or after July 1, 2012 will be frozen at the 2012 rate.
- 6. Effective for unit members hired on or after July 1, 2007, in order to qualify for any District-provided health insurance benefits in retirement, the retired unit member must have completed at least fifteen years of service with the District. Those unit members who have between ten and fourteen years of service will be responsible for 50% of the pure-premium of the health insurance benefits in retirement. Unit members who are employed by the District prior to July 1, 2007 are grandparented and must complete five years of service with the District to qualify for any District-provided health insurance benefits in retirement. At the discretion of the superintendent the eligibility requirements may be waived solely for recruiting purposes.

7. The District has established a flexible spending plan pursuant to IRS Section 125 Regulations. Members may utilize this plan for premium payments, dependent care, and unreimbursed medical expenses.
8. Unit members who are eligible for health insurance coverage from another source outside the District provided coverage may elect not to be covered by the health insurance plan provided by Madrid-Waddington Central School District. Employees who voluntarily elect to drop such coverage will notify the District during the annual open enrollment period or upon being hired, and will receive a sum of \$5,000 if the employee is only eligible for single coverage or \$6,000 if the employee is eligible for 2+ person coverage, for that given year, payable bi-weekly beginning with the first pay period of the school year (or the first pay period of their employment for new hires) during which the employee elects to discontinue coverage by the District's health plan. New hires will receive a prorated buyout based on a fraction of 12 months (July-June) from the point they are hired and elect not to receive coverage. Members who have a carrier determined qualifying event may reapply for coverage at any time. If a member returns to a District provided health insurance plan at any time during the year they will forego any further buyout payments for that calendar year. Members may elect to discontinue District provided coverage at any point during the year and will receive a prorated buyout. The pro-rated buyout will be calculated from the last day of prepaid coverage the District has provided.
9. Eligible retirees age 65 and older and active members who are Medicare Part B Eligible shall utilize the District provided Aetna Supplemental Plan secondary insurance option. The equivalent of this plan or better shall be maintained for the duration of the contract. Eligible retirees are defined as those who are age 65 and older/or Medicare Part B Eligible and all dependents enrolled under the retiree who are age 65 and older/or Medicare Part B Eligible. It is understood that retirees and their dependents may be on separate plans based on eligibility and District discretion. Active employees' eligibility is based on Medicare Part B Governmental Designated Thresholds.

ARTICLE XI VACANCIES

The Association will be notified of all job vacancies caused by a teacher or Administrator leaving the system or by the creation of a new position in this system. This notification will be given to the Association a minimum of five days before the vacancy is externally advertised in order to give the present employees the opportunity to apply for the promotion or transfer. A present employee who is qualified will be given first priority in filling the vacancy. Should more than one present employee apply, priority will be given to the one with the most service in the school district provided that the employee is equally qualified. The time limit may be waived or altered by Agreement of the Board of Education and the Association.

**ARTICLE XII
NON-TEACHING DUTIES**

1. The District agrees to provide cafeteria supervision in all buildings of the school district so that teachers will not be required to perform this duty.
2. It is agreed that teachers will not be required to drive pupils to activities that take place away from the school building. Teachers may do so voluntarily, however, with the advance approval of the Building Principal. In such an event, the teacher will be relieved of all personal liability for any accident which may occur in connection with said activity.

**ARTICLE XIII
SALARY PROVISIONS**

The Teachers Association will construct a salary schedule based on the following provisions, subject to District approval:

2025-2026	4.0 %
2026-2027	4.0 %
2027-2028	4.0 %

The District Registered Nurse will follow the teacher salary step schedule with the baseline for a Registered Nurse with a Bachelor degree being set at schedule IV.

Associate's degree only shall be step minus \$1200.

Associate's degree with 15 credit hours toward Bachelor's shall be step minus \$600.

A prorated +3% will be added to step/schedule IV to account for 7.5 hour workday.

Effective July 1, 2018 any LPN will be placed on 70% step (bachelor's deduction non-applicable.)

ARTICLE XIV SALARY SCHEDULE

Bargaining Unit Members with a Bachelor's degree only will be paid at the below rate minus \$1200.
 Bargaining Unit Members with a Bachelor's degree with 15 credit hours will be paid at the below rate minus \$600.
 Credit Hours above 30 will be paid at \$600 in blocks of 15 credits (maximum of 75 hours.)
 Bargaining Unit Members with National Board Certification will be paid at the below rate + 45 hours.
 Off-step individuals will receive an increase of \$3640 annually.

25-26						
Step #	BA	15	30	45	60	75
	II	III	IV	V	VI	VII
1	53794	54394	54994	55594	56194	56794
2	54794	55394	55994	56594	57194	57794
3	55794	56394	56994	57594	58194	58794
4	56794	57394	57994	58594	59194	59794
5	57794	58394	58994	59594	60194	60794
6	58794	59394	59994	60594	61194	61794
7	59794	60394	60994	61594	62194	62794
8	60794	61394	61994	62594	63194	63794
9	61794	62394	62994	63594	64194	64794
10	62794	63394	63994	64594	65194	65794
11	63794	64394	64994	65594	66194	66794
12	64794	65394	65994	66594	67194	67794
13	65794	66394	66994	67594	68194	68794
14	66794	67394	67994	68594	69194	69794
15			69244	69844	70444	71044
16			70494	71094	71694	72294
17			71744	72344	72944	73544
18			72994	73594	74194	74794
19			74244	74844	75444	76044
20			75744	76344	76944	77544
21			77244	77844	78444	79044
22			78744	79344	79944	80544
23			79994	80594	81194	81794
24			81244	81844	82444	83044
25			82744	83344	83944	84544
26			84244	84844	85444	86044
27			85744	86344	86944	87544
28			86994	87594	88194	88794
29			88244	88844	89444	90044
30			89744	90344	90944	91544

26-27						
Step #	BA	15	30	45	60	75
	II	III	IV	V	VI	VII
1	55359	55959	56559	57159	57759	58359
2	56359	56959	57559	58159	58759	59359
3	57359	57959	58559	59159	59759	60359
4	58359	58959	59559	60159	60759	61359
5	59359	59959	60559	61159	61759	62359
6	60359	60959	61559	62159	62759	63359
7	61359	61959	62559	63159	63759	64359
8	62359	62959	63559	64159	64759	65359
9	63359	63959	64559	65159	65759	66359
10	64359	64959	65559	66159	66759	67359
11	65359	65959	66559	67159	67759	68359
12	66359	66959	67559	68159	68759	69359
13	67359	67959	68559	69159	69759	70359
14	68359	68959	69559	70159	70759	71359
15			70809	71409	72009	72609
16			72059	72659	73259	73859
17			73309	73909	74509	75109
18			74559	75159	75759	76359
19			75809	76409	77009	77609
20			77309	77909	78509	79109
21			78809	79409	80009	80609
22			80309	80909	81509	82109
23			81809	82409	83009	83609
24			83059	83659	84259	84859
25			84559	85159	85759	86359
26			86059	86659	87259	87859
27			87559	88159	88759	89359
28			89059	89659	90259	90859
29			90309	90909	91509	92109
30			91809	92409	93009	93609

27-28						
Step #	BA	15	30	45	60	75
	II	III	IV	V	VI	VII
1	56989	57589	58189	58789	59389	59989
2	57989	58589	59189	59789	60389	60989
3	58989	59589	60189	60789	61389	61989
4	59989	60589	61189	61789	62389	62989
5	60989	61589	62189	62789	63389	63989
6	61989	62589	63189	63789	64389	64989
7	62989	63589	64189	64789	65389	65989
8	63989	64589	65189	65789	66389	66989
9	64989	65589	66189	66789	67389	67989
10	65989	66589	67189	67789	68389	68989
11	66989	67589	68189	68789	69389	69989
12	67989	68589	69189	69789	70389	70989
13	68989	69589	70189	70789	71389	71989
14	69989	70589	71189	71789	72389	72989
15			72439	73039	73639	74239
16			73689	74289	74889	75489
17			74939	75539	76139	76739
18			76189	76789	77389	77989
19			77439	78039	78639	79239
20			78939	79539	80139	80739
21			80439	81039	81639	82239
22			81939	82539	83139	83739
23			83439	84039	84639	85239
24			84939	85539	86139	86739
25			86439	87039	87639	88239
26			87939	88539	89139	89739
27			89439	90039	90639	91239
28			90939	91539	92139	92739
29			92439	93039	93639	94239
30			93939	94539	95139	95739

Those who graduated after January 1, 1978, and who are required by certification requirements to earn a Master's Degree (rather than 30 graduate hours option) shall not receive additional compensation for having earned a Master's Degree. Area of Instruction is interpreted to mean that the courses taken in pursuit of the Master's Degree, in some way, be related to the responsibilities the individual is discharging for the District. Under normal circumstances, degrees in a subject area or in education will be acceptable unless it is obvious that the area of emphasis has little or no relationship to the duties being performed. In such instances, the Superintendent will refer the matter to the Board of Education for review prior to any final decision.

1. In the initial placement of a new teacher on the salary schedule, prior military and teaching experience will be considered.

2. Paydays shall be every second Friday commencing with school opening in September. If the scheduled payday (Friday) falls on a scheduled non-teaching day, payday will be on the nearest teaching day.
3. Teachers shall have the option of electing to receive the year's salary in twenty-one or twenty-six periods. If twenty-six are elected, the last five pay periods shall fall on the last day of school, and at the employee's request the District will issue the final five payments in the form of five separate paper checks. This request must be made in writing prior to May 1st each year in which the employee chooses this option. The District also agrees to offer teachers the option of direct deposit through official school banks. This selection must be declared and filed at the faculty meeting on the first day of school. This service will be made available provided the necessary computer capabilities are on line in the district.
4. A \$500.00 stipend will be paid to any teacher with perfect attendance for a school year. Absences on school trips, authorized conferences or activities will not negate otherwise perfect attendance. Requests for late arrival or early dismissal for personal reasons would invalidate the perfect attendance stipend.
5. Part-time teachers at the secondary level will have their salaries based on the following: 4 classes, 60%; 3 classes, 50%; 2 classes 35%; 1 class, 20%. Less than full-time employees at either the elementary or secondary level will have preparation time prorated based on actual hours of employment.
6. Salary adjustments after the beginning of the school year will be accomplished no later than the third pay period following appropriate notification to the District.
7. A teacher acting in the capacity of 'Chemical Hygiene Officer' can choose to have this duty count as a ½ period per day supervisory or can be paid an annual stipend of \$1,000 and be allowed up to 5 days of per diem summer work to ensure district compliance with chemical hygiene regulations.

Article XV **MWCS Extracurricular and Co-Curricular Salary Schedules - MWTA Contract 2022-2025**

Group A	2025-26			2026-27			2027-28		
	I	II	III	I	II	III	I	II	III
VARSITY SOCCER	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY CROSS COUNTRY	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY BASEBALL	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY SOFTBALL	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY VOLLEYBALL	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY CHEERLEADING	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY TRACK	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY GOLF	5,075	5,768	7,147	5,278	5,999	7,433	5,489	6,238	7,730
VARSITY BASKETBALL	5,768	6,596	8,159	5,999	6,860	8,485	6,238	7,134	8,825
TRACK COACH CO-ED	5,768	6,596	8,159	5,999	6,860	8,485	6,238	7,134	8,825
DRONE SOCCER	5,768	6,596	8,159	5,999	6,860	8,485	6,238	7,134	8,825
GROUP B	2025-26			2026-27			2027-28		
	I	II	III	I	II	III	I	II	III
JV SOCCER	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
ASST COACH COUNTRY	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
JV BASEBALL	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
JV VOLLEYBALL	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
ASST TRACK	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
JV SOFTBALL	3,769	4,266	5,322	3,920	4,437	5,535	4,077	4,614	5,756
JV BASKETBALL	4,298	4,890	6,082	4,470	5,086	6,325	4,649	5,289	6,578
ASST TRACK CO-ED	4,298	4,890	6,082	4,470	5,086	6,325	4,649	5,289	6,578
GROUP C	2025-26			2026-27			2027-28		
	I	II	III	I	II	III	I	II	III
MODIFIED SOCCER	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED CROSS COUNTRY	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED BASEBALL	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED SOFTBALL	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED VOLLEYBALL	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED TRACK	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
MODIFIED BASKETBALL	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299
ESPORTS (PER SEASON)	2,816	3,200	3,975	2,929	3,328	4,134	3,046	3,461	4,299

When all three levels and an assistant coach is also employed, there will be an additional \$400 stipend for head and assistant coach.
Modified Basketball salary will be 1.5 times the stated rate if only one coach is provided for two teams.

TITLES	2025-26			2026-27			2027-28		
	I	II	III	I	II	III	I	II	III
FRESHMAN CLASS ADVISOR	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
SOPHOMORE CLASS ADVISOR	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
JUNIOR CLASS ADVISOR	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
SENIOR CLASS ADVISOR	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
KEY CLUB ADVISOR	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
NATIONAL JUNIOR HONOR SOCIETY	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
HISTORY CLUB	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
NEST	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
OUTDOOR CLUB	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
BATTLE OF THE BOOKS	1,146	1,278	2,050	1,192	1,329	2,132	1,240	1,382	2,217
WHIZ QUIZ	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
SUMMER BAND DIRECTOR	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
STAGE MANAGER	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
AV DIRECTOR	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
HONOR SOCIETY ADVISOR	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
TRIM HONOR SOCIETY ADVISOR	1,278	1,420	2,061	1,329	1,476	2,144	1,382	1,535	2,229
VOCAL DIRECTOR, SPRING	1,536	1,679	2,070	1,598	1,746	2,152	1,661	1,816	2,238
PIT CONDUCTOR, SPRING	1,536	1,679	2,070	1,598	1,746	2,152	1,661	1,816	2,238
VARSITY CLUB	3,072	3,356	4,137	3,195	3,490	4,303	3,323	3,630	4,475
DRAMA CLUB	3,072	3,356	4,137	3,195	3,490	4,303	3,323	3,630	4,475
STARDUST	3,072	3,356	4,137	3,195	3,490	4,303	3,323	3,630	4,475
AUDITORIUM TECH CLUB	3,072	3,356	4,137	3,195	3,490	4,303	3,323	3,630	4,475
INNOVATIVE ELEMENTARY PROGRAM COORDINATOR	3,072	3,356	4,137	3,195	3,490	4,303	3,323	3,630	4,475
DIRECTOR, SPRING EXTRACURRICULAR ACCOUNTS	3,485	3,737	4,720	3,624	3,886	4,908	3,769	4,042	5,105
TREASURER	3,485	3,737	4,720	3,624	3,886	4,908	3,769	4,042	5,105
YEARBOOK ADVISOR	3,485	3,737	4,720	3,624	3,886	4,908	3,769	4,042	5,105
FITNESS CENTER COORDINATOR	3,485	3,737	4,720	3,624	3,886	4,908	3,769	4,042	5,105
FORENSICS	3,871	4,391	5,306	4,026	4,567	5,518	4,187	4,749	5,739
FFA ACADEMIC YEAR	3,871	4,391	5,306	4,026	4,567	5,518	4,187	4,749	5,739
MASTER TEACHER	4,958	4,391	5,787	5,156	4,567	6,018	5,362	4,749	6,259
MENTOR TEACHER	4,958	4,391	5,787	5,156	4,567	6,018	5,362	4,749	6,259
TEACHER/COORDINATOR	4,958	4,391	5,787	5,156	4,567	6,018	5,362	4,749	6,259

Schedule 1 - 1 & 2 years experience

Schedule 2 - 3 & 4 years experience

Schedule 3 – 5 or more years' experience

AV Director will not be paid as long as duties are assumed by the library media specialist and a full time Library Aide or Assistant

NOTES:

1. Coaching experience in Varsity or J.V. boys or girls sports will receive full credit within the same sport.
2. Credit for coaching at another school or of other sports will be determined at the time of appointment by the Superintendent of Schools and approved by the Board of Education. Credit will not exceed the years of actual coaching in the sport.
3. A coach covering a sport without a J.V. or Assistant coach shall receive full varsity pay and 3/4 J.V. /Assistant salary at step.
4. This agreement will cover instructional programs as deemed necessary by the administration that extend the school day as defined by the contract. The rate of pay for small group instruction will be \$42.00 per hour. Tutorial pay will be at the rate of \$42.00 per hour. Mileage will not be paid.
5. Steps on the schedules in this article refer to the number of years a teacher has served in that particular category.

6. Compensation for ticket sales at athletic events shall be \$30.00 per event. The ticket seller must remain present for the entire event. Teachers will be given an opportunity to volunteer for such duty and in no case will be assigned to more than two such activities on a non-voluntary basis.
7. Faculty Scorekeepers, Timekeepers, Broadcast Supervisors, Security for any sporting event will be paid \$35.00 for a single contest and \$55.00 for a dual contest event, i.e. jv/v basketball. The need for any of these positions at a contest is at the discretion of the athletic director and administration.
8. Enrichment: Where the work involved for the enrichment program for elementary students significantly exceeds that which is normal to the teaching obligation, the teacher, upon the recommendation of the Superintendent and the approval of the Board of Education, will receive a stipend of \$100.00
9. Annual appointment of extra and co-curricular coaches/advisors is the responsibility of the Board of Education, based on the recommendation of the Superintendent. Recommendations of appointment shall be supported by reasonable cause and evidence. If a member is not recommended for re-appointment, the evidence or rationale will be communicated to the unit member prior to the Board action.

A list of positions offered by the District will be circulated to all unit members by June 1 or as soon as possible if a position becomes available after that date.

Salary for each activity is based on the category as negotiated on the Extra-Curricular and Co-Curricular Salary Schedule. Stipend payment for any extra-curricular or co-curricular assignment will be made following submission of evidence of finalization of all assignment responsibilities. Stipends will not be withheld for circumstances beyond the unit member's control. No teacher assigned to an extra/co-curricular position for a school year will be removed from such a position during said year without just cause.

All extra/co-curricular appointments will be subject to annual evaluation. Evaluation documents will be developed and mutually agreed to by MWTA and District administration.

10. The district will allow for up to five (5) teachers per week to offer one hour of after school instruction under the supervision of the "Innovative Elementary Program" coordinators. Compensation will be at the rate of \$50 per session.
11. Relief time for MWTA President and Vice President or Co-Presidents: Release time equivalent to one day per month with the first five (5) days substitute costs paid by the District and the second five days paid by the association. Release time may be taken in full or half day increments.
12. By February 1st of each academic year the unit shall submit a request to the Board of Education to consider the addition of any extracurricular activities/clubs to the salary schedule. To be considered the activity/club must demonstrate an active membership of at least six (6) students for two (2) years preceding the request. The request shall include a complete charter and report of the group's activities for the previous two (2) years. No request shall be made for a club that is similar in nature or would likely supplant the membership of an existing club. The request must also include the Building Principal's signature for verification. Should the Board move to approve the addition of the

club this shall be agreed upon in the form of an MOA until the full contract is opened at which point the club will become part of the salary schedule.

13. Bargaining unit members who substitute ('cover') for the class of an absent colleague will receive payment of \$25 per 40 minutes of coverage as compensation in addition to their annual salary". This coverage will be completely voluntary and bargaining unit members will be under no obligation to participate in the covering of a colleague's class. When an opportunity to cover for a colleague's class arises, administration will notify available bargaining unit members. Administration will work with union leadership to make efforts to assign coverage on a rotational basis, although there is no guarantee that assignments will be entirely equal.
14. Unit members who elect to co-advise a class (up to two advisors) shall each receive an extracurricular salary equivalent to a percentage of the total class advisor salary. This percentage shall be determined by the grade level of the class, as outlined below:
 - Freshman Class Advisors: 60%
 - Sophomore Class Advisors: 60%
 - Junior Class Advisors: 70%
 - Senior Class Advisors: 80%
15. When required to complete extracurricular/advisor work during the summer, the Extracurricular Accounts Treasurer shall be paid for up to 20 hours at the small group rate, with a required minimum of 2 hours for each day of work.
16. Staff members who are required to attend academic activities with their students outside normal school hours shall be compensated at the staff development daily rate for full day activities. A prorated calculation will be used for activities under 4 hours. This compensation shall not be provided for field trips, activities that start during the school day with an expected return time to school of 4:30 PM, or activities that fall under the umbrella of a paid extracurricular activity.
17. Unit members who agree to participate as a mentor to newly hired faculty members shall be paid a one-time stipend of \$500 per year until the mentorship has been completed.

ARTICLE XVI

DECLARATION OF PLEDGE OF NO STRIKE POLICY

In consideration of the recognition by the Board of Education of the Association as the exclusive negotiating representative of the teachers, the Association does hereby affirm a policy that it does not assert the right to strike against the school system nor will it assist in or participate in any such strike by the teachers, nor will it impose any obligation in any such strike by the teachers, assist or participate in a strike.

**ARTICLE XVII
PROFESSIONAL ORGANIZATIONS**

The Board of Education and the Association encourage teachers to join or be active in appropriate professional organizations.

**ARTICLE XVIII
NON-DISCRIMINATING CLAUSE**

Membership in the Madrid-Waddington United Teachers' Association shall at all times be open to members of the teachers' unit regardless of race, creed, sex, marital status, political affiliation, national origin, age, sexual orientation, handicapping condition, military or veteran status, or any other protected class or status recognized by federal, state or local law.

**ARTICLE XIX
ASSOCIATION BUSINESS**

1. Bulletin Boards: Space on one bulletin board shall be reserved in each school building for the exclusive use of the Association for the purpose of posting materials dealing with proper and legitimate Association business.
2. Association will have free use of teacher mailboxes in each building and to the inter school mail system for the purpose of distributing mail.
3. Meetings: The Association may request the use of the school building and facilities without cost of meetings, provided such does not interfere in any way with normal school functions or previous commitments. Requests will be made to the Building Principal prior to such use.
4. School Board Meetings: The Association President(s) will be supplied with a copy of the official minutes to meetings of the Board of Education at no cost to the Association within a reasonable time after such meetings. The interschool mail may be used as a means to deliver such minutes to the Association President(s).

**ARTICLE XX
EVALUATION PROCEDURES**

1. All classroom observations of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher with regard to non-classroom instructional responsibilities. The evaluation of unit members covered under Education Law §3012-d will be completed as per the negotiated Annual Professional Performance Review MOA. (see attached)

Evaluation feedback will be provided as soon as possible, but in no case later than five (5) school days. The evaluation is to be signed by both the evaluator and the unit member. The unit member's signature does not indicate agreement with the evaluation, it only indicates that feedback has been received and the unit member received a copy of the evaluation. The unit member may file a written

comment on the observation and evaluation. This will be attached to the evaluation and become a part of the unit member's personnel file. Copies of the evaluation will be submitted to the Superintendent. At the unit member's request, a post-evaluation conference will be held no later than five (5) school days following the request. The unit member, the evaluator, and, if the member requests, union representation will be allowed to attend.

2. All probationary unit members will be observed at least twice during the first semester of probationary teaching, and once during the second semester. Probationary members will be observed a minimum of once per semester for the remainder of their probationary term. In those instances where a recommendation for non-reappointment is to occur, a minimum of three (3) observations shall be held during that academic year, prior to such notification. All members will be evaluated at least once a year.
3. In the event Administration, or a unit member, desire the assistance of fellow teachers, assistance shall be provided as follows:
 - a. The Administration, in consultation with the Association, will appoint a committee of two teachers within the appropriate tenure and/or subject area(s).
 - b. The committee, appropriate administrator(s), and the teacher shall meet for the purpose of consultation(s) and making recommendations.
 - c. Follow up meeting(s) will be held to determine progress and what, if any, additional recommendations should be made.
 - d. A copy of recommendations and progress reports shall be made part of the teacher's personnel file.
 - e. If costs are involved in implementing the recommendation of the committee, the Superintendent shall review the recommendation and upon his/her approval the costs shall be borne by the District.
4. The above requisite number of observations does not apply to unit members hired after the last day of the first semester.
5. Unit Members not subject to Education Law §3012-d evaluation procedures shall be evaluated in writing at least once each year. Evaluation protocols will be mutually agreed upon by administration and MWTa. Procedural requirements outlined in this Article will be complied with for all unit members. Paragraphs 2, 3, and 4 of this Article will not apply to nurses.

ARTICLE XXI

PROPER DISMISSAL PROCEDURES

If the Board determines that an employee will be dismissed prior to the end of the school year, it will give said employee a minimum of thirty (30) days notice. If requested, reason for dismissal will be furnished to the teacher. No employee will be dismissed who has not had a benefit of three formal observations. The Association will encourage its members to make their own intention to voluntarily leave known to the Board thirty (30) days in advance of the effective date of separation.

No tenured teacher should be disciplined or dismissed without reasonable cause.

ARTICLE XXII REDUCTION IN STAFF PROCEDURES

1. Reduction in staff will be provided by Educational Law.
2. In the event of layoff, the Board will make every effort to insure that separated personnel be placed in other teaching situations.
3. In the event of a layoff, the Board will institute a recall procedure which, when implemented, will comply with the law.
4. The MWTA will be informed of any planned elimination or reduction in positions prior to the affected staff being informed.
5. Should the Superintendent decide to recommend to the Board of Education the termination or reduction of any teaching position, he/she shall first discuss that decision with the teacher who will/or may be terminated or reduced in the event such recommendation is adopted by the Board.
6. Any teacher whose position is to be eliminated or reduced the following September, for non-economic reasons will be given written notification on or before April 1.
7. Any teacher whose position is to be eliminated or reduced the following September for economic reasons will be given written notification on or before June 1. In the event a budget is defeated, the June 1 deadline may be extended to within five calendar days following adoption of the budget.
8. In reduction of staffing in a school nurse classification, the employee with the least amount of seniority within that classification shall be reduced first. In the event of equal seniority in that classification, the employee with the least district seniority will be reduced first. In the event of a recall, the last employee reduced will be the first to be recalled.

ARTICLE XXIII SHARED DECISION MAKING

The Madrid Waddington Board of Education and the Madrid Waddington Teachers' Association endorse the concept of Shared Decision Making as stated by the Commissioner's Ruling 100.11 as the necessary and appropriate means by which educational decisions of the highest quality are most likely to be achieved. To that end, a process has been developed in which all stakeholders: administration, teachers, support staff, parents and students will have a voice in decisions.

ARTICLE XXIV MISCELLANEOUS PROVISIONS

1. The Board and the Association agree that all negotiable items for the term specified in this agreement have been discussed during the negotiations leading to this agreement and therefore agree that negotiations will not be reopened on any item whether contained herein or not during the life of this agreement unless by mutual consent.
2. This agreement shall supercede any rules, regulations or practices of the Board or the Association that shall be contrary to or inconsistent with its terms.
3. Any individual arrangement, agreement, or contract between the Board and the individual teacher, heretofore, executed, shall be subject to and consistent with the terms and conditions of this agreement. Any individual arrangements, agreement, or contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual arrangement, agreement, or contract contains any language inconsistent with this agreement during its duration, this contract shall be controlling.
4. If any provision or application of this agreement shall be found contrary to law, such provision or applications shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
5. Copies of this agreement shall be printed at the expense of the District and given to all teachers now employed or hereafter employed by the District within two (2) weeks after its execution or their employment if that occurs later.
6. Regarding any unused snow days, first consideration after the rating day hold (Article IV) shall be given to the Friday before Memorial Day and any other days will be shared first with the Association President(s) for feedback before any Board action.
7. MWTA members will be allotted one (1) additional summer work day at compensation of \$200 a day to complete district-required training videos. This on-line training may be completed off campus and all training must be complete prior to the first scheduled staff development day in order for the unit member to be eligible for the \$200 compensation. Unit members who are newly hired to the district shall have 3 weeks from their appointment date complete district-required training videos, and shall be compensated \$200 upon completion of the training videos. Teachers are not required to utilize this day; however, all training videos must be completed by the third Friday of the school year.

ARTICLE XXV DURATION CLAUSE

This agreement shall be in effect July 1, 2022 through June 30, 2025. All other provisions of this Agreement will be effective upon ratification by both parties and will continue in effect until June 30, 2025. At any time subsequent to January 1, 2024 and prior to March 1, 2025, either party may give written notice of intention to open negotiations on the whole contract. (Ref. Recognition Agreement, Article VIII, Section 2). The Association and the Board will exchange proposals at the first meeting.

Amendment to Section 204-A of the Taylor Law

1. 204-A agreements between Public Employers and Employee Organizations.

Any written agreement between a public employer and an employee organization determining the terms and conditions of employment for public employees shall contain the following notice in type not smaller than the largest type used in such agreement: "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

2. Every employee organization submitting such a written agreement to its members for ratification shall publish this notice, include such notice in this document accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification.
3. Within sixty (60) days after the effective date of this act, a copy of this section shall be furnished by the Superintendent of each public employer to each public employee. Each public employee employed thereafter, shall, upon such employment, be furnished with a copy of the provisions of this section.

ARTICLE XXVI TERMINATION COMPENSATION

1. Upon retirement, a unit member with a minimum of 15 years of service in the District will receive \$100.00 per day for all unused sick days to a maximum of 215 days. Any unit member with less than 15 years of service but more than 10 years of service in the District will receive \$90.00 per day for all unused sick days to a maximum of 105 days.
 - a. An additional \$1,000 will be paid if the teacher has a minimum of 200 accrued sick days and does not use more than the yearly allotment of 11 sick days during the final year of intended employment with the District.
2. In cases of retirement, the unit member must submit a letter of resignation for the purposes of retirement using the applicable protocol from the following two options; 1) by March 1 of the school year of retirement if the member plans an end of school year retirement date, e.g. A unit member plans to retire on June 30, 2019 so he/she must submit their letter of resignation by March 1, 2019 or 2) by March 1 of the school year preceding the school year of retirement if the member plans a retirement date that does not correspond with the end of the school year. e.g. A unit member plans to retire on February 12, 2020 so he/she must submit their letter of resignation by March 1, 2019.
3. Non-Elective Contribution:
 - a. The District agrees to contribute on behalf of the bargaining unit member the sum from Remuneration of Unused Sick Leave to a tax deferred annuity program under Internal

Revenue Tax Code, Section 403(b).

- b. Any payment must be in the form of a non-elective deposit to the unit member's 403(b) Deferred Compensation Plan. Such plan must be set up and documents received in the Business Office by April 30th of year of retirement.
 - c. The District agrees to utilize the common remitter services of a company chosen by the Association, as long as such service does not add or increase the cost of providing same to the District. Any third party administrative costs incurred in the implementation and continuation of the 403(b) program will be shared equally by the District and the participating unit member, up to a maximum of \$15 annually per participating unit member.
 - d. The District agrees to remit 100% of the employer contribution amount to a company chosen by the Association, which has demonstrated through its contract with the District, that it can accept employer contributions.
 - e. Contribution Limitations
 - i. In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-Elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code.
 - ii. In the event that the calculation of the Employer Non-Elective Contribution referenced in any of the preceding paragraphs exceed the applicable Contribution Limits, the Employer shall first make an Employer Non-Elective Contribution up to the Contribution Limit of the Internal Revenue Code and then pay any excess amount as compensation directly to the Employee. In no instance shall the Employee have any rights to, including the ability to receive, any excess amount as compensation unless and until the Contribution Limit of the Internal Revenue Code are fully met through payment of the Employer's Non-Elective Contribution.
 - f. This language shall be subject to IRs regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest possible, to the original intent of the parties.
 - g. Both the Employer and Employee are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and Employer Non-Elective Contributions and the amount of the participant's Includible Compensation.
4. Upon death while in service with the Madrid-Waddington Central School District, the District agrees to pay tenured teachers' heirs \$25.00 per day for all unused sick days up to 300 days.

ARTICLE XXVII NURSES' RESPONSIBILITIES

“Registered Nurse” and “Licensed Practical Nurse” shall follow the scope and definition as set forth by the New York State Education Department and shall be licensees thereof.

A. Nurses will make every effort to:

1. Be available on school premises during the time designated by the Board of Education as the official school day, inclusive of the high school and elementary school day, unless otherwise excused by the Administration.
2. Be in their assigned areas during the period of the school day that has been designated for working with students.
3. Perform school nurse functions, as outlined in their job description, and other health related work as necessary.
4. Provide school nurse services for the entire academic year in accordance with the calendar adopted by the Board of Cooperative Services limited in any case to a total of 181 days. If otherwise unused for weather related or emergency purposes one (1) snow day shall be reserved and given on the last day of school; “rating day.” It is understood that if all end of year tasks are not completed the nurse will be expected to report to school on this last day to complete such tasks without any additional compensation.
5. The Standard Work Day for a Registered School Nurse shall be 7.5 hours. The Standard Work Day for a Licensed Practical Nurse shall be 7.25 hours.
6. Up to five (5) additional days of service will be provided by the District Registered Nurse during the summer for new enrollments and student athlete health coordination. These days shall be paid at the Nurse’s per diem rate.
7. Maintain appropriate health records for all students.
8. Prepare and submit promptly any reports or information which may be requested by the Administration.
9. Maintain and have available in their work stations both short and long-range plans covering what should be accomplished for a period of at least one week in advance.
10. Perform such work as may be needed to plan for implementation of their duties and the evaluation of their success.
11. Make themselves available for such meetings and activities as may be specified by the Board of Education or the Administration. There will be at least a 24 hours notice given and an agenda will be provided.

12. Make themselves available for conference with parents. Conferences will be scheduled at a time mutually agreeable to parents and nurses. The presence of a third party may be requested.
 13. Make themselves available for consultation with students at a mutually agreeable time.
- B. The District will make every effort to provide the Nurses with one (1), fifteen (15) minute break both in the morning and afternoon. This shall be in addition to a duty-free thirty (30) minute lunch period.
 - C. Should any school nurse be required to travel with a group of students that would cause the nurse to exceed her/his normal work day compensation shall be provided at the nurse's per diem hourly rate.
 - D. Should the District Registered Nurse's responsibilities be expanded to include the supervision of District/BOCES employed LPN the District Registered Nurse shall:
 1. Provide appropriate training for the LPN to effectively carry out doctor's orders and/or nursing care plans.
 2. Review such plans and student progress on a regular basis with the LPN, teacher, and service providers.
 3. Be compensated a flat rate of \$2,500 for the supervision of one (1) LPN per school year; pro-rated if less than one school year.
 4. Be compensated a flat rate of \$1,500 for the supervision of one (1) additional LPN per school year; pro-rated if less than one school year.
 5. Supervision of more than two (2) LPN's at any time would only be upon mutual agreement of the District Registered Nurse, the MWTA, and the MWCS Board of Education.
 - E. Article III, sections A, B, C, and F, Article V, and Article VII, Paragraph 5, do not apply to nurses.
 - F. Section E of Article III does apply to Registered Nurses as well as teachers.
 - G. Should the Administration require Registered Nurses to work beyond their required hours of employment, they shall receive compensation at the per diem hourly rate.

ARTICLE XXVIII DISTANCE LEARNING

Distance/Digital Learning (DDL)

The parties acknowledge that the purpose of any Distance/Digital Learning program is to provide flexibility for course offerings of an advanced nature and enrichment opportunities to students who would not ordinarily have the opportunity to take these courses. Advancements in on-line technology may provide course offerings otherwise beyond the District's means to provide.

- A. The parties acknowledge and confirm that participation in any DDL program shall not be used by the District to argue that the Association has waived any rights that exist to the exclusivity of bargaining unit work. The parties agree that the DDL program, in whole or in part, involves bargaining unit work in the provision of educational services to the children of the District.

- B. No current teacher in a tenure area shall be subject to a reduction in force, in whole or in part, as a result of the District sending/receiving courses in that tenure area through a DDL program. The DDL program will not be used as a means to eliminate staff.
- C. The parties agree that training for participants will be provided. The cost(s) of appropriate training shall be established and borne by the District. The District agrees to pay the District per diem rate for this DDL training, or the teacher may apply the training time toward cumulative in-service credit hours.
- D. The District will provide opportunities for the Association to participate in the recommendation for hosting or receiving courses. No teacher will be assigned to teach a DDL course without prior consultation and consent from the teacher.
- E. Teachers of any DDL full time (2 semester) course taught outside the regular school day will be paid at the rate of 1/6.5 of the teacher's regular salary. Those who agree to teach a full time DDL class shall not have a .5 administrative assignment during the duration of that course.

TRANSMITTING (FROM HOST SCHOOL)

- F. Any program delivered from this School District for the purpose of educating children shall be taught by a bargaining unit member. The instruction may be fully synchronous, fully asynchronous or a hybrid combination.
- G. The time of the transmission will be determined by the District and, to the extent practicable, within the normal confines (starting time and ending time) of a daily schedule of classes.
- H. The classroom teacher shall not have the responsibility to maintain or repair any equipment used in transmitting the lesson or any equipment used in responding to the inquiries of those receiving the broadcast. Operational responsibilities shall be minimal and training will be provided by the District.
- I. The number of students in a class, including those at receiving sites, shall not exceed twenty-five students unless mutually agreed upon by the teacher and District. There will be no more than five receiving sites unless mutually agreed upon by the District and the MWTa.
- J. All grading of schoolwork and tests shall be done in the host school by the transmitting teacher who will cooperate with a designated person in the receiving school for these purposes. If the grades need to be translated into a different system to agree with the receiving school's system, that shall not be the responsibility of the host school's teacher. The transmitting teacher will send grades to the receiving school at the same time, and in the same manner, when he/she turns in grades in the host district.
- K. The teacher shall not be expected or required, but shall be encouraged, to attend any functions in the receiving school District(s). The teacher will be available to receiving students and their parents in the same manner that he/she is available to host school students and parents. (As an example, the out-of-district parents will be invited to Open House in the same manner as host

school parents, and the host teachers will not be expected or required to attend the receiving school's Open House.) The teacher and the receiving District(s) may make mutually acceptable arrangements including compensation, if necessary, for attendance at such functions beyond the limits described above.

- L. In the event of the transmitting teacher's absence, the host district shall be expected to provide a substitute trained in DDL when it elects to transmit.
- M. Evaluation of the host teacher will be done in accordance with the provisions of the collective bargaining agreement. No evaluation of the teacher will be made except in the normal manner in the classroom. Any complaint with respect to the host teacher's performance originating in a receiving district will be made known to the host teacher.
- N. Any audio-visual recordings of the classes being transmitted to receiving classrooms are the sole property of the host teacher and the District.
- O. The calendar of the host district shall be used for each course being taught.
- P. Textbooks for DDL courses are determined by the host district in conformity with normal district practice.

RECEIVING

- Q. The introduction and continuation of Distance Learning at MWCS as a receiving site shall not replace a course being currently taught at MWCS, or a course taught within five years by current staff unless the local union and District mutually agree in writing. A course may not be offered if it falls within the tenure area of a qualified employee on a recall list unless said individual declines the offer of employment.
- R. The receiving District shall not require its bargaining unit employees to be responsible for grading, extra help, or lesson planning in any classes being received.
- S. If the District assigns a teacher to a receiving class, such assignment shall count in the teacher's normal load in accordance with the provisions of the collective bargaining agreement. During the transmission class time the Association member will cooperate with the transmitting teacher to assist students with the course material and technical reception to the best of their ability.

**ARTICLE XXIX
CREDIT RECOVERY**

- A. Any instance of credit recovery, regardless of format, shall be submitted to the academic department for review exclusive of regionally offered summer school. It is understood that the High School Principal maintains final discretion on all credit disbursements. Up to six (6) sessions of in-house credit recovery may be offered each school year for core subjects leading to high school graduation. These sessions shall consist of 35 hours of instruction spread over one week during any five+ (5+) day vacation period. Compensation for teaching a credit recovery class shall be at the per diem rate for the teacher. The teacher hired to offer the recovery instruction shall be at the discretion of the High School Principal and does not have to be the teacher of record for the credit being offered, however will be certified/qualified to offer the instruction. Any teacher who oversees an online credit recovery course for which they are certified/qualified to teach shall be compensated at the small group rate for one (1), one-hour long after-school session per week with the student(s), not to exceed three (3) students taking the same course, to check on progress and offer assistance as needed.

In witness hereof, the parties have hereunto set their hand and seals this

_____ day of _____, 2025.

**MADRID-WADDINGTON CENTRAL CHAPTER
NEW YORK STATE UNITED TEACHERS'
ASSOCIATION**

**BOARD OF EDUCATION
MADRID WADDINGTON CENTRAL SCHOOL**

Conner Eldridge
Chairperson, Negotiating Committee

Charles Grant
Chairperson, Negotiating Committee

Bryan Huntley
Co-President, M-W Teachers' Union

Robert Smith, President
Board of Education

William Gotsch
Co-President, M-W Teachers' Union

Eric Burke
Superintendent of Schools

Request for In-service Credit
from: Professional Growth Committee
MADRID-WADDINGTON CENTRAL SCHOOL

School Year: _____

Applicant's Name: _____ Grade/Subject: _____ Hours
Requested: _____

Name of Program: _____

When: _____

Where: _____

Time Involved: _____

Cost of Program to district: _____

If college or agency approved, name or department: _____

Course Criteria: _____

a) Goal: _____

b) Material covered: _____

c) Instructor _____

Credit is to be awarded based on one or both of the following procedures. The following is a guideline only and subject to review.

1. Hours involved.

A) Workshop hours: _____ 0-15
 _____ 16-30
 _____ 31-45

B) College credit hours to be granted: _____ 1 credit
 _____ 2 credits
 _____ 3 credits

2. Other considerations.

A) Does this pertain to what they are teaching? _____ Yes _____ No

B) Can this be applied to the development of the entire staff? _____ Yes _____ No

C) Narrative: _____

The Professional Growth Committee does/does not recommend this application. Hours to be awarded based on request/review: _____