

REGULAR BOARD OF EDUCATION MEETING  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
High School Cafeteria  
Tuesday, March 20, 2018  
7:00 P.M.

“Sentinels for Excellence”

AGENDA

I. CALL TO ORDER

II. EMERGENCY EVACUATION INSTRUCTIONS

III. PLEDGE OF ALLEGIANCE

IV. BUDGET WORKSHOP

A. Budget Discussion - Dr. John McDonald, Jr.

V. INFORMATIONAL ITEMS

A. MS Strategic Planning Team - Barb Peria

VI. PUBLIC PARTICIPATION

VII. RECOMMENDED ACTIONS

A. Approval of Financial Items

1. a. Recommended motion: “That the Board of Education make any necessary corrections and approve the minutes of the Board of Education Meeting held on February 13, 2018, and

b. acknowledge receipt of the monthly Financial Reports, and

c. approve the Schedule of Bills for payment, and

d. acknowledge receipt of the Extra Classroom Activity Fund Report for February, dated March 13, 2018.” (Enc.)

2. Recommended motion: “That the Board of Education award the following bids from the St. Lawrence-Lewis BOCES Cooperative Bid for the 2018-19 school year:

<u>COMMODITY</u>	<u>VENDOR</u>	<u>PRICE</u>
<u>Heating Fuel (HS)</u>	Adirondack Energy	\$2.1222 (fixed)
<u>Heating Fuel (EMS)</u>	MX Petroleum	\$2.2250 (fixed)
<u>ULSD/Kerosene</u>	MX Petroleum	\$2.2500 (fixed) (\$2.29 80/20 Blend)
<u>Propane (HS/EMS/Bus)</u>	Suburban	\$1.4700 (fixed)
<u>Gasoline</u>	MX Petroleum	\$.2808 (fluctuating) .”

3. Recommended motion: "That the Board of Education approve the authorization of the Essex County Real Property Tax Department and the Warren County Real Property Tax Department to prepare the tax roll and bills for the 2018-19 school year for the Ticonderoga Central School District."

B. Personnel

1. Recommended motion: "That the Board of Education approve the extra-curricular resignation of Tina Russell as the Girls Modified Softball Coach for the 2017-18 school year." (Enc.)
2. Recommended motion: "That the Board of Education approve the following extra-curricular appointments for the 2017-18 school year:  
  
Boys Modified Baseball Coach - Joe Defayette  
Girls Assistant Softball Coach (Volunteer)- Tina Russell."
3. Recommended motion: "That the Board of Education approve the appointment of Sue Tucker as a Cleaner upon her successful completion of her probationary appointment effective March 22, 2018." (Enc.)
4. Recommended motion: "That the Board of Education approve the appointment of Maurice O'Connor as a full time Bus Driver (Route 1) upon his successful completion of his probationary appointment effective April 13, 2018." (Enc.)
5. Recommended motion: "That the Board of Education approve an Unpaid Leave of Absence, for personal reasons, for Michelle Young as a 5<sup>th</sup> Grade Teacher effective April 26, 2018 through May 9, 2018 with a return to work date of May 10, 2018." (Enc.)
6. Recommended motion: "That the Board of Education approve Kari Michalak as a tutor for the 2017-18 school year." (Enc.)
7. Recommended motion: "That the Board of Education approve an Intermittent Leave of Absence for Joanne Bartlett as a School Nurse to be paid from her sick/personal leave time, if available, effective March 15, 2018 for the remainder of the 2017-18 school year, under the Family and Medical Leave Act." (Enc.)
8. Recommended motion: "That the Board of Education approve a resolution whereby all District Employees shall be allowed to donate sick days to Marjorie Hurlburt for the period through the 2017-18 school year, and Marjorie Hurlburt shall not be required to pay back any sick day that may be used during her leave, and any District Employee wishing to donate sick days will notify the Business Office of their desire to donate and the number of days they wish to donate, the Business Office shall charge the employee's accrued sick days accordingly."

9. Recommended motion: “That the Board of Education accept the resignation, for retirement purposes, of Don Olcott as Director of Operations & Maintenance effective June 29, 2018 with a retirement effective date of June 30, 2018.” (Enc.)

10. Recommended motion: “That the Board of Education approve a Leave of Absence for Laurie Grinnell as a Food Service Helper to be paid from her sick/personal leave time, if available, effective February 17, 2018 through March 9, 2018, with a return to work date of March 12, 2018, under the Family and Medical Leave Act.” (Enc.)

C. New Business - Recommendations of Committee on Pre-School Special Education, Committee on Special Education and 504 Committee

1. Recommended motion: “That the Board of Education approve the following recommendations:

<b>CSE/CPSE/504 Recommendations for the Board of 3/20/18</b>		
<b>Meeting Date</b>	<b>Committee</b>	<b>Meeting Reason</b>
2/8/18	CSE	Requested Review
2/9/18	504	Initial Determination
2/9/18	CSE	Initial Determination
2/13/18	CSE	Amendment without meeting
2/14/18	CSE	Reevaluation/Annual Review
2/14/18	CSE	Reevaluation/Annual Review
2/14/18	CSE	Annual Review
2/14/18	CSE	Annual Review
2/14/18	CSE	Amendment
2/14/18	CSE	Annual Review
2/14/18	CSE	Amendment
2/14/18	CSE	Reevaluation/Annual Review
2/14/18	CSE	Amendment
2/14/18	CSE	Annual Review
2/15/18	504	Requested Review
2/27/18	504	Reevaluation/Annual Review
2/27/18	CSE	Annual Review
2/27/18	504	Annual Review
2/27/18	CSE	Annual Review
2/27/18	504	Annual Review
2/27/18	CSE	Annual Review
3/1/18	504	Reevaluation/Annual Review
3/1/18	CSE	Annual Review
3/1/18	CSE	Annual Review
3/1/18	CSE	Annual Review
3/1/18	CSE	Annual Review (Cont.)

3/1/18	CSE	Annual Review
3/1/18	504	Reevaluation/Annual Review
3/1/18	CSE	Initial Determination
3/5/18	CSE	Annual Review
3/5/18	CSE	Annual Review
3/5/18	CSE	Annual Review
3/5/18	CSE	Annual Review
3/5/18	504	Annual Review
3/5/18	504	Amendment
3/5/18	504	Reevaluation/Annual Review
3/5/18	CSE	Reevaluation/Annual Review
3/5/18	CSE	Annual Review
3/9/18	CPSE	Requested Review
3/9/18	CSE	Amendment no meeting
3/13/18	CSE	Requested Review." (Enc.)

#### D. New Business - Accept Donations/Grants

1. Recommended motion: "That the Board of Education accept the following donations/grants for the listed purposes:
  - a. Donation of \$300 to the Robert Palandrani Scholarship Fund from Frank & Eileen Fontana, and
  - b. donation of \$1,000 to the Pat Geppert Scholarship Fund from Tom & Dianne Restuccio, and
  - c. Fidelity Charitable grant of \$50 to the Ticonderoga Central school District from the Ryan Donor Advised Fund, and
  - d. grant of \$2,500 from the Adirondack Foreign Language Enhancement Fund of Adirondack Foundation for Technology in Ticonderoga High School World Language Courses, and
  - e. grant of \$3,200 from the Adirondack Foreign Language Enhancement Fund of Adirondack Foundation in support of a cultural trip to NYC with Spanish and Art students, and
  - f. Helping Hands grant of \$500 to the Ticonderoga Central School District from the Kiwanis Club of Ticonderoga, and
  - g. donation of \$150 to Emily Pike's Senior Project from the Kiwanis Club of Ticonderoga, and
  - h. donation of \$5,000 to the Auditorium Project (match) from Christopher & Janet Mallon, and
  - i. donation of \$500 to the Quiz Bowl from Christopher, Janet & David Mallon, and
  - j. donation of \$5 to the Quiz Bowl from Phil Kneller, and
  - k. donation of \$200 to the Quiz Bowl from Heath Geiser, and
  - l. Primary Project grant of \$15,000 to the Ticonderoga Elementary School for the 2018-19 school year, and
  - m. donation of \$500 to the Quiz Bowl from Ticonderoga Federal Credit Union, and

- n. International Paper Foundation Grant \$3,000 to Ticonderoga Central School District to purchase a 3D printer to enhance STEM experience in the classroom, and
  - o. donation of \$600 to the Quiz Bowl from McDonald's of Ticonderoga.”
- E. New Business - Nominate Evan Glading to the Champlain Valley Educational Services (BOCES) Board of Education
- 1. Recommended motion: “That the Board of Education approve the nomination of Evan Glading to the Board of Education of the Champlain Valley Educational Services (BOCES) effective March 13, 2018.”
- F. New Business - Creation and Adoption of Board Policies
- 1. Recommended motion: “That the Board of Education approve and adopt the following enclosed Board Policies:
    - Policy 9240 - Recruiting and Selection of Staff, and
    - Policy 6830 - Reimbursement For Expenses.” (Enc.)

First Reading - March 20, 2018  
Adoption - April 19, 2018
- G. New Business - Approval and Adoption of Revised Board Policy
- 1. Recommended motion: “That the Board of Education approve and adopt the following enclosed revised Board Policy:
    - Paid Excused Leave for Cancer Screenings Policy.” (Enc.)

First Reading - February 13, 2018  
Adoption - March 20, 2018

## VIII. INFORMATIONAL ITEMS

- A. Reports - Superintendent of Schools - Dr. McDonald
- 1. Activities Reports - Elementary, Middle & High Schools (Enc.)
  - 2. School Safety
  - 3. Transportation Report (Enc.) - Mr. Vigliotti
  - 4. Technology Report (Enc.) - Mr. Cossey
  - 5. Operations and Maintenance Department (Enc.)- Mr. Olcott
- B. Discussion
- 1. Board of Education Representation at Middle School Promotion on Thurs., June 21<sup>st</sup>, at 7:00 p.m. and High School Graduation on Sat., June 23<sup>rd</sup>, at 10:00 a.m.

### C. Future Items

1. March 22, 2018 Pops Concert - EMS Auditorium - 7:00 p.m.
2. March 23, 2018 Drama Production - High School Cafeteria - 7:00 p.m.
3. March 24, 2018 (Sat.) Drama Production - High School Cafeteria - 7:00 p.m.
4. April 2 - 6, 2018 NO SCHOOL - Spring Break
5. April 10, 2018 Special Board of Education Meeting - 2018-19 Budget  
High School Cafeteria - 7:00 p.m.
6. April 16, 2018 Petitions Due from Candidates for Board of  
Education - District Clerk's Office - 4:00 p.m.
7. April 19, 2018 Regular Board of Education Meeting and  
Hearing & Adoption of 2018-19 Budget  
High School Cafeteria - 7:00 p.m.
8. May 8, 2018 Voter Registration - Ticonderoga High School Lobby  
& Hague Community Center 1:00 p.m. - 5:00 p.m.
9. May 15, 2018 Vote on Proposed 2018-19 Budget and Election of  
Board of Education Members - High School Lobby and  
Hague Community Center - 12:00 noon - 8:00 p.m.
10. May 15, 2018 High School Spring Concert - High School Auditorium  
7:00 p.m.
11. May 15, 2018 Special Board of Education Meeting - High School  
Lobby - 8:30 p.m. - Declare Results of Budget Vote
12. May 22, 2018 Regular Board of Education Meeting  
High School Cafeteria - 7:00 p.m.
13. May 28, 2018 NO SCHOOL - Memorial Day

### IX. PUBLIC PARTICIPATION

### X. EXECUTIVE SESSION

#### A. Adjournment to Executive Session

1. Recommended motion: "That the Board of Education adjourn to Executive Session to discuss the employment history of particular personnel."
2. Recommended motion: "That the Board of Education reconvene to Regular Session."

## XI. ADJOURNMENT

### A. Adjournment from Regular Session

1. Recommended motion: "That the Board of Education adjourn from Regular Session."

\* Denotes Addendum Items to Agenda

REGULAR BOARD OF EDUCATION MEETING  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
High School Cafeteria  
Tuesday, February 13, 2018  
7:00 P.M.

“Sentinels for Excellence”

MINUTES

- Members Present James Wells, Sr., Tracey Cross-Baker, Erik Leerkes, John Reale, Sr., Seanna Porter
- Members Absent Frederick LaVallie, Mark Russell, Marissa Palandrani, Martin Fitzgerald II
- Others Present John McDonald, Jr., Erin Hamel, Laurie & Matt Cossey, John Donohue, Tracy Price, Robert Sutphen, Elizabeth Hayes, Jim & Kathy Marshall, Barb Peria, Herb & Maria Tedford, John Bartlett
- Call to Order I. CALL TO ORDER
- The meeting was call to order by Mr. Wells at 7:00 p.m.
- II. EMERGENCY EVACUATION INSTRUCTIONS - Mr. Wells
- III. PLEDGE OF ALLEGIANCE
- Budget Discus. IV. BUDGET WORKSHOP
- A. Budget Discussion - Dr. John McDonald, Jr.
- Banner Discus., HS Test Scores Discus. & MS SPT V. INFORMATIONAL ITEMS
- A. Banner Discussion - Robert Sutphen  
B. High School Test Scores - John Donohue  
C. MS Strategic Planning Team - Barb Peria
- VI. PUBLIC PARTICIPATION
- VII. RECOMMENDED ACTIONS
- A. Approval of Financial Items
1. a. It was moved by Mrs. Cross-Baker, seconded by Mr. Leerkes, that the Board of Education make any necessary corrections and approve the minutes of the Board of Education Meeting held on January 18, 2018 and the Special Board of Education Meeting held on January 31, 2018, and
- b. acknowledge receipt of the monthly Financial Reports, and
- c. approve the Schedule of Bills for payment, and
- d. acknowledge receipt of the Extra Classroom Activity Fund Report for January dated February 9, 2018 (Enc.).
- 5 Ayes 0 Nays Motion Carried
- Approve Minutes
- Acknowledge Financial Repts., Sched. of Bills & ECAF Rept.



Approve Vol.  
Drivers

B. Personnel

1. It was moved by Mr. Reale, seconded by Mrs. Cross-Baker, that the Board of Education approve the appointment of the below staff members as volunteer drivers of the district's occasional use vehicles for the 2017-18 school year:

Rebecca Brosky  
Donna Fleury (Enc.), and

Accept. Resign.  
Retire.  
R. McClintock  
Math Tchr.

Accept. Resign.  
Retire. R. Mott  
Cleaner

Accept Resign.  
Retire. D.  
Thatcher TA

Appoint  
M. Wallace  
Cleaner

Appoint  
M. Borho FSH

Appoint  
J. Swajger  
Comp. Aide

Appoint  
A. Elethorp  
Bus Driver

Prob. Appt.  
C. Granger  
Cleaner

Approve LOA  
S. LaPointe OT

Approve LOA  
M. Hurlburt TA

2. that the Board of Education accept the resignation, for retirement purposes, of Richard McClintock as a Mathematics Teacher effective June 30, 2018 with a retirement effective date of July 1, 2018, 2018 (Enc.), and
3. that the Board of Education accept the resignation, for retirement purposes, of Ricky Mott as Cleaner effective February 16, 2018 (Enc.), and
4. that the Board of Education accept the resignation, for retirement purposes, of Diane Thatcher as a Teaching Assistant effective June 30, 2018 with a retirement effective date of July 1, 2018 (Enc.), and
5. that the Board of Education approve the appointment of Michael Wallace as a Cleaner upon his successful completion of his probationary appointment effective February 27, 2018 (Enc.), and
6. that the Board of Education approve the appointment of Melody Borho as a Food Service Helper upon her successful completion of her probationary appointment effective March 1, 2018 (Enc.), and
7. that the Board of Education approve the appointment of Jennifer Swajger as a Computer Aide upon her successful completion of her probationary appointment effective March 1, 2018 (Enc.), and
8. that the Board of Education approve the appointment of Ann Marie Elethorp as a full time Bus Driver (Route 8) upon her successful completion of her probationary appointment effective March 2, 2018 (Enc.), and
9. that the Board of Education approve the probationary appointment of Charles Granger, Jr. as a Cleaner at a salary of \$22,342 yearly based on Step 3 effective February 19, 2018 (Enc.), and
10. that the Board of Education approve an Intermittent Leave of Absence for Sarah LaPointe as a Occupational Therapist to be paid from her sick/personal leave time, if available, effective February 1, 2018 through the 2017-18 school year, under the Family and Medical Leave Act (Enc.), and
11. that the Board of Education approve an Leave of Absence for Marjorie Hurlburt as a Teacher Aide to be paid from her sick/personal leave time, if available, effective January 22, 2018 through February 26, 2018, pending physician's release, under the Family and Medical Leave Act, (Enc.).

5 Ayes

0 Nays

Motion Carried

C. New Business - Recommendations of Committee on Pre-School Special Education, Committee on Special Education and 504 Committee

1. It was moved by Mrs. Cross-Baker, seconded by Mr. Leerkes, that the Board of Education approve the following recommendations:

Approve CSE, CPSE & 504 Recomm.

CSE/CPSE/504 Recommendations for the Board of 2/13/18		
Meeting Date	Committee	Meeting Reason
1/11/18	CSE	Transfer student
1/16/18	CSE	Transfer student
1/16/18	CSE	Transfer student
1/22/18	CSE	Amendment no meeting
1/24/18	CSE	Requested Review
1/24/18	CSE	Initial Determination
1/24/18	CSE	Requested Review
1/24/18	CSE	Requested Review
1/24/18	504	Transfer-request review
1/24/18	CSE	Requested Review
1/26/18	CPSE	Amendment no meeting
1/26/18	CPSE	Amendment no meeting
1/26/18	CPSE	Initial Determination
1/26/18	CPSE	Initial Determination
1/26/18	CPSE	Initial Determination
1/26/18	CPSE	Initial Determination
1/26/18	CPSE	Requested Review
1/26/18	CSE	Manifestation Determination
2/1/18	CPSE	Requested Review (Enc.), and

Accept Donations

D. New Business - Accept Donations/Grants

1. that the Board of Education accept the following donations/grants for the listed purposes:
- Donation of \$100 to the John Herbert Scholarship Fund from Iris Schell, and
  - donation of \$100 to the Pat Armstrong Scholarship Fund from Karl Ohl, and

Auth. SOS to Sign Agreement w/ Essex County

E. New Business - Authorize Superintendent of Schools to Sign the Agreement with Essex County Public Health

1. that the Board of Education authorize the Superintendent of Schools to sign the enclosed Use of Facilities Agreement-Mass Public Health Services with Essex County Public Health effective January 1, 2018 through December 31, 2018 (Enc.), and

Auth. SOS to Sign Agreement w/ Essex County

F. New Business - Authorize Superintendent of Schools to Sign Agreement with Essex County Public Health

1. that the Board of Education authorize the Superintendent of Schools to sign the enclosed Agreement with Essex County Public Health to Provide Preschool Evaluations effective January 1, 2018 through June 30, 2021 (Enc.), and

Auth. SOS to Sign Agreement w/ Essex County

G. New Business - Authorize Superintendent of Schools to Sign Agreement with Essex County Board of Elections

1. that the Board of Education authorize the Superintendent of Schools to sign the enclosed Agreement for the Use of Voting Machines with Essex County Board of Elections, for the Budget Vote and Election of Board Members on May 15, 2018 (Enc.), and

Approve & Adopt Revised Board Policy

H. New Business - Approval and Adoption of Revised Board Policy

1. that the Board of Education approve and adopt the following enclosed revised Board Policy:

Paid Excused Leave for Cancer Screenings Policy (Enc.).

First Reading - February 13, 2018

Adoption - March 20, 2018

5 Ayes

0 Nays

Motion Carried

SOS Reports

VIII. INFORMATIONAL ITEMS

A. Reports - Superintendent of Schools - Dr. McDonald

1. Activities Reports - Elementary, Middle & High Schools (Enc.)
2. Solar Project
3. Transportation Report (Enc.) - Mr. Vigliotti
4. Technology Report (Enc.) - Mr. Cossey
5. Operations and Maintenance Department (Enc.)- Mr. Olcott

Future Items

B. Future Items

- |                          |   |
|--------------------------|---|
| 1. Feb. 19 - 23          | NO SCHOOL - Mid-Winter Break  |
| 2. March 20, 2018        | Budget Workshop and Regular Board of Education Meeting - High School Cafeteria - 7:00 p.m.                  |
| 3. March 22, 2018        | Pops Concert - EMS Auditorium - 7:00 p.m.   |
| 4. March 23, 2018        | Drama Production - High School Cafeteria - 7:00 p.m.  |
| 5. March 24, 2018 (Sat.) | Drama Production - High School Cafeteria - 7:00 p.m.  |
| 6. April 2 - 6, 2018     | NO SCHOOL - Spring Break  |
| 7. April 10, 2018        | Special Board of Education Meeting 2018-19 Budget High School Cafeteria - 7:00 p.m.                         |
| 8. April 16, 2018        | Petitions Due from Candidates for Board of Education - District Clerk's Office - 4:00 p.m.                  |
| 9. April 19, 2018        | Regular Board of Education Meeting & Hearing & Adoption of 2018-19 Budget High School Cafeteria - 7:00 p.m. |

Future Items  
(Cont.)

10. May 8, 2018

Voter Registration - Ticonderoga  
High School Lobby & Hague  
Community Center  
1:00 p.m. - 5:00 p.m.

11. May 15, 2018

Vote on Proposed 2018-19 Budget  
and Election of Board of Education  
Members - High School Lobby and  
Hague Community Center -  
12:00 noon - 8:00 p.m.

12. May 15, 2018

High School Spring Concert - High  
School Auditorium 7:00 p.m.

13. May 15, 2018

Special Board of Education Meeting  
High School Lobby - **8:30 p.m.** -  
Declare Results of Budget Vote

ADJOURN

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

A. Adjournment from Regular Session

1. It was moved by Mrs. Cross-Baker, seconded by Mr. Leerkes,  
that the Board of Education adjourn from Regular Session at  
8:04 p.m.

5 Ayes

0 Nays

Motion Carried



Erin Hamel, District Clerk

## **RECRUITING AND SELECTION OF STAFF**

The Board of Education recognizes that an outstanding educational program is dependent upon the employment and retention of the best qualified professional and support personnel.

The Board of Education desires to have an aggressive recruitment policy which will result in attracting those individuals who will devote themselves to the education and welfare of children in the District.

It is the responsibility of the Superintendent of Schools, with the assistance of other administrative and supervisory personnel, to determine the personnel needs of the District and to recruit suitable candidates to recommend for employment.

The search for professional employees may extend to a wide variety of educational institutions and geographic areas, and shall take into consideration the diversified characteristics of the District.

It is the duty of the Superintendent to see that persons recommended for employment meet state statutory requirements and established District standards.

Education Law Sections 913, 1604, 2509, 3012  
8 NYCRR Section 100.3

## **REIMBURSEMENT FOR EXPENSES**

Board members shall be reimbursed at the same rates established for district employees according to the regular policy for expenses involved in carrying on the business of the school district.

### **EXPENSE REIMBURSEMENT**

School district employees, officials, and members of the Board of Education will be reimbursed, within limits established by the annual school budget, for reasonable out-of-pocket expenses for school-related activities. Conference travel will be for official business and will be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Conference Request Form on file which has been approved by the appropriate supervisor. The Superintendent or designee approves those Conference Requests which have reimbursable employee expenses.

All such expenses shall be pre-authorized by the Superintendent of Schools, or his/her designee in compliance with limits set by available budget appropriations. There will be no reimbursement for sales tax expenditures (excluding food purchases), but tax exempt certificates will be issued and may be utilized as appropriate. There will also be no reimbursement for the purchase of alcoholic beverages, entertainment, or for other expenses of a personal nature.

To obtain reimbursement for travel related costs, the claimant must complete and sign an expense voucher or conference request form expense report, attaching itemized receipts, which will describe specific expenses for which reimbursement is sought. Reimbursement of other costs (such as purchase of materials) may be requested using the standard requisition form. All reimbursable expenses must be approved by the administrator responsible for the budget code to which expenses will be charged.

Travel mileage will only be reimbursed when a school district vehicle has been requested for use, and is not available. Reimbursement will then be at the rate approved annually by the Board of Education.

Authorization of reimbursement for meals will be up to the federal government established/recommended rate, unless higher costs are included in conference registrations.

Requested reimbursement shall not exceed prior authorized expense limits.

1/26/18

**TICONDEROGA CENTRAL SCHOOL DISTRICT**  
**PAID EXCUSED LEAVE FOR CANCER SCREENINGS**

Effective March 18, 2018, all salaried Ticonderoga Central School District employees are entitled to a paid excused leave for cancer screenings. Such leave time shall be for a sufficient period of time, not to exceed four hours, on an annual basis and shall not be taken from accrued leave time.

If an employee will be taking leave under this provision, they must complete the following:

1. Notify your supervisor and inform them you will be out “sick” for half a day. Please fill out a “Sick Leave Form” indicating for the purpose of cancer screening and the date of the half day absence.
2. A half-day of sick leave shall be deducted from your leave time.
3. After your appointment, you must submit to the Business Office medical verification from your physician that specifies cancer screening and the date of service.
4. Upon receipt of medical verification by the Business Office, you will be credited with a half day of sick leave time previously deducted.

First Reading: February 13, 2018  
Adoption: March 20, 2018

## **TICONDEROGA ELEMENTARY SCHOOL**

### **2017-2018 ACTIVITIES REPORT**

- March 14 - Crayola Arts in Education In-service – Grade 4-AM, Grade 5-PM
- March 15 - Elementary Strategic Planning Team Meeting, 3:00 pm
- March 15 - Elementary School Math & Movement Family Night, 6:00pm
- March 19-23 - Elementary School Scholastic Book Fair
- March 20 - Staff Meeting, 3:00pm
- March 27 - Fifth Grade Science Expo
- March 28 - Elementary School Parent Info Night – Grades 3, 4, & 5, 5:30pm
- March 29 - NYS Test Pep Rally, PK-5, 1:45pm
- March 30 - Close of the Third Quarter
- April 2-6 - No School – Spring Break
- April 10 - Grade Level Team Meetings
- April 10 - PBIS Meeting, 3:00pm
- April 12 - Sentinel Assembly, 1:00pm
- April 12-13 - Grades 3-8 NYS English Language Arts Test
- April 19 - Elementary Strategic Planning Team Meeting, 3:00pm
- April 20 - No School – Superintendents Conference Day
- April 24 - Staff Meeting, 3:00pm



# TICONDEROGA MIDDLE SCHOOL

116 Alexandria Avenue  
TICONDEROGA, NEW YORK 12883

**Herbert E. Tedford III**  
Middle School Principal  
(518) 585-7400, Ext. 2214



FAX (518) 585-2716  
htedford@ticonderogak12.org

## TICONDEROGA MIDDLE SCHOOL

### 2017-2018 ACTIVITIES REPORT

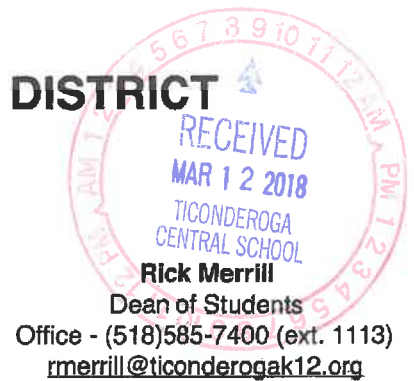
- March 27 - Science Expo, 6:00-7:30 PM
- March 30 - 3Q Close
- April 2-6 - No School – Spring Break
- April 11-12 - NYS ELA Test
- April 12 - Honors Assembly, 2:00 PM
- April 13 - 3Q Report Cards Issued
- April 17 - Principal's Faculty Meeting, 3:00 PM

# TICONDEROGA CENTRAL SCHOOL DISTRICT

5 CALKINS PLACE  
TICONDEROGA, NEW YORK 12883



**John Donohue**  
High School Principal  
Office - (518)585-7400 (ext. 1412)  
FAX (518) 585-4076  
[jdonohue@ticonderogak12.org](mailto:jdonohue@ticonderogak12.org)



## High School Activities Report 03/21/18 – 04/19/18

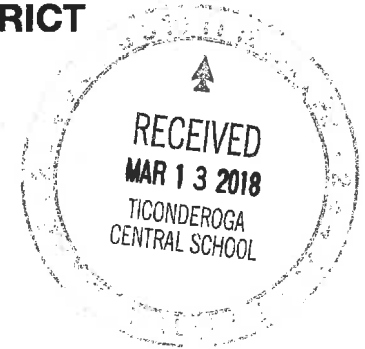
- |                  |  |
|------------------|--|
| 03/21/18         | - Pops Concert Rehearsal – MS  |
| 03/22/18         | - Pops Concert – MS Fishbowl   |
| 03/26 – 03/30    | - Career and College Awareness Week  |
| 03/28/18         | - District Career Fair – Gym<br>- Senior/Faculty Basketball Game – Gym   |
| 03/30/18         | - Q3 Marking Period Closes   |
| 04/02 – 04/06/18 | - Spring Break – No School   |
| 04/06/18         | - Softball Tournament – Away – Greenwich   |
| 04/11/18         | - Baseball – Away – Ausable  |
| 04/12/18         | - Softball – Home - Ausable  |
| 04/13/18         | - Q3 Report Cards Issued<br>- Baseball – Home – Lake Placid  |
| 04/16/18         | - Baseball – Away – NAC  |
| 04/17/18         | - Class Ring/Graduation Announcement Delivery -<br>Cafeteria – Lunch Periods<br>- Staff Meeting - Cafeteria<br>- Softball – Home – NAC |
| 04/18/18         | - Baseball – Home – Moriah   |
| 04/19/18         | - Track – Away – Lake Placid<br>- Softball – Away – Moriah   |



**TICONDEROGA CENTRAL SCHOOL DISTRICT**

5 CALKINS PLACE  
TICONDEROGA, NY 12883

“SENTINELS FOR EXCELLENCE”



Date: March 13, 2018

*3/13/18*

To: The Board of Education

From: Mr. Michael Vigliotti, Transportation Supervisor

DOT inspections are in full swing with the entire fleet scheduled between now and the end of the school year.

We only have a few trips scheduled before spring break, but after that sports schedule will kick in, as does our busy trip season.

Still have a few drivers out on long term leave but they are doing well and very anxious about getting cleared and returning to work, just not sure when.

All other aspects are normal.

Go Giants!

MV:eh

pc: John C. McDonald, Jr., Ed. D.

3/13/18

At the beginning of this school year, I was at an area Technology meeting and the topic of Category 2 E-Rate funding was discussed. This is fairly new funding and a few of our neighboring school districts had either just recently made purchases or were planning on making purchases within the next year or two.

In the past, we've worked with a company called E-Rate Central and we typically receive anywhere between \$12,000 and \$18,000 per year of Category 1 money that we use to help supplement our technology budget.

Category 2 funding is different in that we can only purchase technology infrastructure. It is also different in the fact that Category 1 is based on the district's phone bill and that Category 2 is calculated on a per student basis and is specific to each building. For example, the district may be allocated \$100 but \$70 must be spent at the Elementary/Middle school and \$30 must be spent at the High School. The third difference is that Category 2 money can be spent in five year blocks. So if we're allocated \$100 per year we could spend 5 years worth of money at once and spend \$500 in 2018, we could not spend any Category 2 money again until 2023.

Once we knew what our Category 2 allocation was, E-Rate Central put together the following list of steps that we needed to take:

1. 1/31/2018: Information for Form 470 to E-Rate Central (*what did we actually want to buy*)
2. 2/2/2018: E-rate Central completes draft and send to Ticonderoga for approval
3. 2/2/2018: Ticonderoga certifies the Form 470
4. 3/2/2018: Bids due (*We required vendors to come do a walkthrough of our site*)
5. 3/9/2018: Bid evaluation completed, vendor selected and contract signed documents submitted to E-Rate Central
6. 3/16/2018: (or before) E-Rate Central completes 471 draft and sends to Ticonderoga for approval/certification

We had one vendor, Annese & Associates, come and do the walkthrough and they will be awarded the contract.

In order to completely re-do our entire network, the total cost quoted by Annese was \$302,194.93. Our 5 year allocation through Category 2 is \$119,034.71. We would like to use Smart Bond money for the remaining \$183,160.22.

Annese also created a quote for an all new phone system for \$131,860.99 which would also be eligible for Smart Bond funding.

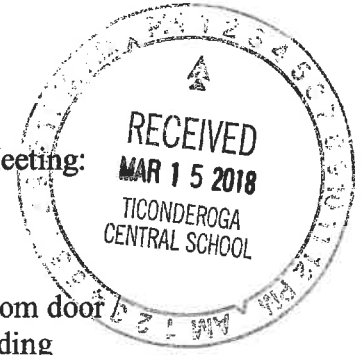
I believe that this is a unique opportunity for the district to fix some major mistakes that have occurred in past projects with what is essentially "free" money.

Annese would be glad to send a representative to both a Smart Bond Committee meeting and if need be any future board meetings to help explain project specifics as well as provide guidance on how to qualify the phone system under the Smart Bond Act.

If you have any questions, please contact me at [mcosey@ticonderogak12.org](mailto:mcosey@ticonderogak12.org) or ext. 1519.

To: Board of Education  
From: Don Olcott, Director of Buildings and Ground  
Re: Update for March 20th Board of Ed Meeting

S 3/16/18



Here is a summary of things from my department since the last Board Meeting:

**Old Items**

1. HS general work orders completed are: Repair a lock on a classroom door / replace a motor on a classroom uninvent / misc repairs around building
2. E/M general work orders completed are: Rehung the counter on the outside of the MS Office / repair the refrigerator in MS Home Ec. Rm. / misc repairs around building
3. Other general work orders completed are: lots of snow & ice removal
4. Repairing Amherst Avenue steps to building – HS. Now on hold till spring
5. New ceilings and stall doors to girls bathrooms in MS Have not ordered material to complete yet but on list of things to order

## Summer District Projects

1. Installing 3 to 4 doors in the Elem. School & 3 to 4 doors in the Middle School, they will only be doors for the openings like we did a couple years ago to room 2090 in the Elem. School. We did start this work over Feb. Break and got two doorways in MS ready for the doors and started the frame work for the three doors that didn't need a cabinet built. Will start building the three cabinets that are needed next week so that the rest of frame work can be added. Will hang doors on anything we have ready once they are delivered but may not get to closing in opposite entrances to classrooms until summer.
2. Pulling all the Cat 6 wire for the new Camera System in the E/M School, this will include running a wire from each camera back to the closes Server Room / running a Cat 6 wire from each Server Room to one another so they are all tied together and punching down each wire to a block in each Server Room. Once the cameras arrive we will then install then and turn things over to the Tech Dept. I was able to punch down the ES & Kindergarten over the break and I put the camera ends on and we tested to make sure they worked. Put start to install those cameras during the day time until they are complete. I will complete the punching down of the Control Room in the next few weeks and once the weather changes we will install the outside cameras.
3. I'm looking into upgrading our outside lighting to LED's, there is a huge energy savings, better lighting and a lot less maintenance. I have already met with Green Mountain Electric and the LED Rep to go over the different options and I'm having priced a couple different ways. My hope is that if I do it right the savings in electrical cost will help offset the cost of the fixtures and with the National Grid Rebate we will be able to do this in steps at the E/M School first and then do the High School. I'm even looking at getting pole fixtures that are programmable so that the savings will be even great but more upfront money of course. But if we go this route we can dim the lights down to 30% say after 10pm at night. I'm still working with National Grid to get them to commit to a rebabte and once I get that will move forward with this project
4. Starting to have some issues with the unleaded tank at the Bus Garage so I have order a new steel doubled wall tank and we will be switching that out during the month of Sept. Tank is in place and is about 98% hook up, need to add a disconnect switch outside and Fire Extinguisher to storage building. This will also be finished in the next couple weeks.
5. JV Baseball infield grading of infield was started and 1<sup>st</sup> baseline is complete & 3<sup>rd</sup> baseline was started / will only take a few days in the spring to complete grading and apply the infield mix ( still need to order topping infield mix but will do that in March so that as soon as plant opens it can be delivered)
6. New Building roof has been completed and everything has been plumbed so that the screws can now be tightened up / then the two end walls will be completed. This is a high priority for me and my staff but until we get a break with work and weather it will just have to wait for now.

## **New Items for this Year**

1. I am still not up to a full staff yet, I did fill the two open night positions but with the Grounds Man getting done have moved Mike Wallace Sr. outside to fill the position for the fall and I'm using a sub to back fill for now. Have interviewed for this position again and did not get the applications that I was looking for. I will be talking with Mr. McDonald to see what direction we want to proceed in.
2. The HS Audi Project – the contractors have been given a drop dead date for completion and they are to do whatever it takes to meet this date. I don't see any problems with having the Audi itself completed but maybe an issue with the roof top units but that will not be known for another week or so. I know I have the window and stage curtains be installed on April 30<sup>th</sup> so we will be complete inside by then. Electric is going very well chandeliers have been re-lamped and the Fire Alarm should be completed today. Lots of wires being pulled for the stage lighting and sound system devices. GC now has all the window parts and will be starting the new windows shortly / chairs are on site and as soon as all high equipment is installed they will start putting them in. Mechanical are moving right along, all duct work to the loft areas should be done by the beginning of next week so once the weather changes they will make the roof penetrations and be all set for the roof units. I think we will have groups working on Saturdays but it is going very well and will look great when done
3. Sentinel Field – as you all know the weather changed to fast and the pesticide for the glover did not get applied (plan will be to at least do Sentinel Field over April Break in the spring) / did get the field aerated. A plan for spring will be developed so that everything happens as it should and in the right order so that the field will get the care that it needs and will have the summer to get strong and healthy.
4. HS Freeze in Tunnel – during that real cold spell somebody opened the hatch door over by the Freight Entrance after we had left for the day. Three of my staff members checked the door before we left because we had talked about it at break time (they cannot open it any longer). It affected the hot and cold water to the sciences areas on the first floor and we have done all the cold water repairs so that they could get back to labs and still need to finish the hot water repairs and insulate any pipes that we worked on. Not hard to repair but time consuming because of all the other pipes in the tunnel and in some cases it took two people to solder a fitting.