

REGULAR BOARD OF EDUCATION MEETING  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
**Tuesday, March 16, 2021 at 6:00 p.m.**  
**Jr. Sr. High School Auditorium**

“Sentinels for Excellence”

**AGENDA**

Members Present:

\_\_\_ Mark Russell  
\_\_\_ Erik Leerkes  
\_\_\_ James Wells, Sr.

\_\_\_ Tracey Cross-Baker  
\_\_\_ Seanna Porter  
\_\_\_ John Bartlett

\_\_\_ Eric Rich  
\_\_\_ Robert Dedrick, Sr.  
\_\_\_ Lynne Lenhart

Others Present:

**Call to Order**

**Emergency Evacuation Instructions**

**Pledge of Allegiance**

**Upcoming Events**

3/30/21 - Board of Education Meeting Regarding 2021-22 Budget – 6:00 p.m.  
4/5 – 9/21 - No School – Spring Break  
4/20/21 - Board of Education Meeting, Hearing & Budget Adoption – 6:00 p.m.  
5/11/21 - Voter Registration - District Office & Hague Community Center - Noon - 4:00 p.m.  
5/11/21 - Public Hearing on the Budget - 6:00 p.m.  
5/18/21 - School Budget Vote & Board Member Election - Noon - 8:00 p.m.

1. **Public Participation**

2. **Consent Agenda**

Recommend the Board of Education approve the content agenda items 2.1 through and including 2.8;

2.1. **Agenda as Stands**

2.1.1. March 16, 2021

2.2. **Approval of Minutes**

2.2.1. February 9, 2021 (Enc.)

2.2.2. February 23, 2021 (Enc.)

2.2.3. March 11, 2021 (Enc.)

2.3. **Treasurer’s Report** (Enc.)

2.4. **Schedule of Bills** (Enc.)

2.5. **Extra Classroom Funds Report for February** (Enc.)

2.6. **CSE, CPSE and 504 Plan Recommendations** (Enc.)

2.7. **Donations/Grants:**

2.7.1. \$250 for the Quiz Bowl from Christopher & Janet Mallon

2.7.2. \$250 to the High School Drama Club from the Ticonderoga Alumni Association  
(Sentinel Support Fund)

2.8. **Personnel (Enc.)**

2.8.1. **Resignations/Retirements**

- 2.8.1.1. Arnold LaFountain – Bus Driver - resignation – 55 yrs. - effective June 30, 2021
- 2.8.1.2. Caryl May - Food Service Helper - resignation - effective February 18, 2021
- 2.8.1.3. Kathy Marshall - Home Economics Teacher - for purpose of retirement - 38 yrs - effective June 30, 2021

2.8.2. **Leave Request**

- 2.8.2.1. Britney Shaw (Art Teacher) requests a paid leave, to be paid from sick/personal time if available, under Family Medical Leave Act, effective February 8, 2021 with an expected return to work date of March 1, 2021
- 2.8.2.2. Rick Merrill (Assistant Principal) requests a paid leave, to be paid from sick/personal time if available, under Family Medical Leave Act, effective January 19, 2021 with an expected return to work date of February 8, 2021
- 2.8.2.3. Cindy Mitchell (Teaching Assistant/Bus Driver) requests a paid leave, to be paid from sick/personal time if available, under Family Medical Leave Act, effective February 23, 2021 with an expected return to work date of March 3, 2021
- 2.8.2.4. Frances Malaney (Teaching Assistant) requests a paid leave, to be paid from sick/personal time if available, under Family Medical Leave Act, effective March 10, 2021 with an expected return to work date awaiting physical release.

2.8.3. **Election Inspectors: May Budget Vote**

- 2.8.3.1. Jean McKee - Chairperson/Chief Election Inspector (Ti)
- 2.8.3.2. Cheryl O'Connor - Election Inspector (Ti)
- 2.8.3.3. David Rutkowski - Election Inspector (Ti)
- 2.8.3.4. Laurie Cossey - Election Inspector (Ti)
- 2.8.3.5. Anne Michalak - Election Inspector (Ti)
- 2.8.3.6. Lori Fuller - Election Inspector(Ti)
- 2.8.3.7. Jackie Andersen - Election Inspector (Ti)
- 2.8.3.8. Michelle Gautreau - Chief Election Inspector (Hague)
- 2.8.3.9. Michelle Litus - Election Inspector (Hague)
- 2.8.3.10. Rick Carpenter - Machine Tech

2.8.4. **Volunteer Drivers 2020-21 (District Occasional Use Vehicles)**

- 2.8.4.1. Michael Uchal
- 2.8.4.2. Sarah Ellsworth

2.8.5. **Advisors 2020-21 (Compensation for advisors to be determined)**

- 2.8.5.1. Mike Iturrino - Senior High School Jazz Ensemble Director
- 2.8.5.2. Nick Follett - Junior High School Jazz Ensemble Director

2.8.6. **Coaches 2020-21 (Compensation for coaches to be determined)**

- 2.8.6.1. Robert Sutphen - Volunteer Girls & Boys Basketball Coach
- 2.8.6.2. Michael Pockett - JV Boys Basketball Coach (2/8/21 - 3/8/21)
- 2.8.6.3. Michael Pockett - Resign JV Boys Basketball Coach (3/8/21)
- 2.8.6.4. Eric Mullen - JV Boys Basketball Coach (3/8/21)
- 2.8.6.5. Tina Russell - Scoreboard Operator
- 2.8.6.6. Danielle Palandrani - Scoreboard Operator

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

3. **Items Removed from Consent Agenda**

4. **Old Business** (Indicates items to be discussed)

5. **New Business**

5.1. **Sports Preparedness Plan (Amendment for Spectators)**

Approve amendment to allow two spectators per senior athlete for senior night game

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.2. **Board of Registration**

Appoint the following qualified voters to the 2021 Board of Registration: Laurie Cossey, Anne Michalak, Michele Gautreau & Michele Litus.

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.3. **Champlain Valley Educational Services (BOCES) Board of Education**

Approve nomination of \_\_\_\_\_

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.4. **BOCES Cooperative Purchasing**

Award the following bids from the St. Lawrence-Lewis BOCES Cooperative Bids for 2021-22 school year:

<b><u>COMMODITY</u></b>	<b><u>VENDOR</u></b>	<b><u>PRICE</u></b>
Heating Fuel (JSHS)	MX Petroleum	\$1.9180 (fixed)
Heating Fuel (ES)	MX Petroleum	\$2.0880 (fixed)
Gasoline	MX Petroleum	\$0.3471 (differential)
Propane	Griffith	\$1.1330 (fixed)
ULSD	Adirondack Energy	\$2.2462 (fixed)
		\$2.4662 (80/20 blend)

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.5. **Memorandum of Understanding Adirondack Community Action Programs** (Enc.)

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.6. **Adopt the 2021-2022 School Calendar** (Enc.)

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

5.7. **Policies**

5.7.1. **Policy 1900 - Parent Involvement (Review 2/9/21, Adopt 3/16/21)** (Enc.)

5.7.2. **Policy 5633 - Gender Neutral Single-Occupancy Bathrooms (Review 3/16/21, Adopt 4/20/21)** (Enc.)

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

6. **Concluding Reports and Remarks**

6.1. **Superintendent's Reports/Remarks**

- 6.1.1. COVID/School Safety Update (Enc.)
- 6.1.2. Technology Report

6.2. **Board Member Remarks**

- 6.2.1. Committee Reports:
  - 6.2.1.1. Superintendent Search
  - 6.2.1.2. Negotiations
  - 6.2.1.3. Budget

7. **Public Participation**

8. **Executive Session (if necessary)**

To enter into Executive Session for discussion on:

- 8.1. **Negotiations**
- 8.2. **The Employment History of a Particular Person(s)**

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

TIME IN: \_\_\_\_\_

TIME OUT: \_\_\_\_\_

9. **Adjournment**

To adjourn meeting at \_\_\_\_\_

MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TICONDEROGA CENTRAL SCHOOL DISTRICT  
AND  
ADIRONDACK COMMUNITY ACTION PROGRAMS, INC. HEAD START**

This agreement is between the Ticonderoga Central School District and Adirondack Community Action Programs, Inc. Head Start for the period of January 1, 2021 to December 31, 2021.

**I. Purpose Statement**

This agreement pertains to services for pre-school children eligible for special education and/or itinerant services. This agreement is in compliance with Federal and New York State laws and regulations.

This agreement will:

1. Define which service will be provided by each agency.
2. Ensure that children eligible for pre-school special education services receive a free and appropriate public education, as required by law, in the least restrictive environment.
3. Ensure that each agency cooperatively maintains communication and that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between the Ticonderoga Central School District and ACAP, Inc. Head Start program are developed, implemented, and preserved.

**I. Program Mandates**

*The Responsibility of the Ticonderoga Central School District:*

1. To ensure that services are provided to pre-school children with disabilities on a mandatory basis under the Individuals with Disabilities Education Act (IDEA) as amended P.L. 102-119.
2. To ensure that pre-school children with disabilities receive a free and appropriate public education including the development and implementation of an Individualized Education Plan (IEP) which includes all the components of an IEP, procedural safeguards and the provision of related services.
3. To place pre-school children with disabilities in the least restrictive environment with opportunity to interact with non-disabled peers to the maximum extent appropriate.
4. To work with appropriate community agencies to provide services to pre-school children with disabilities.

*The Responsibility of the ACAP, Inc. Head Start program:*

1. To recruit, enroll, and serve eligible children ages 3-5. No less than 10% of the total number of enrollment opportunities in the ACAP, Inc. Head Start programs shall be available for eligible children with disabilities.
2. To screen all enrolled children for potential problems in the areas of health and development.
3. To refer children who are suspected of having a developmental delay to the Committee on Pre-school Special Education (CPSE) in the school district in which they reside for a multidisciplinary evaluation.
4. To participate in the implementation of an IEP for children with disabilities and to include parent(s) participation in all aspects of the process.
5. To work closely with other community agencies in order to provide services for children with disabilities.

## **II. Service Implementation**

1. Child Find/Screening-

*The Ticonderoga Central School District will:*

- a. Locate and identify all children with disabilities 3 to 5 years within their jurisdiction.

*The ACAP, Inc. Head Start program will:*

- a. Recruit children with suspected or diagnosed disabilities by conducting Community Assessment and by contacting community agencies serving children with disabilities. Once enrolled, all ACAP, Inc. Head Start children must be screened in areas of health and development.

2. Referral for Evaluation-

*The Ticonderoga Central School District will:*

- a. Ensure that evaluations of children with suspected disabilities are conducted by appropriate personnel using appropriate instruments. This is in accordance with NYS Laws and Regulations.

*The ACAP, Inc. Head Start program will:*

- a. As a result of screenings, refer children suspected of developmental delays to CPSE for evaluation.
- b. Educate parents/guardians about the referral process and assist them in the entire process.

3. Comprehensive Evaluation-

*The Ticonderoga Central School District will:*

- a. Ensure that comprehensive evaluations of children who may require special education and or related services are conducted by approved programs.

*The ACAP, Inc. Head Start program will:*

- a. With parental consent, provide the Local Education Agency (LEA) with results of ACAP, Inc. Head Start screenings and any other appropriate information.

4. Individualized Education Program (IEP) Development-

*The Ticonderoga Central School District will:*

- a. Develop an IEP for children determined to be eligible for special education and/or itinerant services.
- b. Notify parents and ACAP, Inc. Head Start staff of CPSE meetings.
- c. Coordinate paperwork and parental consent to assure IEP can be shared.

*The ACAP, Inc. Head Start program will:*

- a. Participate at CPSE/CSE meetings.
- b. Discuss CPSE meetings date and time with parents and assist with transportation as necessary.
- c. Coordinate paperwork and parental consent to assure IEP can be shared.

5. Placement-

*The Ticonderoga Central School District will:*

- a. Place pre-school children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers whenever possible.
- b. Provide parents with information about ACAP, Inc. Head Start.

*The ACAP, Inc. Head Start program will:*

- a. Provide a regular ACAP, Inc. Head Start program for children with disabilities in an inclusive environment.
- b. Work cooperatively with LEA in regard to placement, considering number of enrollment vacancies and eligibility criteria.

6. Specific Program Service Delivery-

*The Ticonderoga Central School District will:*

In cooperation with Essex County Public Health:

- a. Ensure that the child receives all services as designed in the child's IEP and that services may be provided at the ACAP, Inc. Head Start program.

*The ACAP, Inc. Head Start program will:*

- a. Collaborate with LEA and Essex County Public Health to ensure services are provided.

- b. Make scheduling arrangements as needed so that services can be provided at the ACAP, Inc. Head Start program site.

### **III. Confidentiality**

The Ticonderoga Central School District and the ACAP, Inc. Head Start program will follow the requirements in federal, NYS and the ACAP, Inc. Head Start program confidentiality policies and laws.

### **IV. Training and Technical Assistance**

The Ticonderoga Central School District and the ACAP, Inc. Head Start program will:

- a. Invite staff from each agency to share training activities.

### **V. Transition Activities**

Transition efforts from the ACAP, Inc. Head Start program for kindergarten eligible children will be coordinated by:

- a. Sharing information with parental consent
- b. Arranging visits for all ACAP, Inc. Head Start children and families to the receiving program.
- c. Providing information about the Ticonderoga Central School District's program and their expectations for the children and families.
- d. The following people will be included, as appropriate, in planning and transition activities:

Parents	Head Start Staff-Teacher/Home Visitor
CPSE/CSE Staff	Program Nurse
Classroom Teacher	Head Start Coordinator(s)
Principal	Therapist(s)
Special Education Staff	SEIS
School Nurse	Support Staff
Other pertinent school representatives	

- e. The development of a "buddy system" where less formal interaction and planned activities could occur at either or both classrooms to develop familiarity with the building facilities and relationships.



**VII. Termination/Review**

This Memorandum of Understanding will be reviewed and revised by the Ticonderoga Central School District and the ACAP, Inc. Head Start program on an as needed basis or at least once annually. This Agreement may be terminated by either party upon thirty (30) days written notice.

  
\_\_\_\_\_  
ACAP, Inc. EXECUTIVE DIRECTOR

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
ACAP, Inc. HEAD START/EARLY  
HEAD START DIRECTOR

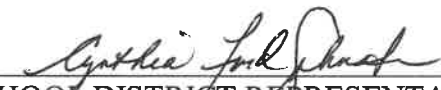
  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
ACAP, Inc. HEAD START  
SPECIAL SERVICES COORDINATOR

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CPSE CHAIRPERSON

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SCHOOL DISTRICT REPRESENTATIVE  
(Elementary Principal or School Superintendent)

  
\_\_\_\_\_  
DATE

# TICONDEROGA CENTRAL SCHOOL DISTRICT SCHOOL CALENDAR 2021-2022

CALENDAR APPROVED BY TICONDEROGA BOARD ON: March 16, 2021

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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31						

NOVEMBER						
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28	29	30				

DECEMBER						
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JANUARY						
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30	31					

FEBRUARY						
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27	28					

MARCH						
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APRIL						
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MAY						
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JUNE						
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26	27	28	29	30		

**Blocked Dates** School will NOT be in session  
**First Day for Staff - Sept. 1, 2021**  
**Last Day for Staff - June 24, 2022**

**First Day for Students - Sept. 7, 2021**  
**Last Day for Students - June 24, 2022**

**TOTAL DAYS IN SESSION**

September	20	February	15
October	20	March	23
November	17	April	16
December	16	May	21
January	20	June	17
<b>TOTAL DAYS - 185</b>			

Staff Development - Sept. 1-2, 2021

Parent/Teacher Conf.: **Nov. 22, 2021**  
 (No school for students)

Rating Day - Jun. 24, 2022

**IMPORTANT DATES**

Sept. 6 - Labor Day	Jan. 25-28 - Regents
Oct. 11 - Columbus Day	Feb. 21-25 - Winter Break
Nov. 11 - Veterans Day (observed)	April 18-22 - Spring Break
Nov. 23-26 - Thanksgiving Recess	May 30 - Memorial Day
Dec. 23-31 - Winter Break	Jun. 15-24 - Regents
Jan. 1 - New Year's Day	Jun. 20 - Juneteenth (observed)
Jan. 17 - Martin Luther King Jr.	

## **PARENT AND FAMILY ENGAGEMENT**

The Board of Education recognizes the rights of parents/guardians to be fully informed of all information relevant to their children who participate in programs and projects funded by Title I (Elementary and Secondary Education Act). The Ticonderoga Central School District shall ensure parental involvement in these programs and projects by:

### **Building a Capacity for Parent Involvement**

Ticonderoga Central School District will ensure that all parents are involved in our school in a meaningful manner in order to improve student academic achievement. Specifically, we will do the following in order to build a capacity for parent involvement:

- a) Provide assistance (materials and education) to parents of children served by Ticonderoga Central School District in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, how to monitor a child's progress, and work with educators to improve the achievement of their children;
- b) Educate all Ticonderoga Central School District staff, with the assistance of parents, in the value and utility of contribution of parents; and in how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs, and build ties between parents and the school;
- c) Coordinate and integrate, to the extent feasible and appropriate, parent involvement programs and activities with the universal preschool program that encourage and support parents in more fully participating in the education of their children;
- d) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

### **Involving Parents in the Joint Development of the Title I Plan**

A parent representative will be invited to participate in at least one (1) annual Title I meeting to be held. The topics of discussion will include the following: a clear explanation of the purpose of each title funding program; the amount of funds received for each program and how they are allocated; the level of parent involvement in school-wide activities; and parent involvement requirements as described in applicable law. After the discussion, parents and all stakeholders will be given an opportunity to review, plan, and help improve our Title I programs. The meeting will end with a question and answer session. All concerns and suggestions conveyed by parents will be addressed in a timely fashion.

**Providing the coordination, technical assistance, and support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.** The following initiatives have been implemented at Ticonderoga Central School District:

- a) Parent-Teacher Conferences are also scheduled during the school year to give parents the opportunity to discuss and to get information pertaining to their child's academic progress
- b) Progress reports are sent home at the mid point of each semester.

**Policy 1900**  
**Community Relations**

- c) Report cards are sent home at least four (4) times, approximately every ten (10) weeks per academic calendar year.
- e) The Principals at each building and the guidance staff at the middle and high schools will help parents better understand the state assessments.

Other activities that promote parent involvement (include but are not limited to): a) Elementary Parent Nights -- events for families and community members to acquire additional skills in helping their children learn.

- b) Art Show -- students' artwork is displayed throughout our schools
- c) Athletic Events
- d) Student concerts and plays

**Conducting, with the involvement of parents, a periodic evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of Ticonderoga Central School District, including identifying barriers to greater participation by parents in activities authorized by Title I.**

- a) The findings of such an evaluation will be made available for review by parents, and will be used to design strategies for more effective parent involvement.
- b) The policy will also be made available to parents and the local community through the school's website. In carrying out the parental involvement requirements, the District and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language the parents understand.

**Procedures for Filing Complaints/Appeals**

The District will disseminate free of charge to parents of children in Title I programs, and to appropriate private school officials or representatives, adequate information regarding the District's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs.

**Comparability of Services**

The School District will ensure equivalence among the schools in the District of the same grade span and levels of instruction with regard to teachers, administrators and auxiliary personnel as well as equivalence in the provision of curriculum materials and instructional supplies in Title I programs.

Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001

20 USC Sections 6318 and 6321

34 CFR Parts 74-86, 97-99, and 200

Adoption Date:

## GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS

The District is committed to creating and maintaining an inclusive educational and work environment. The District will ensure that all single-occupancy bathroom facilities are designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.

"Single-occupancy bathroom" means a bathroom intended for use by no more than one occupant at a time or for family or assisted use and which has a door for entry into and egress from the bathroom that may be locked by the occupant to ensure privacy and security.

All gender-neutral bathroom facilities will be clearly designated by the posting of signage either on or near the entry door of each facility.

Education Law § 409-m  
Public Buildings Law § 145

Adoption Date:



## **TICONDEROGA CENTRAL SCHOOL DISTRICT**

5 CALKINS PLACE  
TICONDEROGA, NY 12883

“SENTINELS FOR EXCELLENCE”

March 12, 2021

To: Board of Education

From: Cynthia Ford-Johnston, Interim Superintendent of Schools

Re: COVID & School Safety

Pleased to report that our school community has not had a positive COVID case in weeks.

### Athletics and Extra-Curricular:

We have been able to resume sports according to our plan which was based on the state guidelines. Extra-curricular activities – i.e. yearbook, drama club, jazz bands, elementary play have submitted plans and have begun to meet in person as well.

### Travel:

Travel guidance has been revised several times this past week. At this time, it appears that effective April 1<sup>st</sup>, New Yorkers will be able to travel domestically without quarantine.

### Vaccinations:

All of our employees who have sought a vaccination have been able to receive the shots or at least begin the process.

### Physical Education vs. Athletics:

Questions continue to surface regarding physical education classes being able to have contact and share equipment given that sports are allowed. The guidance is not the same. It has not changed for P.E. classes. In part the difference comes from the assumed risk when participating in athletics. P.E. classes have no such assumed risk. We continue to comply with the NYS DOA guidance for all classrooms.