

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**ORGANIZATIONAL MEETING**  
**JULY 12, 2021**  
**6:00 P.M.**  
**UNATEGO MS/HS CENTRAL SCHOOL**  
**ROOM #93**

1. **Call to order by Clerk Nolan**
2. **Oath of Office administered to re-elected Board members Matthew Downey, Janette Johnson, and James Salisbury by Board Clerk, Sheila Nolan**
3. **Roll Call**
4. **Flag Salute**
5. **Adopt Agenda**
6. **Election of Board of Education Officers:**
  - a. **President                      Nomination & Election**
  - b. **Vice-President              Nomination & Election**
7. **Oath of Office to President and Vice-President by Board Clerk**
8. **Appointment of Officers:**
  - a. **District Clerk – Sheila Nolan - \$3,758.34**
  - b. **District Treasurer – Amber Birdsall – no salary**
  - c. **Deputy Treasurer – Patti Loker – no salary**
  - d. **Deputy Purchasing Agent – Sheila Nolan– no salary**
  - e. **Tax Collector – Amber Birdsall**
  - f. **Oath of office to District Clerk by Board of Education President**
  - g. **Oath of office to other officers present by Board Clerk**
9. **Corporate Appointments:**
  - a. **School Attorneys – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.**
  - b. **Independent Auditor – D’Arcangelo & Co.,LLP**
  - c. **Physicians – Dr. Mark Barreto, MD**

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**10. Personnel Appointments:**

- a. Board Spokesperson – Board President
- b. Information Access Officer – Superintendent Richards
- c. Records Management Officer – Sheila Nolan
- d. Attendance Officers – Martha Vanderlip and Matt Hafele
- e. Internal Claims Officer – @ DCMO
- f. Trustee for Workers' Compensation Alliance \_\_\_\_\_
- g. Alternate Trustee for Worker's Compensation Alliance \_\_\_\_\_
- j. Title I Programs Coordinator – Mike Snider- \$3,500 (per UAA contract)
- k. Title IX Officer – Patricia Loker
- l. Purchasing Agent – Dr. David Richards – no salary (*Authorized Representative for all Federal programs including; E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2021-2022 school year*).
- m. BOE /District Committees 2021-2022 (draft enclosed)
- n. HIPPA Officer – Patricia Loker
- o. Cobra Representative – Patricia Loker
- p. Medicaid Compliance Officer – Katherine Mazourek
- q. District Registrar – Sherry Maruszewski – \$2,626.43
- r. Lead Evaluators – Principals and Director of Special Programs
- s. Site Master – Sheila Nolan - \$2,147.63
- t. Athletic Director – Matt Hafele - \$19,701.99
- u. Substitute Registry Coordinator – Tara Nichols at current hourly rate
- v. Dignity Act Coordinators Building Levels – Principals
- w. District Lead Custodian – Joseph Clark - \$3,546.18

**11. Designation:**

- a. Bank Depositories – Community Bank  
Citizens  
Trustco Bank  
NBT Bank  
JP Morgan Chase  
DCMO Cooperative Banks  
NYCLASS
- b. Official Newspaper – The Daily Star with exceptions

**12. Authorizations:**

- a. Petty cash funds - \$100 each – Superintendent David S. Richards and Mike Snider.**
- b. Superintendent may approve attendance at conferences, conventions, etc., for the 2021-2022 school year; not to exceed budgeted amounts**
- c. Treasurer may sign all checks. In the absence of the treasurer the deputy treasurer is authorized to sign checks**
- d. The Superintendent may make budget transfers as needed. These transfers will not exceed \$20,000 each.**
- e. The Business Manager may make budget transfers as needed. These transfers will not exceed \$5,000 each.**
- f. Certify payroll – Superintendent Richards**
- g. Apply for grants and aid – Superintendent Richards**
- h. Authorize the BOCES Career and Technical Education Advisory Council to serve as the Technical Education Advisory for Unatego**

**13. Bonding:**

- a. District Treasurer - \$1,000,000**
- b. Tax Collector - \$1,000,000**
- c. Public School Employee Blanket Bond - \$10,000**

**14. Other Items:**

- a. Mileage reimbursement for private vehicle use on school business IRS rate**
- b. Mileage rate for district owned buses by outside organizations – \$3.25/mile**
- c. Building use rates – Cafeteria dining room, classrooms - \$7.00/hr kitchen, auditorium, gym - \$10.00/hr**
- d. All support services personnel usage will be billed \$26.30 per hour.**
- e. Adopt all board policies, Code of Ethics and Code of Conduct as previously presented**
- f. Accept dates and times for Board of Education Meetings 2021-2022 (draft enclosed)**

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**15. Substitutes rates:**

a. Aide	\$12.50
b. Retired Aide	\$13.00
c. Cafeteria	\$12.50
d. Retired Cafeteria Worker	\$13.00
e. Nurse	\$20.00
f. Clerical	\$12.50
g. Retired Clerical	\$13.00
h. Mechanic Helper	\$12.50
i. Bus Driver	\$17.80
j. Cleaner	\$12.50
k. Retired Cleaner	\$13.00
l. LTA	\$90.00/day
m. LTA (non-certified)	\$12.50
n. Retired LTA (certified)	\$95.00/day
o. Teachers (certified)	\$110.00/day
p. Teachers (non-certified)	\$95.00/day
q. Retired Teachers (all)	\$120.00/day
r. Tuition Rates:	\$1,900 per semester (21-22)
s. Other Compensations:	
Summer In – Service	\$100.00/day, as approved by the Superintendent, not to exceed budgeted amount

- 16. Annual appointments/designations of the organizational meeting are concluded at this point and exempt session for CSE recommendations are taken.**



**BOE/DISTRICT COMMITTEES 2021-2022**

**COMMITTEE**

**MEMBERS**

**BUDGET**

Dick Downey  
Lew Keyser  
Cindy O'Hara

**BLDGS/GROUNDS**

David Clapper  
Ken Olsen  
Jim Salisbury

**CURRICULUM**

Jay McDermott (Chair)  
Dick Downey  
Julie Lambiaso  
Cindy O'Hara  
Dr. David Richards

**POLICY**

Jay McDermott  
Byron McMichael  
Ken Olsen  
Dr. David Richards

**AUDIT**

Dick Downey  
Lew Keyser  
Byron McMichael  
Cindy O'Hara  
Scott White

**SAFETY COMMITTEE**

Peter Grunder  
Patti Hoyt  
Julie Lambiaso  
Katherine Mazourek  
Ruth Modinger  
Ken Olsen  
Dr. David Richards  
Mike Snider  
Brian Trask

**WORKER'S COMPENSATION**

Byron McMichael, Trustee  
Jay McDermott, Alternate Trustee

**UNATEGO CENTRAL SCHOOL**

**Board of Education**

**Meeting Dates**

**Executive/Exempt Session: 6:30 pm**

**Open Session: 7:00 pm**

**2021-2022**

<b>JULY</b>	<b>12*</b> (Organizational/Regular Mtg, 7:00 p.m.)
<b>AUGUST</b>	<b>02</b> <b>16</b>
<b>SEPTEMBER</b>	<b>13*</b> <b>20</b>
<b>OCTOBER</b>	<b>04</b> <b>18</b>
<b>NOVEMBER</b>	<b>01</b> <b>15</b>
<b>DECEMBER</b>	<b>06</b> <b>20</b>
<b>JANUARY</b>	<b>10*</b> <b>24*</b>
<b>FEBRUARY</b>	<b>07</b> <b>28*</b>
<b>MARCH</b>	<b>07</b> <b>21</b>
<b>APRIL</b>	<b>04</b> <b>20*</b> (BOCES date)
<b>MAY</b>	<b>02</b> (Annual Budget Hearing 6:30 p.m.) <b>02</b> Board Meeting immediately after hearing <b>16</b> <b>17*</b> (Budget Vote)
<b>JUNE</b>	<b>06</b> <b>27*</b>

*\*These dates are not on the first or third Monday of the month.*

**UNATEGO CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**ORGANIZATIONAL MEETING**  
**CALLED TO ORDER**  
**JULY 12, 2021**  
**6:00 P.M.**  
**BOARD OF EDUCATION MEETING**  
**TO DISCUSS CSE RECOMMENDATIONS**  
**CALLED TO ORDER**  
**6:30 P.M.**  
**REGULAR BOARD MEETING**  
**CALLED TO ORDER**  
**7:00 P.M.**  
**UNATEGO MS/HS CENTRAL SCHOOL**  
**ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular Board Meeting minutes June 21, 2021
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Administrator's Report -
- 3.2 Superintendent's Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 District Safety Plan (Information Only)
- 4.2 Policy #5413 Procurement: Uniform Grant Guidance for Federal Awards (second reading, replace, adopt) (7.12.21 G1)
- 4.3 Approve CSE recommendations (7.12.21 G2)
- 4.4 Approve Budget Transfers (7.12.21 G3)
- 4.5 Approve tentative agreement between Unatego CSD and Unatego Administrators' Association (7.12.21 G4)
- 4.6 Approve 2021-2022 Free and Reduced Price Income Eligibility and Policy (7.12.21 G5)
- 4.7 Approve the 2021-2022 LINKS Team (7.12.21 G6)
- 4.8 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Basketball for the 2021-2022 school year (7.12.21 G7)
- 4.9 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Baseball for the 2021-2022 school year (7.12.21 G8)

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- 4.10 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Football for the 2021-2022 school year (7.12.21 G9)**
- 4.11 Approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Soccer for the 2021-2022 school year (7.12.21 G10)**
- 4.12 Approve sports merger between Unatego CSD and Unadilla Valley CSD for Varsity/JV/ Modified Wrestling for the 2021-2022 school year (7.12.21 G11)**
- 4.13 Accept Kerri Frailey's resignation as an Aide (7.12.21 UC1)**
- 4.14 Appoint Brittany Knapp Aide (7.12.21 UC2)**
- 4.15 Appoint Marah Seward Aide (7.12.21 UC3)**
- 4.16 Appoint Irene Murphy Aide (7.12.21 UC4)**
- 4.17 Appoint Crystal Nordberg Aide (7.12.21 UC5)**
- 4.18 Accept Patricia Walker's resignation due to retirement as a Food Service Worker (7.12.21 UC6)**
- 4.19 Appoint Amber Birdsall Transportation Dispatcher for the 2021-2022 school year (7.12.21 UC7)**
- 4.20 Appoint Amber Birdsall Tax Collector for the 2021-2022 school year (7.12.21 UC8)**
- 4.21 Appoint Amber Birdsall Central Treasurer for Student Accounts for the 2021-2022 school year (7.12.21 UC9)**
- 4.22 Approve Workers Compensation Self-Insurance Alliance stipends (7.12.21 UC10)**
- 4.23 Appoint Cheyanne Mullineaux bus driver for the 2021 summer school program (7.12.21 UC11)**
- 4.24 Approve William Worman bus driver in training (7.12.21 UC12)**
- 4.25 Approve returning non-teaching substitutes for the 2021-2022 school year (7.12.21 UC13)**
- 4.26 Approve returning substitute teachers for the 2021-2022 school year (7.12.21 C1)**
- 4.27 Amend Kristin Preston's original resolution (7.12.21 C2)**
- 4.28 Approve tentative agreement between Unatego CSD and Unatego Teachers Association (7.12.21 C3)**
- 4.29 Accept Paul Willis's resignation for the purpose to retire as a Science Teacher (7.12.21 C4)**
- 4.30 Appoint Kerry Frailey-Love LTA (7.12.21 C5)**
- 4.31 Appoint Nicole Davis LTA (7.12.21 C6)**
- 4.32 Accept Brandon Egan-Thorpe's resignation as a Health Teacher (7.12.21 C7)**
- 4.33 Amend Katherine Webb's original resolution (7.12.21 C8)**
- 4.34 Reaffirm Department Chairperson and Lead Teacher positions (7.12.21 C9)**
- 4.35 Appoint Qualified Lead Evaluators for classroom teachers (7.12.21 C10)**
- 4.36 Appoint Qualified Lead Evaluator for principals (7.12.21 C11)**

**5. PUBLIC COMMENT**

**6. ROUND TABLE DISCUSSION/QUESTIONS**

**7. EXECUTIVE SESSION (IF NECESSARY)**

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;**
- B. any matter which may disclose the identity of a law enforcement agent or informer;**
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;**
- D. discussions regarding proposed, pending or current litigation;**
- E. collective negotiations pursuant to article fourteen of the civil service law;**
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;**
- G. the preparation, grading or administration of examination; and**
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;**
- I. any matter made confidential by federal or state law.**

**8. ADJOURN**

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**4.2**

**7.12.21 G1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt Policy #5413 Procurement: Uniform Grant Guidance for Federal Awards as presented.

**4.3**

**7.12.21 G2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE recommendations as presented.

**4.4**

**7.12.21 G3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Budget Transfers as presented.

**4.5**

**7.12.21 G4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve tentative agreement effective (July 1, 2021-June 30, 2024) between Unatego Central School District and Unatego Administrators' Association as presented.

**4.6**

**7.12.21 G5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2021-2022 Free and Reduced Price Income Eligibility and Policy as presented.

**4.7**

**7.12.21 G6**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2021-2022 LINKS Team as presented.

**4.8**

**7.12.21 G7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Basketball for the 2021-2022 school year as presented.

**4.9**

**7.12.21 G8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Baseball for the 2021-2022 school year as presented.

**4.10**

**7.12.21 G9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Football for the 2021-2022 school year as presented.

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**4.11**

**7.12.21 G10**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Franklin CSD for Varsity Boys Soccer for the 2021-2022 school year as presented.

**4.12**

**7.12.21 G11**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve sports merger between Unatego CSD and Unadilla Valley CSD for Varsity/JV/Modified Wrestling for the 2021-2022 school year as presented.

**4.13**

**7.12.21 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Kerri Frailey's resignation as an Aide, effective August 31, 2021 as presented.

**4.14**

**7.12.21 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Brittany Knapp to a 52-week probationary appointment as aide at a rate of \$12.50/hr, effective September 1, 2021 as presented.

**4.15**

**7.12.21 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Marah Seward to a 52-week probationary appointment as aide at a rate of \$12.50/hr, effective September 1, 2021 as presented.

**4.16**

**7.12.21 UC4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Irene Murphy to a 52-week probationary appointment as aide at a rate of \$12.50/hr, effective September 1, 2021 as presented.

**4.17**

**7.12.21 UC5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Crystal Nordberg to a 52-week probationary appointment as an aide at a rate of \$12.50/hr, effective September 1, 2021 as presented.

**4.18**

**7.12.21 UC6**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Patricia Walkers resignation due to retirement, effective September 1, 2021 as presented.

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**4.19**

**7.12.21 UC7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Transportation Dispatcher at a stipend of \$2,142 for the 2021-2022 school year.

**4.20**

**7.12.21 UC8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Tax Collector at a stipend of \$2,679 for the 2021-2022 school year.

**4.21**

**7.12.21 UC9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Amber Birdsall Central Treasurer for Student Accounts at a stipend of \$2,142 for the 2021-2022 school year.

**4.22**

**7.12.21 UC10**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance as presented.

**4.23**

**7.12.21 UC11**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Cheyanne Mullineaux bus driver for the 2021 summer school program, as needed, as presented.

**4.24**

**7.12.21 UC12**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve William Worman bus driver in training at a rate of \$17.80 per/hr.

**4.25**

**7.12.21 UC13**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning non-teaching substitutes for the 2021-2022 school year as presented.

**4.26**

**7.12.21 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve returning substitute teachers for the 2021-2022 school year as presented.

**4.27**

**7.12.21 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the resolution for Kristin Preston, Licensed Teaching Assistant-Library, salary from a step 3 to a step 5.



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**4.28**

**7.12.21 C3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve tentative agreement between Unatego CSD and Unatego Teacher's Association as presented.

**4.29**

**7.12.21 C4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Paul Willis's resignation for the purpose to retire as a Science Teacher, effective August 31, 2021 as presented.

**4.30**

**7.12.21 C5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kerri Frailey-Love to a four-year probationary appointment as Licensed Teaching Assistant, effective September 1, 2021 and ending August 31, 2025, Step 1, salary pending negotiations as presented. (replaces, Marie Simmons)

**4.31**

**7.12.21 C6**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Nicole Davis to a four-year probationary appointment as Licensed Teaching Assistant, effective September 1, 2021 and ending August 31, 2025, Step 1, salary pending negotiations as presented. (replaces, Sheri Baumes)

**4.32**

**7.12.21 C7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Brandon Egan-Thorpe's resignation as a Health Teacher, effective August 31, 2021 as presented.

**4.33**

**7.12.21 C8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the resolution for Katherine Webb, Elementary AIS Teacher, salary from a Masters Step 13 to a Masters +30 Step 13, salary pending negotiations as presented. (replaces, Ruth Modinger)

**4.34**

**7.12.21 C9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby reaffirm Department Chairpersons and Lead Teachers for the 2021-2022 school year as presented.

**4.35**

**7.12.21 C10**

**BE IT RESOLVED THAT** Tim Simonds, Julie Lambiaso, Katherine Mazourek and Mike Snider are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b): The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;

- (1) Evidence-based observation techniques that are grounded in research;
- (2) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (3) Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (4) Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.;
- (5) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its classroom teachers;
- (6) The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a classroom teacher under 8 NYCRR §30-2, including:
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and
  - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
- (7) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training. This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District's annual professional performance review plan.

**4.36**

**7.12.21 C11**

**BE IT RESOLVED THAT David S. Richards is hereby certified as a Qualified Lead Evaluator of building principals having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):**

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the Unatego Central School District for use in the evaluation of building principals, including training on the effective application of such rubric to observe a building principal's practice;
- (5) Application and use of the assessment tools that the Unatego Central School District utilizes to evaluate its building principals, including, but not limited
- (6) to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals; school improvement goals, etc.;
- (7) Application and use of the State-approved locally selected measures of student achievement used by the Unatego Central School to evaluate its principals;

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- (8) The scoring methodology utilized by the Department and the Unatego Central School District to evaluate a building principal under 8 NYCRR §30-2, including:**
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of principals, and**
  - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of principals and their subcomponent ratings; and**
- (9) Specific considerations in evaluating building principals of English language learners and students with disabilities.**

**Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training. This certification has been issued in accordance with the process for certifying lead evaluators described in the Unatego Central School District's annual professional performance review plan.**

# Unatego Central School

## District-Wide School

## Safety Plan

2021-2022



INTRODUCTION .....	3
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Purpose .....	3
<b>Identification of School Teams</b> .....	3
Concept of Operations .....	4
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SECTION II: General Emergency Response Planning .....	5
Identification of sites of potential emergency .....	5
Actions in response to an emergency .....	5
District resources and personnel available for use during an emergency.....	5
Procedures to coordinate the use of school district resources during emergencies.....	6
Annual multi-hazard school training for staff and students .....	6
<b>Hall Monitors and other school safety personnel</b> .....	6
Implementation of School Security .....	7
SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE.....	7

<b>Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school .....</b>	<b>7</b>
Response Protocols .....	8
<b>Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.....</b>	<b>8</b>
<b>Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal .....</b>	<b>8</b>
<b>Protective Action Options .....</b>	<b>8</b>
<b>SECTION IV: COMMUNICATION WITH OTHERS .....</b>	<b>9</b>
<b>Obtaining assistance during emergencies from emergency services organizations and local government agencies .....</b>	<b>9</b>
<b>Procedures for Obtaining Advice and Assistance from Local Government Officials .....</b>	<b>9</b>
<b>A system for informing all educational agencies within a school district of a disaster .....</b>	<b>9</b>
<b>Unatego will maintain certain information about each educational agency located in the school district .....</b>	<b>10</b>
<b>SECTION V: PREVENTION AND INTERVENTION STRATEGIES .....</b>	<b>10</b>
<b>Policies and procedures for the dissemination of informative materials .....</b>	<b>10</b>
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**OTEGO- UNADILLA CENTRAL SCHOOL  
DISTRICT-WIDE SCHOOL SAFETY PLAN  
PROJECT SAVE  
(Safe Schools against Violence in Education)**

**Commissioner's Regulation 155.17**

**INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Otego-Unadilla Central School District, hereinafter referred to as "Unatego," supports the SAVE Legislation. The School District Superintendent encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

• **Purpose**

This Unatego District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. Upon the recommendation of the School District Superintendent, the Board of Education appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

**A. Identification of School Teams**

Unatego has created a volunteer District-wide School Safety Team that includes the following positions/individuals:

School Board Member	Vacant
Student Member	High School Student Council President
Teachers	Ruth Modinger
Administrator	Katherine Mazourek
Parent	vacant
Community Member	vacant
Public Safety Personnel	Trooper Shannon Hartz
School Safety Personnel	Brian Trask
Other School Personnel	Julie Lambiaso, Patti Hoyt, Patti Loker; Mike Snider
Other Personnel	Tim Parsons, Mang Insurance

## **B. Concept of Operations**

- The Unatego District-wide School Safety Plan shall be directly linked to its individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Post-incident Response may be supplemented by County and State resources through existing protocols.

## **C. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The initial district-wide and building-level plans were formally adopted by the Board of Education after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.
- While linked to the District-wide School Safety Plan, building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **SECTION II: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Identification of sites of potential emergency**

Unatego has established the identification of potential sites and the internal and/or external hazards that may be present in them. These are developed in coordination with the Otsego County Emergency Management Office, local Fire Departments in Unadilla, Wells Bridge and Otego and law enforcement agencies.

Appendix 5 lists Unatego building sites and the potential emergencies identified for each site.

### **B. Actions in response to an emergency**

#### **Multi-Hazard Response**

Unatego has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building-level School Safety Team	

**As examples of the district's planning for response to these emergencies,** specific response protocols for Hostage/Kidnapping, Intruder and Bomb Threats are included in this Plan in Appendix 7.

### **C. District resources and personnel available for use during an emergency**

Unatego has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building-level Emergency Response Plans, and also included in Appendix 5 of this plan.



#### **D. Procedures to coordinate the use of school district resources during emergencies**

Unatego has adopted the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be Dr. David S. Richards, or his designee. The Unatego Central School uses the Incident Command System model for emergency actions. The district-wide Incident Command Structure and membership is identified in Appendix 4 of this plan.

In building-level emergencies, the building administrator in charge or his/her designee will act as the initial Incident Commander. The Incident Commander is hereby authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staffs are identified in the Building-level Emergency Response Plans.

#### **E. Annual multi-hazard school training for staff and students**

Unatego will conduct annual training for both staff and students in school safety issues. District level training will be coordinated by the Safety Coordinator and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. State Education Law and Regulations regarding fire safety for students is followed, including the delivery of at least 45 minutes of instruction in fire prevention and arson awareness per month as indicated in Section 808 of Education Law. Appendix 3 includes specific training modules at the various Unatego sites.

Building level training will be coordinated by the Building level Emergency Response Teams.

Fire drills are conducted with the advice and assistance of the fire department officers of the fire district in which the building is located (Otego VFD, Unadilla VFD or Wells Bridge VFD) while other hazard drills are coordinated with the New York State Police, Otsego County Emergency Management Office and Otsego County Sheriff's department. Upon completion of the drills, evaluation sessions are held with all participating agencies and school officials participating in an evaluation of the process and conduct of the drill. Based upon this discussion, both this plan and the Building Level Plans will be revised as necessary to reflect observations collected.

#### **F. Hall Monitors and other school safety personnel**

Unatego does not currently employ or utilize school security officers, so there are no policies or procedures to describe here. If and when Unatego does choose to employ school security officers, appropriate hiring and screening procedures will be added to this Plan.

School safety personnel within the Unatego district include:

Monitors at building entrances- Monitors at building entrances are responsible for controlling entry to the respective building. The monitors do not allow visitors into their building without first insuring that the visitor has stated their reason for being at the school, have completed the visitor log, and have been issued (and are wearing) a visitor's pass. The entrance monitor will contact the building administrator at the first sign of any impropriety from any

visitor. Monitors are given training in threat assessment as well as general recognition of suspicious persons/packages at least once per year.

Teaching staff members are asked to monitor hallways and other common areas (i.e. cafeterias, exterior recreation areas) during times of student occupancy. These staff members are given basic training in observation of students and basic security considerations including, but not limited to, visitor procedures, identification of basic threatening behavior and procedures to report potential problems during the opening day Superintendent's Day activities each year. Training in security topics is reinforced during subsequent Superintendent Conference Days during the school year.

## **G. Implementation of School Security**

The following building security measures are taken at Unatego;

- Signs are posted indicating that parents and visitors must report to the main office/desk to sign in
- Staff are trained to challenge suspicious persons encountered in buildings
- Building Entrance security is maintained throughout the day. This security is provided by entrance monitors at the designated entry points of each building and by custodial staff continually checking all other exit doors to be sure that they are not compromised with blocks or other means to hold defeat the door locks. All staff is asked to monitor exit doors in their areas and to promptly report any suspicious activity immediately.
- The services of canines to randomly search for drugs and/or weapons is available as needed (as provided through the New York State Police –Troop C headquarters in Sidney, NY)

## **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

### **A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

Unatego has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document and further detailed in the Unatego Code of Conduct. During development of the Code of Conduct, the committee considered adoption of a zero tolerance policy toward acts of school violence and concluded that such a policy was not appropriate at this time.

The Unatego Central School District was fortunate to have been involved with the United States Secret Service Threat Assessment program, having participated in training in this subject through seminars given by the Secret Service, the New York State Police and the Delaware-Chenango-Madison-Otsego BOCES. Appendix 9 of this document outlines the basics of threat assessment that is utilized at the Unatego Central School District in its drive to deal appropriately with threats of violent action (either implied or direct) received at the district.

The District Incident Command Team, as shown in Appendix 4 of this document, will be mobilized to the fullest extent necessary to deal with the command and control of incidents at the District.

## **B. Response Protocols**

Unatego recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies, using the Incident Command System model. These plans were developed with, but not restricted to the following protocols:

<ul style="list-style-type: none"><li>• Identification of decision makers</li></ul>	<ul style="list-style-type: none"><li>• Procedures to notify parents</li></ul>
<ul style="list-style-type: none"><li>• Plans to safeguard students and staff</li></ul>	<ul style="list-style-type: none"><li>• Procedures to notify media</li></ul>
<ul style="list-style-type: none"><li>• Procedures for transportation, if necessary</li></ul>	<ul style="list-style-type: none"><li>• Debriefing procedures</li></ul>

After taking these items into consideration, the district has developed specific protocols for response. These protocols are detailed in Appendix 7 of this document.

## **C. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Unatego acknowledges the importance of law enforcement involvement as quickly as possible at the outset of violent incidents. Law enforcement officials will be contacted at the direction of the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as timely as possible. In Otsego County, the county in which all Unatego Central School buildings are located, fire, emergency medical services, emergency management and law enforcement agencies are contacted by dialing 911.

## **D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

Unatego will contact appropriate districts, parents, guardians or persons in parental relation to the students via telephone contact, media release, or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-level Emergency Response Plans.

## **E. Protective Action Options**

The District recognizes that appropriate response to emergencies varies greatly. School cancellation, early dismissal, evacuation and sheltering are the protective action options that the Building-Level School Safety Teams, in cooperation with local emergency responders, have included in the Building-Level Emergency Response Plans. Appendix 6 describes the Protective Action Options.

## SECTION IV: COMMUNICATION WITH OTHERS

### A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. In Otsego County, all public service agencies (police, fire, emergency medical, emergency management, etc.) are contacted by dialing "911". It is our understanding that Emergency dispatch uses the "closest car" concept for delivering assistance in Otsego County, meaning that the nearest appropriate agency will be directed to respond to an incident by the dispatch center. The Incident Commander will authorize the procurement of these agencies.

### B. Procedures for Obtaining Advice and Assistance from Local Government Officials

We recognize the importance of gaining advice from our local governmental offices in the planning stages of emergency response as well as during the actual emergencies themselves. The Unatego Central School District has and will continue to coordinate with the agencies listed below in the development of appropriate procedures to respond to situations that may occur on our property.

The Incident Commander will contact the Otsego County Emergency Services Office in accordance with Article 2-B of the Executive Law- Disaster Preparedness for advice and assistance as required during an emergency.

Agency	Type of Assistance	How to Contact
Otego Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Unadilla Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Wells Bridge Fire Department	Evacuation planning; Fire hazard identification; Fire safety education	Fire Chief via 911 center
Otsego County Sheriff	Hostage Situations, Suspicious Persons, Bomb Threats	(607) 547-4271 or call 911
NYS Police	Hostage Situations, Suspicious Persons, Suspicious Packages, Bomb Threats, Canine Searches	Trpr. Shannon Hartz (607)561-7412 or call 911
Otsego County EMO	Weather Related Emergencies, Spills	Lyle "Butch" Jones (607) 547-4227

### C. A system for informing all educational agencies within a school district of a disaster

The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The

Incident Commander will determine the extent of notification and delegate its delivery. Notification will be made via FAX, email or telephone as determined by the Incident Commander and to be consistent with the magnitude of the situation at hand. A listing of these agencies is included as a part of Appendix 8 of this document.

**D. Unatego will maintain certain information about each educational agency located in the school district**

Each Building-level Emergency Response Plan will include at least the following information:

- School population
- Number of staff,
- Transportation needs, and
- Telephone numbers of key officials of each such educational agency

Appendix 1 includes information as noted above.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

**A. Policies and procedures for the dissemination of informative materials**

Unatego is committed to the use of the interpersonal violence prevention education package for grades kindergarten through twelve, when available and where applicable.

Pamphlets and violence prevention information is distributed to staff members through email and payroll stuffers at various times during the year. Violence prevention brochures are made available to parents during open houses. Students are offered materials in interpersonal violence prevention via their home school districts as well as annual discussions during one period or more of class time in some subject areas.

**B. Prevention and intervention strategies**

Unatego continues to develop and investigate various strategies regarding violence prevention and intervention as addressed in the Professional Development Plan. Such strategies include annual training in violence prevention, intervention and identification techniques at Superintendent Conference Days, Project SAVE training for all staff members and other topics as may be defined during the year.

**C. Strategies for improving communication among students, between students and staff and reporting of potentially violent incidents**

Unatego recognizes communication to be a vital key in violence prevention and intervention in schools. As such, Unatego continues to develop and investigate various strategies regarding violence prevention and intervention. To this end, Unatego maintains or is exploring programs in the following areas:

- Non-violent conflict resolution training programs
- PBIS
- Dignity For All Students Act Implementation and Reporting in compliance with Law

- Youth run programs
- Others based on identified need
- Restorative Practices Training

## **SECTION VI- RECOVERY**

### **A. District Support for Buildings**

All the district's manpower and resources will be available to one of our sites that has endured an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a District goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident crisis response critique, the notes from the Incident Command Team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

### **B. Disaster Mental Health Services**

Unatego Central School understands how an emergency can have a major effect on the well being of students, staff and the community at large. The district will coordinate resources with Otsego County Mental Health Services and the Post-incident Crisis Response Team to help mitigate this impact.

# APPENDICES

### Appendix 1: Buildings and Population Data

Building Name	Address	Contact Name	Telephone Number
Unatego Elementary School	Main St. Unadilla, NY 13849	Mike Snider, Principal	(607) 369-6200
Junior/Senior High School	2641 State Highway 7 Otego, NY 13825	Julie Lambiaso, Principal (Grades 9-12)	(607) 988-5098
		Tim Simonds, Middle School Principal (Grades 6-8)	(607) 988-5029
		Amber Mazzone Middle-High School Secretary	(607) 988-5036
Bus Garage	Main St. Otego, NY 13825	Brian Trask, Transportation Director	(607) 988-1006

### Population Statistics

Campus	Number of Staff	Number of Students
Unadilla Elementary	72	332
Junior/Senior High School	87	398
Bus Garage	22	0

#### *Transportation needs:*

*The district maintains a fleet of 26 vehicles approved for student transportation, broken down as follows:*

- Full sized passenger buses (14)*
- Mini passenger buses (6)*
- Small Bus accessible with wheelchair lifts (3)*
- Suburban(2)*
- Minivan (2)*

**The Unatego Central School has adequate capacity to effectively transport 75% of its current student and staff population. Bus transportation and personal vehicles will be the other means for transportation of the remaining 25% of the student and staff population.**



## **Appendix 2: Policies dealing with violence on school property**

Policy 3410	Code of Conduct on School Property
Policy 3411	Unlawful Possession of a Weapon Upon School Grounds
Policy 3412	Threats of Violence in School
Policy 3510	Emergency Closings
Policy 5680	Safety and Security
Policy 5681	School Safety Plans
Policy 3210	Visitors to the School

Community Relations  
/EB

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY**

The District has developed and will amend, as appropriate, a written *Code of Conduct* for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such *Code of Conduct*.

For purposes of this policy, and the implemented *Code of Conduct*, 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 the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The *District Code of Conduct* has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The *Code of Conduct* shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, that creates a hostile environment by conduct, with or without physical contact, threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:
  1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
  2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

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Community Relations  
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**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of students and school personnel;
- d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a) I or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
- g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;

(Continued)

Community Relations  
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**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

- j) Provisions ensuring the *Code of Conduct* and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the *Code of Conduct* on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate

(Continued)

Community Relations  
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**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's *Code of Conduct* shall be adopted by the Board of Education only after at least one (1) public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The *Code of Conduct* shall be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5) (a) to facilitate review of its *Code of Conduct* and the District's response to *Code of Conduct* violations. The School Board shall reapprove any updated *Code of Conduct* or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its *Code of Conduct* and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its *Code of Conduct* by:

- a) Posting the complete *Code of Conduct* on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the *Code of Conduct* to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the *Code of Conduct* to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete *Code of Conduct* and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

(Continued)

Community Relations  
/EB

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Article 2, Sections 801-a, 2801 and 3214  
Family Court Act Articles 3 and 7  
Vehicle and Traffic Law Section 142  
8 NYCRR Section 100.2

NOTE: Refer also to *District Code of Conduct*

Adopted: 1/25/16

## Community Relations

**SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS**

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the *Code of Conduct*.

Penal Law Sections 265.01-265.06

NOTE: Refer also to Policy #7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 1/25/16

## Community Relations

**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing or electronically shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Student Discipline *Code of Conduct* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and wellbeing of staff, students and the school environment. Employees and students shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Student Discipline *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the Student Discipline *Code of Conduct*.

Adopted: 1/25/16



Community Relations

**SUBJECT: EMERGENCY SCHOOL CLOSINGS**

In the event it is necessary to close school for the day, activate a delayed starting time or early dismissal (as well as information relating to cancellation of after-school activities/late bus runs), due to inclement weather, impassable roads, or other emergency reasons, announcement thereof shall be made over local radio and television stations, Global Connection/auto dialing and the Internet/District website as designated by the Superintendent.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

Education Law Section 3604(7)

Adopted: 1/25/16

Non-Instructional/Business  
Operations

**SUBJECT: SAFETY AND SECURITY**

The Board of Education of the Otego-Unadilla Central School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District.

It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:

- a) Identify those staff members who will be responsible for the effective administration of the regulations;
- b) Provide staff time and other necessary resources for the effective administration of the regulations;
- c) Establish periodic written review of the activities of the staff to ensure compliance with applicable laws and regulations;
- d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e) Provide for reports to the Board of Education regarding the significant aspects of safety and security of the District.

Labor Law Section 27-a  
12 NYCRR Part 820, Article 28

NOTE: Refer also to Policy #5681 -- School Safety Plans

Adopted: 1/25/16

Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL SAFETY PLANS**

The District-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by September 1 and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

**District-Wide School Safety Plan**

*District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan shall be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

**Building-Level School Safety Plans**

*Building-level school safety plan* means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the Building Principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the School Board deems appropriate.

If the District receives federal preparedness funds, the District requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.

(Continued)

Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

**Filing/Disclosure Requirements**

The District shall file a copy of its comprehensive District-wide school safety plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall **not** be subject to disclosure under the Freedom of Information Law or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8  
Homeland Security Act of 2002, 6 USC Section 101  
Education Law Section 2801-a  
Public Officers Law Article 6  
8 NYCRR Section 155.17

Adopted: 1/25/16

Community Relations  
U/EB

**SUBJECT: VISITORS TO THE SCHOOL**

Parents and other citizens of the District are encouraged to visit the schools to better understand the process of education. In order to avoid disruption of the educational process, visitors are expected to comply with this policy, and other applicable District policies.

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/District grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among the District employees, parents, and the public. We do not intend this policy to deprive any person of his/her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, productive and harassment-free environment for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This District seeks public cooperation with this endeavor.

a) Disruptive Individual Must Leave School Grounds

Any individual who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on School District property will be directed by the school's Principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply it will be considered a trespass and law enforcement authorities will be called. Future access to school property or events may be restricted.

b) Directions to Staff in Dealing with Abusive Material

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and that a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone

(Continued)

Community Relations  
U/EB

**SUBJECT: VISITORS TO THE SCHOOL (Cont'd.)**

Conversation is terminated. If the individual is on District premises or at a District event, the administrator, custodian or other person in charge, may request the individual to leave promptly or law enforcement authorities will be called.

Any spectator, defined as one who looks on at a show or game, who is ejected from an interscholastic competition for having used profanity, who threatens to or physically assaults a contest official shall be sanctioned for such conduct on the part of such spectator in the following manner:

1. Any spectator excluded by a certified contest official, school administrator, Athletic Director, or event chaperone from an interscholastic competition is ineligible to attend any interscholastic contest in that sport until the next previously scheduled home contest at the same level has been completed. The spectator may not be present at the game site.
2. A spectator who attempts to, threatens to, or shoves, strikes, kicks, or makes other physical contact with the intent to annoy, harass, or intimidate another person during a school-sponsored event shall be expelled immediately and banned from further attendance in all sports for a period of time to be determined by the School District's Superintendent in consultation with the Athletic Director.

c) Provide Policy and Report Incident

When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, which should provide a written copy of this policy at the time of occurrence. The staff member will provide a written report of the incident to his/her supervisor.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35

Adopted: 1/25/16

### **Appendix 3: UPDATE -Training modules at Unatego- 2019-2020**

Active Shooter Training for all Staff March 2020.

Annual training for all staff on Safety Plan and Building Emergency Plans in September 2019

Right to Know Training and Blood-Borne Pathogen training annually on Opening Day Superintendent's Staff Development Day, September 2019.

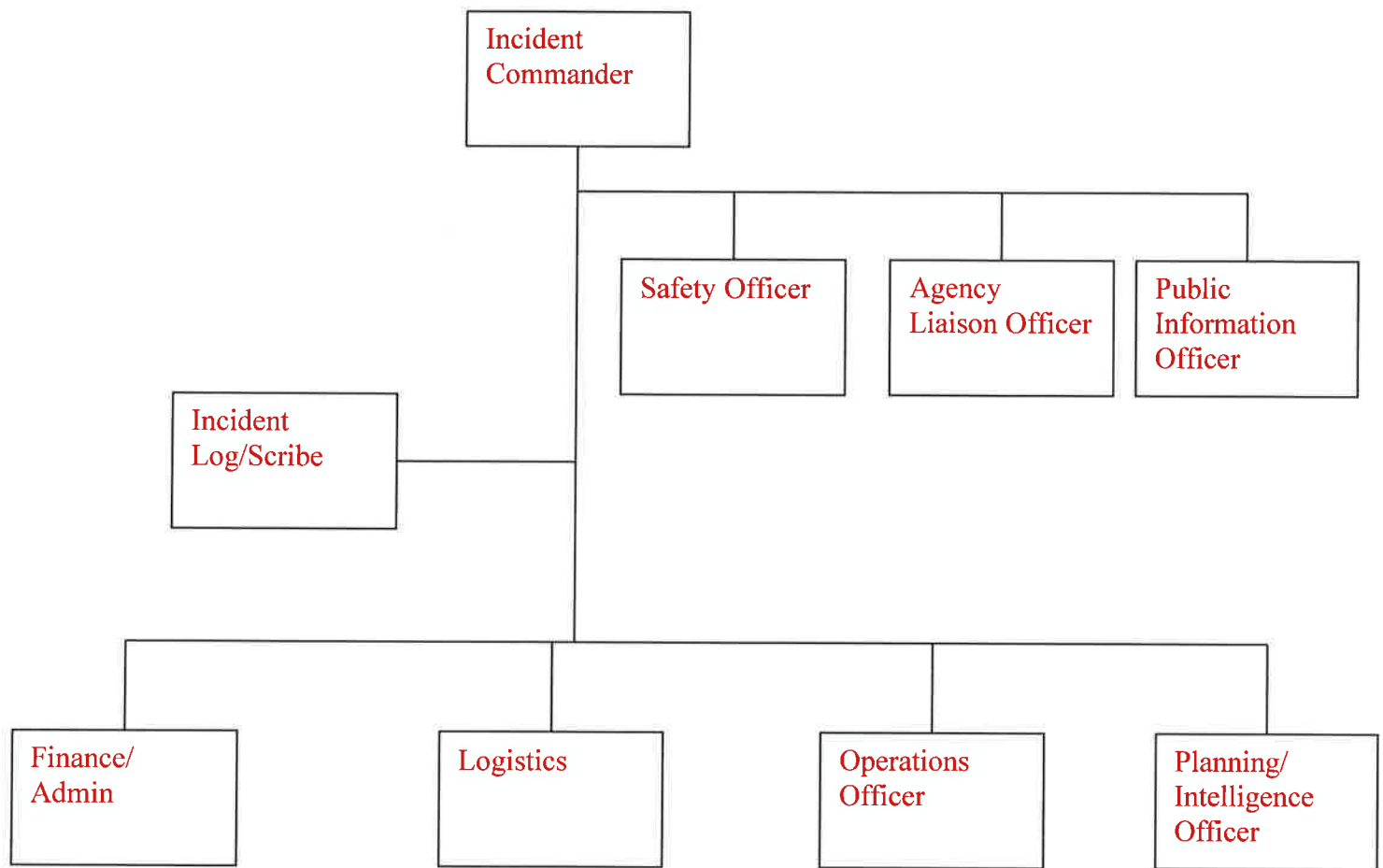
Annual training of all staff at Building level faculty meetings.

Stop the Bleed Training for MS-HS staff, December 2019

Disaster Preparedness Training for all District Staff, March 2020

First Aid/CPR Training for staff March 2020

#### Appendix 4: District Incident Command Structure



#### Staff Assignments-

**Incident Commander-Dave Richards**

**Operations Officer-Building Principal**

**Planning/Intelligence Officer- Katherine Mazourek**

**Logistics-Brian Trask**

**Finance/Administration-Patti Loker**

**Safety Officer-Brian Trask**

**Agency Liaison Officer-Amber Birdsall**

**Public Information Officer-Dave Richards**

**Incident Log/Scribe-Sheila Nolan**



### Appendix 5: Sites and potential emergencies

Site	Hazards
<b>Otego Elementary School And Bus Garage</b> Main Street, Otego, NY 13825	Elementary School Building, Bus Garage, Parking areas, Athletic fields, Route 7, Interstate Route 88, Railroad tracks, residences around campus, woods and fields on and around campus, Susquehanna River.
<b>Unatego Elementary School</b> Main Street, Unadilla, NY 13849	Elementary Building, Storage Building, Athletic Fields, Playground, Parking areas, Susquehanna River, Route 7, Interstate Route 88, Railroad Tracks, residences around campus, woods and fields around campus, Red Apple and Mirabito's gas stations, C&J Auto Sales & Repair Shop, Boulder Oil.
<b>Unatego Jr/Sr High School</b> 2641 State Highway 7 Otego, NY 13825	Jr/Sr High Building, Booster Roost, Athletic fields, Parking Areas, Greenhouse opposite School, Route 7, Interstate Route 88, Railroad tracks, woods and fields around campus, residences around campus.

### ***District Resources Available for use during an emergency***

***Buses (see Appendix 1)***

***Portable Radios: Unatego Elementary(8), Jr/Sr HS (10), District Office (5)***

***AED's: Unadilla (1), Otego (1), Jr/Sr HS (2 and 1 portable unit)***

***Fire Extinguishers: Unadilla (21), Jr/Sr HS (55)***

***Medical Equipment (First Aid supplies, cots, blankets)***

***Vehicles: tractors (2 with loaders), mower (1 with power broom and snow blower), snow blower (1 with 3 point hitch), chainsaws (2), ¾ ton truck with snowplow and sander (1), portable trash pump (1), portable generator (1), walk behind snow blower (1).***

***Red Cross Sheltering Center at Unatego Elementary and at the Jr/Sr High School.***

The District has personnel trained in many emergency response actions, including First Aid, CPR and AED Use, Emergency Medical Technicians, and Cardiac Care Technicians. A current listing of those staff members trained is maintained in each school in the district by the school nurse. Each coach has been certified in first aid and CPR/AED use.

## **Appendix 6: PROTECTIVE ACTION OPTIONS**

### **A. Definitions of Protective Action Options**

**Early Dismissal** meets the need to return students to their home schools, home and family as rapidly as possible.

**Evacuation** to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that staff and students be transported and housed temporarily in some other building (shelter).

**Sheltering** may be internal or external. During conditions when the roads are closed or outside travel is extremely hazardous, sheltering internal to our buildings may be necessary. For Weather related (tornado, hurricane, severe storm etc.) internal sheltering, areas within the buildings are used. These areas include rooms and halls without glass windows, doors, or skylights. Gymnasiums, cafeterias and other spaces with wide free span roofs are NOT used. When evacuation from one of our buildings is deemed appropriate, but early dismissal is not, sheltering in other buildings on campus is used.

### **B. Introduction**

Upon notification of an emergency, the Incident Commander will:

- Immediately take charge
- Alert the Superintendent of and/or Director of Facilities
- Activate the Building-level Emergency Response Team

### **C. Procedures of Protective Action Options**

#### **School Cancellation**

- Monitor the situation - by the Superintendent/Incident Commander or Designee
- Make Determination –by the Superintendent/Incident Commander or Designee
- Contact the local media

#### **Early Dismissal**

- Monitor the situation - by the Superintendent/Incident Commander or Designee
- If conditions warrant, close school- by the Superintendent/Incident Commander or Designee
- Contact Transportation Supervisor to arrange transportation
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries as to the situation
- Retain appropriate district personnel until all students have been returned home

#### **Evacuations** (before, during and after school hours)

- Determine the level of threat-by the Superintendent/Incident Commander or Designee

- Contact the transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation sites
- Where appropriate, facilities personnel will sweep the building to insure that staff, students and visitors have been safely evacuated
- Establish a command post
- All non-instructional staff shall report to the command post for direction and duties
- Account for all student and staff population. Report any missing staff or students to the Building/Program Administrator
- Make determination regarding early dismissal- by the District Superintendent/Incident Commander or Designee
- If determination was made to dismiss early, contact local media to inform parents of early dismissal
- Ensure adult supervision or continued school supervision/security
- Set up an information center so that parents may make inquiries as to the situation
- Student/visitor driver's identification will be taken as the vehicle exits the parking area
- If persons of parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

#### **Sheltering sites (internal and external)**

- Determine the level of threat- by the Superintendent/Incident Commander or Designee
- Determine location of sheltering depending on nature of incident
- Contact the transportation Supervisor to arrange transportation to external site- if needed
- Transport by foot or vehicle to external sheltering site- if needed
- Where appropriate, facilities personnel will sweep the building to insure that staff, students, visitors have been safely evacuated
- Establish a command post
- Account for all students and staff. Report any missing staff to or students to the Building/Program Administrator
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- If persons in parental relation pick up their students, they must sign them out
- Retain appropriate district personnel until all students have been returned home

## **Appendix 7: Response Protocols to Specific Incidents**

### **HOSTAGE**

#### **Response Action:**

1. Identify hostage situation - first person on the scene.
2. Notify the building administrator.
3. Immediately notify police of the situation and follow their instructions - building administrator.
4. Inform superintendent of situation and actions taken -building administrator.
5. Upon arrival of police officials, implement the following response actions as necessary:
  - \* isolate area of building involved
  - \* notify parents or spouse
  - \* public information statements
6. The police will determine the termination of the emergency.

## **BOMB THREAT**

### **Response Action:**

1. Upon receipt of a bomb threat by telephone:
  - a. Ask the following questions (refer to **Bomb Threat Information Sheet**):
    - \* Where, specifically, is bomb located?
    - \* When, exactly, is bomb set to go off?
    - \* What materials are in the bomb?
    - \* What does the bomb look like?
    - \* Why is caller doing this?
    - \* Who is caller?
  - b. Write down answers to the above.
  - c. Describe the caller's voice:
    - \* Was it male or female?
    - \* Was it young or old?
    - \* Was the voice disguised or have an accent?
    - \* Describe any background noises.
2. Notify building administrator.
3. Notify police and superintendent - building administrator.
4. Notify staff and students to evacuate the building - building administrator. DO NOT MENTION "BOMB SCARE!".
  - a. Use the fire alarm.
  - b. Set a guard at each entrance of the building to prevent people from re-entering the building.
5. Upon arrival, advise police or fire department of situation and follow their instructions. Advise superintendent of their presence. Turn control of building over to them - building administrator.
  - a. Arrange with police to have medical assistance stand by in the event that a device is found.

### **Recovery Action:**

1. Administrator involved should have building reoccupied by staff and students after it has been cleared by fire and police officials.

## **INTRUDER**

### **Response Action:**

1. Identify the intruder - first person on the scene.
2. Notify the building administrator.
3. Advise police of situation and follow their instruction for handling intruder(s) and ensuring safety of students and staff - building administrator.
4. Based on advise of police, confront the intruder - building administrator.
5. Escort intruder out of the building - building administrator.
6. If intruder refuses to leave, maintain surveillance and summon police - building administrator.
7. Police or building administrator to determine the termination of the contingency.

## **KIDNAPPED PERSON**

### **Response Action:**

1. Identify kidnapping incident - first person on the scene.
2. Notify building administrator.
3. Immediately notify the police. Advise them of the situation and follow their instructions - building administrator.
4. Notify the superintendent - building administrator.
5. In coordination with police agency, notify parents or spouses of individuals who are or could be kidnapped. Also prepare official response in the event of media inquires.
6. Police to determine the termination of emergency.

### **Pre-plan Action:**

Develop attendance procedures to account for pupils and for unscheduled releases during school.

**Appendix 8: Names and contacts of educational agencies**

Name	Address	Town	Contact	Telephone
DCMO BOCES	6678 County Road 32	Norwich	Mike MacDonald	607-335-1234
Head Start-Unadilla Community Center	246 Main Street Unadilla, NY 13849	Unadilla	Tammy Bailey	607-369-7676



## Appendix 9: Threat Assessment

Threats of violence in school, while not commonplace, have the potential to become catastrophic if not responded to in an appropriate manner. These threats can originate from within the school community (students or staff) or from outside (disgruntled taxpayers, parents, persons from “competing” districts, terrorists). Regardless of the origin of the threat, the Unatego Central School District is committed to respond to all threats of violence using protocol as established by the United States Secret Service in its *Safe School Initiative: Implications for the Prevention of School Attacks in the United States (2002)*. Broadly speaking, this document urges schools to develop a multi-pronged approach to threats of violence and to coordinate a patterned response to each threat.

The patterned approach varies depending upon the individual threat, but each threat is subjected to a three-pronged process that; 1) Determines whether the threat is direct or implied; 2) Determines the potential for violence of the threat; and 3) Determines the plan of action to prevent the threat of violence from becoming an act of violence.

- 1) All received threats will be initially treated as direct, meaning that initially the district will treat every threat of violence as serious until it is proven otherwise. For this reason, differentiating between implied and direct threats of violence is somewhat a moot point because further investigation will be conducted on each and every threat received. The person receiving the threat will have the option of convening the threat assessment group for any threat received, or may use available information to determine the potential for violence immediately.
- 2) The threat assessment group, if activated, will utilize threat assessment forms to “quantify” the extent of the threat and categorize it into one of three categories: low, medium or high.
- 3) Based upon the category of threat, the district will implement strategies to deal with the specifics contained in the received threat. These strategies will include the assistance of law enforcement agencies and could result in a myriad of actions, from simple non-intrusive investigations to more complex emergency actions. All actions will be deployed via the Incident Command Structure and will be implemented with one objective in mind, namely to safeguard the school population from danger.

## **Appendix 10: Adoption of Plan**

Date of District-wide School Safety Team appointment by Board of Education resolution:  
August 6, 2001

Date(s) of meetings of District-wide School Safety Team in development of Plan:  
September 17 and 26, 2001; October 10 and 24, 2001

Date that District-wide School Safety Plan was first read and tabled for public comment:  
November 19, 2001

Date of public hearing by Board of Education:  
December 17, 2001

Date of adoption by Board of Education of District-wide School Safety Plan:  
January 8, 2002

Date District-wide School Safety Plan was mailed to the New York State Education  
Department:  
January 9, 2002

Date of re-adoption by Board of Education of District-wide School Safety Plan:  
September 2016

Date Revisions adopted by District Wide Safety Committee  
September 2018

Annual Update and Board Approval  
November 2018

Date Revisions adopted by District Wide Safety Committee  
June 21, 2021

Annual Update and Board Approval

Minutes of committee meetings, Board of Education meetings and appropriate  
resolutions are kept by the Clerk of the Board of Education.

## APPENDIX A

### Communicable Disease - Pandemic Plan



## **Communicable Disease - Pandemic Plan**

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, the Legislature amended Labor Law §27-c, Labor Law §27-1 and added a new provision to Education Law §2801-a. Labor Law §27-c now requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a, requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

### **Prevention/Mitigation**

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

### **Protection/Preparedness**

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

### **Response**

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### **Prevention/Mitigation:**

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Administrators, principals, and school nurses will comply with the following procedures for reporting communicable diseases, including Coronavirus, Influenza, etc., and communicating with the Health Department by:
  - Reporting suspected and confirmed cases of the identified disease to: The Otsego County Department of Health.

- Utilizing Public Health Consultation and Immediate Reporting to the Otsego County Department of Public Health: 607.547.4230
- *Utilizing an established Hotline: 888-364-3065*
- *Fax: Otsego County Department of Health at 607.547.4385*
- Utilizing Weekend/After-hours Consultation and Reporting: 607-547-1697
- The Otsego County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Safety Coordinator** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the district technology director will also be an important Team member. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media, postings and direct mailings for this purpose.

## (2) Essential Positions/Titles

- Superintendent of Schools
- School Business Manager\*
- Director of Buildings and Grounds+
- Transportation Director+
- Bus Driver
- Bus Driver/Cleaner
- Bus Monitor/Aide
- Director of Technology+\*
- Chief Information Officer+\*
- District Treasurer\*
- District Lead Custodian
- Superintendent's Confidential Secretary/Clerk of the Board of Education\*
- Building Principal(s)\*
- Building Secretaries\*
- Special Programs Secretary\*
- Attendance Secretary\*
- Building Lead Custodian
- Cleaner
- Groundskeeper
- Director of Special Programs\*
- PC/LAN Tech^
- MITS Coordinator^
- Classroom Teacher\*
- Licensed Teaching Assistant\*
- Teacher's Aide
- Food Services Coordinator^
- Cook Manager
- Food Services Worker
- Mechanic
- Mechanic's Helper

Key: \* may work from home as appropriate + one person fills these positions ^ Contracted employee

Note: Final decision on working from home or in person is reserved to the Superintendent of Schools, subject to oversight by the Board of Education.

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. All Unatego CSD staff are considered to be essential employees for purposes of this Pandemic Plan.

**Justification:**

**Superintendent of Schools:** Essential in maintaining routine and emergency operations of the District and needs to be on-site in order to do so. Some of the functions of the Superintendent could be accomplished remotely off-site.

**Food Service Workers/Cook Manager/Food Services Director:** It is anticipated that regardless of the mode of operation, students residing in the district will need to participate in the school lunch program. These workers are necessary to prepare breakfasts and lunches for in-person, hybrid, or remote students and for continuity of instruction. None of these positions are suitable for telecommuting with the exception of the Food Services Director.

**Transportation Director/Bus Drivers/Bus Driver-Cleaner/mechanic/mechanic's helper:** If instruction moves to fully remote, district transportation will be used to deliver school meals, paper assignments, and supplemental materials to students. These positions remain essential to the normal function of a school district. Bus Monitors assist in delivery of food and materials. These positions are not suitable for telecommuting with the possible exception of the Director of Transportation.

**Director of Building and Grounds/District Lead Custodian/Building Lead Custodian/Groundskeeper/Cleaners:** are all essential to maintaining the physical plant. If students are learning remotely but instructional staff are providing instruction from their classrooms, these employees are essential to keep the buildings clean and safe for on-site staff. It is not feasible for persons in these positions to telecommute except for the Director of Buildings and Grounds.

**Director of Technology/PC-LAN Tech/MITS Coordinator:** are essential to maintaining devices, infrastructure, software, and network operations. Some work can be performed remotely but most requires employees in this class to be in person and on site.

**School Business Manager/District Treasurer/Superintendent's Secretary/Clerk of the Board of Education/Building Secretaries/Student Services Secretary:** can perform many of their essential functions both on and off site. They have the technology, equipment, and internet access to perform these functions from home with periodic need to report for work on-site. These positions remain essential regardless of the method of instruction.

**Building Principals/Director of Special Programs:** are essential and necessary for continuity of instruction. Many of their daily responsibilities can be conducted remotely with periodic need for on-site work.

**Teacher/Licensed Teaching Assistant:** are essential to the continuity of instruction. While there is justification for those holding these positions to teach remotely from their classroom (access to materials/supplies; better and more secure internet connectivity/greater bandwidth, etc.) they can also teach remotely from an off-campus location as they deliver both synchronous and asynchronous instruction, depending on direction from the State of New York and Otsego County as well as the extent of infectious transmission in the local communities.

**Teacher Aides:** Are not essential to continuity of learning and are not equipped to telecommute during a closure.

**Occupational Therapists/Speech and Language Teachers/Physical Therapists:** Are essential and their services are mandated for certain students via their Individual Education Plans (IEPs) and/or 504 Accommodations Plans. While their services are much better suited for in-person, face-to-face delivery, our experiences since March 2020 have shown that they can deliver many of their services remotely. For the reasons stated above for Teachers and LTAs, Related services providers can deliver instruction better by being on campus, but if circumstances warrant it, may deliver instruction/services from a remote location as well. They have been provided the devices and have internet connectivity to do so.

## **(2) Protocols Allowing Non-Essential Employees to Telecommute**

### **Ensure Digital Equity for Employees**

- **Mobile Device Assessments:**
  - All Instructional and Office staff who need devices have been assigned a district owned device according to need.
  - Conduct a cost analysis of technology device needs; yearly analysis and replacement plan through our IPA.
- **Internet Access Assessments:**
  - Staff have been surveyed and those without reliable internet access have been provided with Wi-Fi "hotspots" to provide connectivity as needed.
  - Conduct an annual cost analysis as to Internet needs.
  - The District understands that due to the rural nature of our district, many staff members do not have access to reliable high-speed internet due to the geographic location.
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon and develop procurement processes and processes for the configuration and distribution of appropriate mobile devices to those determined to be in need.
  - To the extent possible, and based on their job responsibilities, all staff are provided Unatego CSD laptops, Chrome Books, or iPad to ensure internet access.
  - To the extent practicable and technically possible, decide upon and develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations and are available and distributed based on need and job responsibilities.

### **Technology & Connectivity for Students - Mandatory Requirements:**

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- The District will periodically survey students and teachers as to their access to high-speed broadband.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- The District has extended WiFi access points to the outside of all district owned buildings and students, parents, staff, and community members may access WiFi from the parking lots of the Unatego Junior-Senior High School in Wells Bridge, the Unatego Elementary School in Unadilla,

and the Bus Garage located in Otego. The District strongly supports the continuation of state and federal initiatives to expand rural broadband capacity within the district.

#### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
  - Identify students' technology needs to include adaptive technologies
  - Use the Asset Tracking Management System procedures to check out all mobile devices
  - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
  - Students who are full day at Unatego Elementary, Unatego Middle School, and Unatego Junior-Senior High School are provided one to one devices. In the event of a sudden closure due to pandemic, delivery locations and pickup times will be established and notification made via School Messenger, District Website, and Social Media Accounts, including Twitter and FaceBook.
- Providing Multiple Ways for Students to Learn
  - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see "**Instructional Packets**" heading on the Remote Instruction Schedule page.

### **(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, Unatego CSD is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

#### **Protection (Preparedness):**

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Otsego County Department of Health, Otsego County Sheriff's Department,



NYSP in Oneonta and Sidney, Otego, Unadilla, and Wells Bridge Fire Departments, Coordinators from the DCMO BOCES Health and Safety Department and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at the Unatego Junior-Senior High School with an alternate location at the Unatego Elementary School in Unadilla, and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

David Richards	Primary Incident Commander	Superintendent of Schools
Patti Loker	Alternate Incident Commander	School Business Manager
Katherine Mazourek	Alternate Incident Commander	Director of Special Programs
Julie Lambiaso	Alternate Incident Commander	High School Principal
Mike Snider	Alternate Incident Commander	Elementary School Principal
Brian Trask	Primary Safety Officer	Director of Support Services
Patti Loker	Alternate Safety Officer	School Business Manager
Amber Birdsall	Primary Liaison Officer	District Treasurer
Sheila Nolan	Alternate Liaison Officer	Superintendent's Secretary And Clerk of the Board
David Richards	Primary Public Information Officer	Superintendent of Schools
Patti Loker	Alternate Public Information Officer	School Business Manager

Brian Trask	Primary Logistics Officer	Director of Support Services
Will Clark	Alternate Logistics Officer	District Lead Custodian
Julie Lambiaso	Primary Operations Officer	Building Principal
Mike Snider	Alternate Operations Officer	Building Principal
Katherine Mazourek	Primary Planning/Intelligence Officer	Director of Special Programs
Julie Lambiaso	Alternate Planning/Intelligence Officer	High School Principal
Patti Loker	Primary Finance Officer	School Business Manager
Amber Birdsall	Alternate Finance Officer	School District Treasurer

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Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed the IS 100 (Introduction to Incident Command).

- The school district will designate a pandemic safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive cases of the disease in the students and staff, and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #Info</i>
<i>Unatego Elementary School</i>	<i>Mike Snider, Principal</i>	<a href="mailto:msnider@unatego.stier.org">msnider@unatego.stier.org</a>
<i>Unatego Middle School</i>	<i>Patti Hoyt</i>	<a href="mailto:phoyt@unatego.stier.org">phoyt@unatego.stier.org</a>
<i>Unatego Jr-Sr High School</i>	<i>Julie Lambiaso</i>	<a href="mailto:jlambiaso@unatego.stier.org">jlambiaso@unatego.stier.org</a>
<i>Traci DeLore</i>	<i>School Specialist, Otsego County</i>	<a href="mailto:traci.delore@health.ny.gov">traci.delore@health.ny.gov</a>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; social media; school messenger; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; and the public media. A school district Public Information Officer (PIO) David Richards has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. Those that will be utilized are radio, phone, VOIP, zoom, email, and tele-conference. We have tested/exercised our communication systems on 2/16/2021.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authorities for the district:
  - David Richards, Superintendent of Schools  
James Salisbury, President of the Board of Education  
Patti Loker, School Business Manager  
Katherine Mazourek, Director of Special Programs  
Julie Lambiaso, High School Principal
  - Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, zooms, district automated phone notification system (School Messenger).
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in the purchasing and payroll areas: Amber Birdsall, Treasurer; Patricia Loker, Business Manager/Deputy Treasurer; Sheila Nolan, Deputy Purchasing Agent; David Richards, Purchasing Agent. These individuals have been trained as back-ups for essential business office functions on July 2016 and August 2019. We have also established the ability to maintain these essential functions off-site from remote locations as follows: All staff has been given a laptop for use at home. Limited staff on-site as needed for scanning, with a shift schedule. Able to securely access the VPN lines to Unatego CSD hard drive. Off-site function was tested on March 17, 2020.
  - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems, and will update them as necessary. If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on September 8 and 9, 2020. At no time will products not approved by the school district be utilized.
  - Human Resources will be essential in monitoring absenteeism and managing the workforce. Changes to district policies and procedures concerning management of the workforce to affect a crisis response may become necessary, and will be implemented by Human Resources. Cross-training was provided to staff on July and August 2020 to ensure essential functions will continue. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of

- personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
  - Hard copy, self-directed lessons
  - Zoom
  - Use of mobile media storage devices for lessons (CDs, Jump Drives, I Pads, Chrome books and Laptop Pc's)
  - On-line instruction; on-line resources; on-line textbooks
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods on September 10-September 28; January 19-January 22; January 29.

#### **(4) Obtaining and Storing Personal Protective Equipment (PPE)**

##### **PPE & Face Covering Availability:**

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people can carry communicable disease but do not exhibit symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work with the Health and Safety office to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

##### **PPE Supply Management**

- The Business Office and the Building and Grounds Departments are working with programs to determine the overall PPE needs of the district. Centralized purchasing will be used when possible.

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance
Students	25 Masks per Week	300	150	75
Teachers/Staff	25	300	150	75
Nurse/Health Staff	25	300	150	75

***\*Note:** N-95 respirators are recommended only if staff will be in contact with a suspected positive case of the disease and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.*

## **Response:**

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Otsego County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official and Health and Safety to implement different phases of the Plan as necessary.
- The Human Resources office will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources office will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent of DCMO BOCES.

## **(5) Preventing Spread, Contact Tracing and Disinfection**

### **Confirmed Infection Case Requirements & Protocols**

Instructional programs must be prepared for outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:

### **CDC and NYSDOH Recommendations:**

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have the communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Return to School After Illness:**

Schools must follow CDC guidance and NYS Department of Health requirements for allowing a student or staff member to return to school after exhibiting symptoms of the communicable disease. The district will utilize the resources provided by NYS DOH in a toolkit or other assistance {e.g. Flowcharts for Decision Making}.

### **Staff Absenteeism**

- Instructional staff will call into the Sub Registry when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

### **Employee Assistance Program (EAP)**

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

### **Medical Accommodations**

- The Business Office will continue to handle medical and ADA accommodations. Requests for accommodations related to the communicable disease should be sent to [abirdsall@unatego.stier.org](mailto:abirdsall@unatego.stier.org)
- The Superintendent of Schools will have final say regarding accommodations.

### **New York State Contact Tracing Program**

If a student or staff member tests positive for the communicable disease, the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies and the Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, designed to help slow the spread of the COVID-19 communicable disease and begin to safely return to normal operations.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

**The following information will be communicated to all District Employees:**

**If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone.** Answering the phone will keep your loved ones and community safe.

**A contact tracer will:**

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say **“NYS Contact Tracing” (518-387-9993).**

Please answer the phone so we can keep NY moving forward and stop the spread of the communicable disease.

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash

- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

**Classroom/Therapy Rooms:**

Unatego CSD will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

**Common Areas:**

Smaller common areas, like kitchenettes and copy room areas should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including hand washing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared equipment.
- Shared desktops.



- Shared telephones.

**Hand Sanitizing:**

- Hand sanitizer bottles will be distributed to staff as approved by Health and Safety.

**Trash removal:**

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page

**(7)Emergency Housing for Essential Employees**

Emergency housing for essential employees is not considered to be generally required for school employees as opposed to healthcare workers and other critical care workers. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

1. Country Motel, Sidney, NY (607-563-1035)
2. Super 8, Sidney, NY (607-583-8576)
3. Algonquin Motel, Bainbridge, NY (607-967-5911)

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Building Principals will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

## SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).

### I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

### 1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

### 2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

### 3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to <a href="http://www.hhs.gov/pandemicflu/plan">www.hhs.gov/pandemicflu/plan</a> ).

### 4. Communications Planning:

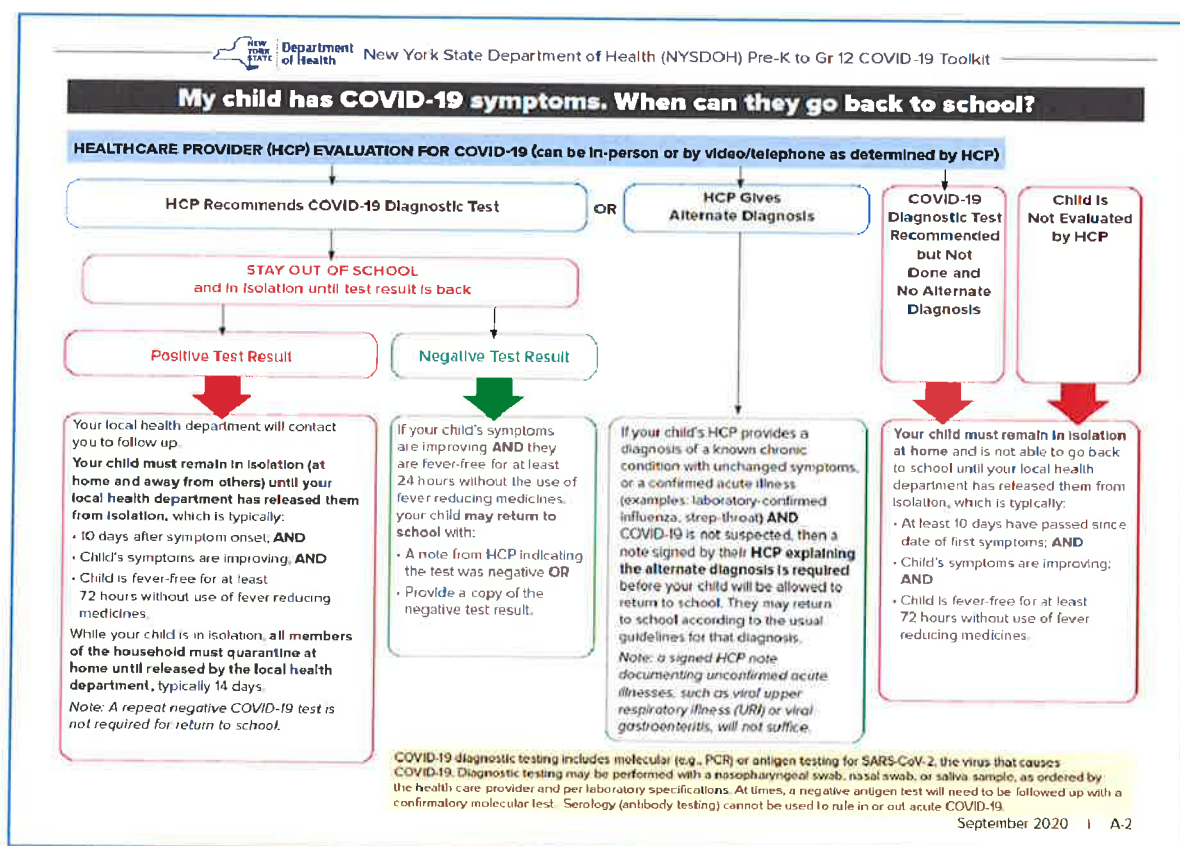
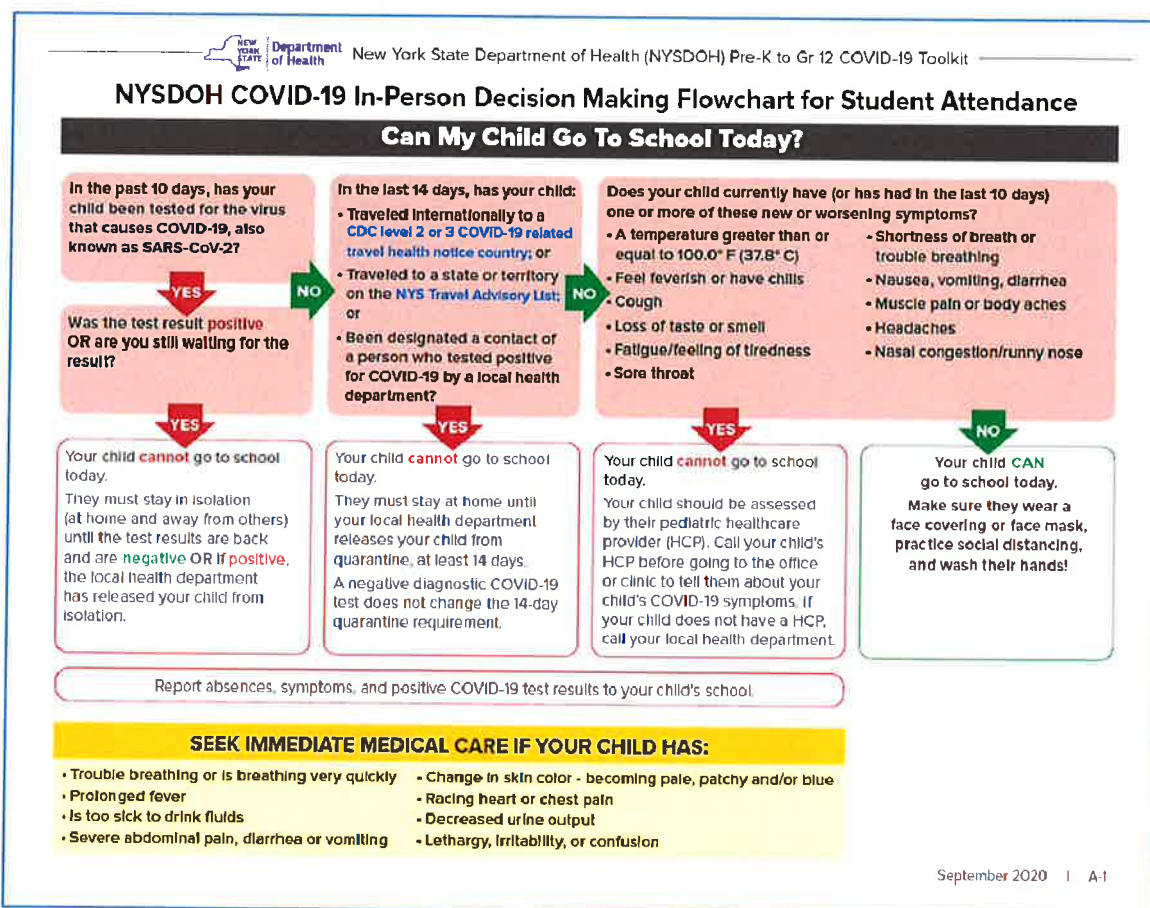
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

#### 4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



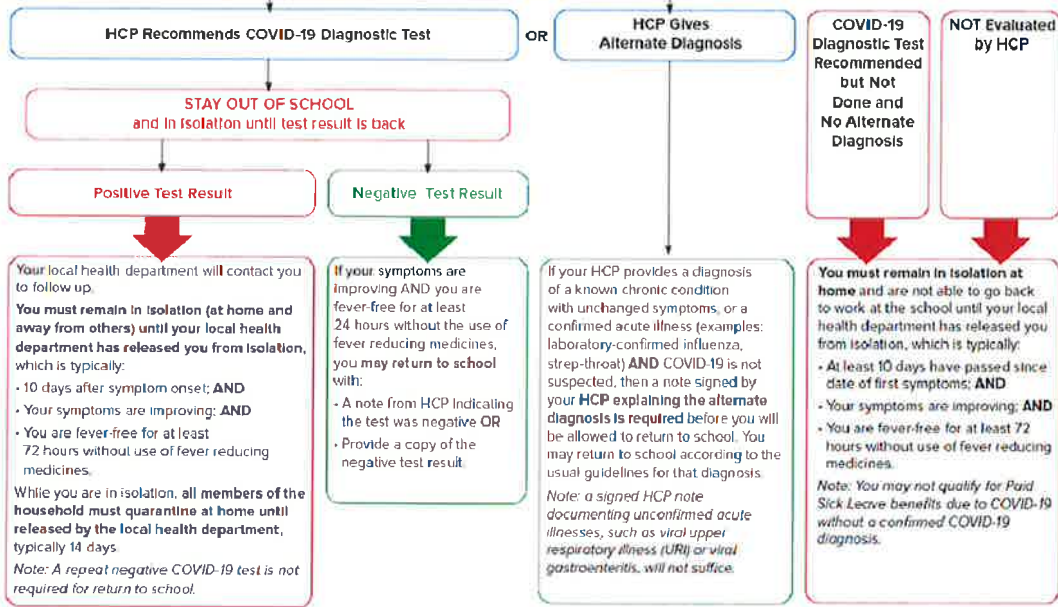
## Flowcharts for COVID-19 Decision Making





## I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

September 2020 | B-2

## NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

### Can I Go to Work at the School Today?



Report absences, symptoms, and positive COVID-19 test results to your school.

### SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

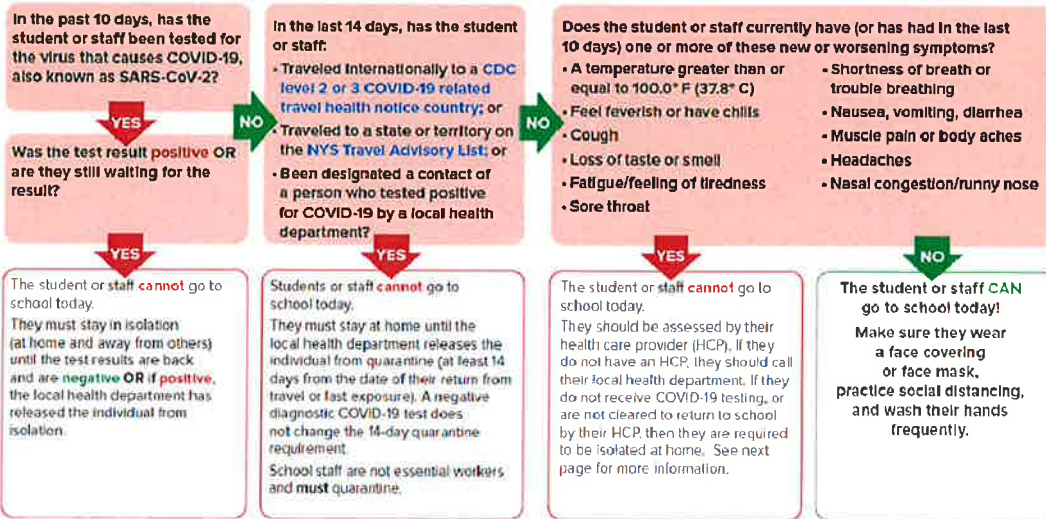
- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, Irritability, or confusion

September 2020 | B-1



## NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

## COVID-19 Screening Flowsheet for Students and Staff



Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

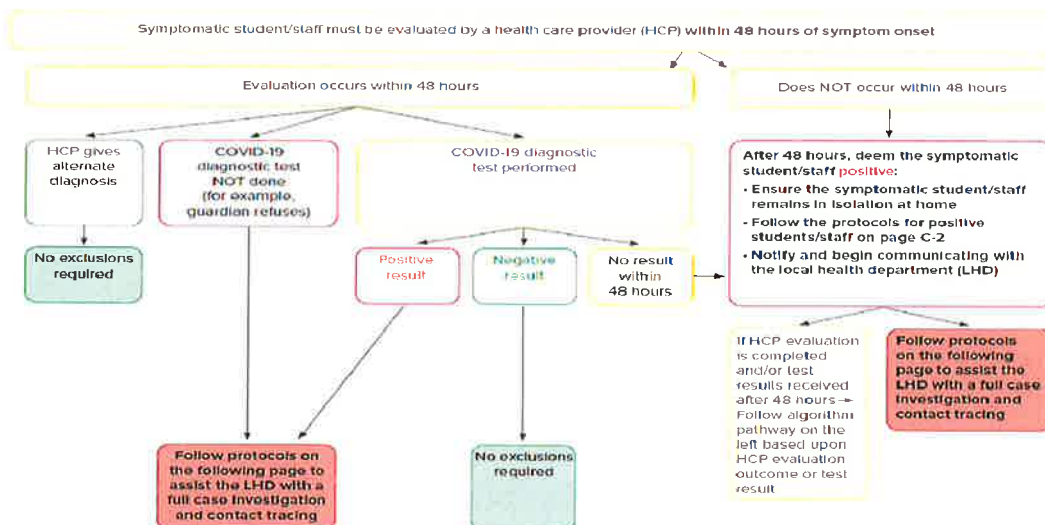
## CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Severe abdominal pain, diarrhea or vomiting
- Racing heart or chest pain
- Lethargy, irritability, or confusion

September 2020 | C-1



## COVID-19 exclusion protocol for contacts of symptomatic students and staff



September 2020 | C-3





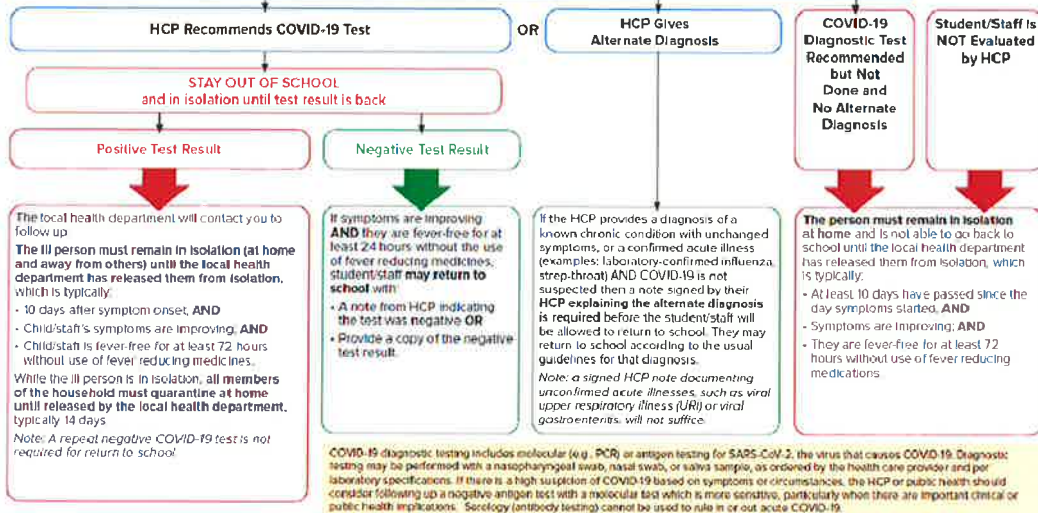
## COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

### Student/staff has symptoms consistent with COVID-19:

- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.

- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

### HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



September 2020 | C-2



## COVID-19 School and Local Health Department Coordination for Contact Tracing

### Notify the local health department (LHD):

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

### Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare, transportation, extracurricular, and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

### When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

September 2020 | C-4



**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS**

The District will follow all applicable requirements in the Uniform Grant Guidance Code of Federal Rights (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

**Uniform Grant Guidance Requirements**

Under the Uniform Grant Guidance, the District will, among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  - 1. Effectiveness and efficiency of operations;
  - 2. Reliability of reporting for internal and external use; and
  - 3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent** may participate in the selection, award, or administration of a [contract](#) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a [contract](#). The officers, employees, and agents of the [non-Federal entity](#) may neither solicit nor accept gratuities, favors, or anything of monetary value from [contractors](#) or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the [non-Federal entity](#).
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
  - 1. Rationale for the method of procurement;
  - 2. Selection of contract type;
  - 3. Contractor selection or rejection; and
  - 4. The basis for the contract price.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
  - 1. Micro-purchases;
  - 2. Small purchase procedures;
  - 3. Sealed bids;
  - 4. Competitive proposals; and
  - 5. Noncompetitive proposals.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

2 CFR §§ 200.61, 200.303, 200.318, 200.319, 200.320, 200.321, 200.323, and 200.326  
2 CFR Part 200, App. II

NOTE: Refer also to Policies #5410 -- Purchasing: Competitive Bidding and Offering  
#5411 -- Procurement of Goods and Services  
#5570 -- Financial Accountability  
#5670 -- Records Management  
#6110 -- Code of Ethics for Board Members and All District Personnel  
#6161 -- Conference/Travel Expense Reimbursement

First Reading: December 3, 2018  
Second Reading: December 17, 2018  
Adopted: December 17, 2018  
First Reading: June 21, 2021  
Second Reading: July 12, 2021  
Readopted: July 12, 2021

Unatego Central School District  
**Budget Transfers as of 6/30/21**  
Over \$20,000

<u>Negative Account Code</u>	<u>Description</u>	<u>Amount</u>	<u>Transferred From</u>		<u>Notes</u>
A2110.121-CA-RESE	LTA's K-6 ESSER	\$ 156,338.52	\$ 112,633.86	A2250.151	Salary exp moved to new stimulus code
			\$ 43,704.66	A2250.150	
A2110.121-CA-RESG	LTA's K-6 GEER	\$ 30,741.48		A2210.121	Salary exp moved to new stimulus code
A5510.410	Contractual/Leased Bus Expense	\$ 112,661.26		A9060.801	Paid bus lease payments early
A9060.801-CA-RESE	Health Insurance - ESSER	\$ 25,458.00		A9060.801	Insurance exp moved to new stimulus
	Total	\$ 325,199.26			

Authorized By:

\_\_\_\_\_  
Board of Education Approval Date

To: Dr. Dave Richards and the Board of Education  
From: Connie Babino, Food Service Director  
RE: Free and Reduced Booklet and Certification of Acceptance  
Date: June 23, 2021

I am sending our free and reduced policy book for BOE approval, as per auditor instructions. Once approved, please send the signed Certification of Acceptance form back to us for our files.

Thank you



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY**

Office of P-20 Education Policy  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
[www.cn.nysed.gov](http://www.cn.nysed.gov)

June 2021

TO: District Superintendents  
Superintendents of Schools  
Chancellor, New York City Department of Education  
Chief Administrative Officers of Nonpublic Schools Participating in the  
School Lunch, Breakfast, or Special Milk Programs  
Executive Directors of Residential Child Care Institutions  
School Food Service Directors/Managers

FROM: Child Nutrition Program Administration

SUBJECT: 2021-2022 Free and Reduced Price Income Eligibility and Policy Information

**PLEASE READ CAREFULLY**

The 2021-2022 Free and Reduced Price Income Eligibility and Policy Information Booklet announces the income eligibility guidelines for the 2021-2022 school year and provides each School Food Authority (SFA) with the forms and guidance needed to process applications for free and reduced price meals and/or milk. Many of these forms are on the Child Nutrition Knowledge Center (CNKC) website in Word document format for your convenience.

**This packet reiterates the most recent information needed to make eligibility determinations. Webinars are available on the CNKC website that address the application and eligibility process. These Webinars count toward annual training for Professional Standards.**

**SFAs should also refer to the USDA Eligibility Manual for School Meals published in July 2017 for information regarding determining and verifying eligibility. The USDA Eligibility Manual for School Meals can be found on the CNKC website.**

**KEEP THIS BOOKLET ON FILE:** Retain with copies of the public release, application form, and parent letter(s) used by your district/school for free or reduced price meal and/or milk benefits during the 2021-2022 school year.

**Foreign Language Applications and Letters**

Prototype copies of applications are also available through USDA in many translated foreign languages. Each foreign language packet downloaded from USDA contains a letter to households, a free and reduced price application and instructions, a notice to households of approval/denial of benefits, a notice of Direct Certification, a waiver for information for health insurance, a verification selection letter to parents and a verification letter of results and adverse action. These can be downloaded from USDA's web site at <https://www.fns.usda.gov/school-meals/translated-applications>

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## Common Errors

(use the prototype forms and letters enclosed in this booklet to avoid many of these errors)

### **Inappropriate outdated application forms**

All SFAs should use New York State's current application. For school year 2021-2022, the applications are enclosed and can also be found at [www.cn.nysed.gov](http://www.cn.nysed.gov). If applications are made available on the school website, be sure to update with the new applications and parent letters each year.

### **Inappropriate headings**

The free/reduced price application must include the proper heading which indicates its purpose. It cannot be labeled as a "reduced fee" application for alternate purposes if it establishes eligibility for free/reduced price meals.

### **Parent letter not included or wrong income scale used**

Parents must receive together, the Free and Reduced Price Meal application and the required parent letter (Attachment VII) that includes **only the reduced price income eligibility scale**. Parent letters incorrectly containing both income eligibility scales (excluding Special Milk, which requires only the free income eligibility scale), only the free income eligibility scale, or no income eligibility scale jeopardize free and reduced reimbursement to your SFA.

### **Public announcement errors**

Many schools fail to send the public announcement each year to the informational media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the area. The required income eligibility scales are included in the prototype public announcement (Attachment II). **Please note that this public announcement may not be published on the school's website.**

### **School website issues**

Applications on the school website are not kept current each year. Be sure the website is updated with the current application and the current parent letter. **The public announcement which includes both the free and reduced price income eligibility scales may never be posted on the website or in the news feed.**

It is essential that you understand there will be no exceptions to these policies. SFAs that are not in compliance could find their applications for free and reduced price meals disallowed and may incur additional printing, dissemination and approval costs to bring their programs into compliance.

Ensure everyone connected with the application process for free and reduced price meals is fully aware to ensure compliance with all required policies.

## Recent Updates

- **USDA Nondiscrimination Statement:** The USDA Nondiscrimination Statement was recently updated by USDA. The updated statement must be used on all Child Nutrition Program materials, including websites, pamphlets, brochures and all correspondence sent to families for program purposes and must include all spacing as it appears in the link below. Please be sure to update the USDA Nondiscrimination Statement on all your Child Nutrition Program materials.

The updated USDA Nondiscrimination Statement can be found here: [USDA Nondiscrimination Statement | Child Nutrition | NYSED](#)

- **2021-2022 School Year USDA Waiver Flexibilities:** The New York State Education Department (SED) has elected the use of the Nationwide waiver flexibilities provided by the United States Department of Agriculture (USDA) for school year 2021-2022. School Food Authorities (SFAs) may elect to use the waivers, as applicable. These waiver extensions are expected to facilitate streamlined access to nutritious meals and snacks, while minimizing potential exposure to COVID-19. You can find more information here: [SY21-22 Waiver Flexibilities](#)

Please contact your Child Nutrition representative if you have any questions. Please continue to check the CNKC website as additional USDA information and guidance is forthcoming.

- **Increase in Reimbursement for Reduced-Price Meals:** The New York State budget includes additional funding to pay the student cost of 25 cents for breakfast and lunch meals and 15 cents for snacks served in the Afterschool Snack Program that was otherwise charged to students approved eligible to receive reduced-price meals.

**Beginning July 1, 2019, students approved for reduced-price meals must receive breakfast, lunch and snack meals at no charge. As stated above, New York State funding will provide an additional 25 cents in State reimbursement for each reimbursable breakfast and lunch meal served and an additional 15 cents for each reimbursable snack meal served to a reduced-price student to cover the cost previously paid by the student.**

**SFAs must continue to certify students as eligible for reduced-price meals and must continue to claim meals served to students approved for reduced price meals in the reduced-price category.** Although these students will receive their breakfast and lunch meals at no charge, they should not be claimed in the free reimbursement category when placing claims for reimbursement. The free & reduced price policy letters and attachments have been updated to reflect this change.

SFAs should refer to the memo "[Increase in State Reimbursement for Reduced-Price Meals](#)" for additional information. Please contact the Child Nutrition Program Office at 518-473-8781 if you have any questions.

- **Direct Certification Matching Process (DCMP):** The DCMP process must now be completed through the NYSED Business Application Portal available on the NYSED website at <https://portal.nysed.gov/abp>. More information on Direct Certification can be found further in this booklet and on the Child Nutrition Knowledge Center (CNKC) website.
- **Meal Charge Policy:** Beginning with school year 2017-2018, School Food Authorities (SFAs) in New York State are required to have a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. Charge policies should be reasonable, well-defined and maintain the integrity and dignity of students and households to minimize harm to the student.
- **Prohibition Against Meal Shaming Plan:** Beginning with school year 2018-2019, all public, non-public, and charter School Food Authorities (SFAs) in New York State that require students to pay for a school breakfast and/or lunch meal must develop a written plan to ensure that a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a student whose parent or guardian does not have unpaid school meal charges. New York State legislation now requires SFAs to provide students with the reimbursable meal of their choice and

specifically identifies other prohibited actions to decrease student distress or the embarrassment associated with not having adequate funds to pay for a school meal. The new State plan has several of the same or similar requirements as the federal National School Lunch Program (NSLP) Unpaid Meal Charge policy that took effect July 1, 2017. SFAs may opt to amend this policy to include the new State criteria or can develop a separate State specific plan. SED has also created a template plan that SFAs can use to meet both the State and federal requirements. **SFAs should refer to the memo titled “New York State Legislation – Prohibition Against Meal Shaming” for additional information and guidance. This memo can be found on the CNKC and at the following link:** <http://www.cn.nysed.gov/content/revised-prohibition-against-meal-shaming>

- **Flexibility in Determining the Effective Date for Children receiving free or reduced price benefits- see page 18**

- **School Breakfast Program (SBP) Outreach:** SFAs participating in the School Breakfast Program must actively promote and perform outreach activities to increase awareness of the School Breakfast Program and increase participation. Efforts should be documented and kept on file with Program records for three years plus the current school year.
- **Summer Food Service Program (SFSP) Outreach:** SFAs participating in the School Breakfast Program and/or National School Lunch Programs must notify families of locations that operate the Summer Food Service Program (SFSP) prior to the end of the school year. SFAs should provide the toll free number for families to call (1-866-3-HUNGRY, 1-877-3-HAMBRE or text 'FOOD' or 'COMIDA' to 877-877) to find a location that operates the SFSP and direct families to the Child Nutrition Knowledge Center (CNKC) website. Families located in NYC can also dial 211 or 311. Efforts should be documented and kept on file with Program records for three years plus the current school year.
- **Zero Income:** Applications where the family has reported zero (0) income must be given free meal benefits for the entire school year from the time the application was received and approved. Any income field left blank is a positive indication of no income and certifies there is no income to report.
- **Community Eligibility Provision (CEP):** Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP or Medicaid data, homeless, migrant, runaway, foster, and head start) as of April 1<sup>st</sup> each year may apply to participate in the Community Eligibility Provision. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation, currently 1.6).

**Due to the unanticipated public health emergency as a result of COVID-19, SFAs electing CEP in the 2021-2022 School Year may calculate their Identified Student Percentage (ISP) using data from July 1, 2020-June 30, 2021. Additionally, the deadline to apply to participate in the CEP has been extended to September 30, 2021. For more details about participation and how to apply, please see the CEP Memo on the CNKC website.**

- **“And Justice for All” Posters:** The “And Justice for All” posters have been revised by the USDA and are available to all School Food Authorities and Summer Food Service Program Sponsors participating in the federal Child Nutrition Programs. Please replace and display this revised “And Justice for All” poster immediately.

Click here to preview the updated poster: <https://www.ascr.usda.gov/sites/default/files/JFAgreen508.pdf>

If you need to order posters to display, please complete the Resource Order Form.

The “And Justice for All” posters are required to be posted in highly visible locations in all Child Nutrition Program service areas including cafeterias, classrooms and in the vicinity of or on reimbursable meal vending machines if they are placed in areas other than the cafeteria.

- **Civil Rights Requirements and Annual Training:** SFAs participating in the National School Lunch and School Breakfast Programs are required to collect data of all potential participants with regard to race and ethnicity specifically. The data already being collected as a requirement of the No Child Left Behind Act may also be used for the National School Lunch and School Breakfast Programs. The civil rights compliance report form is available on the Child Nutrition website detailing the specific annual requirements.

Annual Civil Rights training must be provided by the SFA for all staff, including front line cafeteria staff who interact directly with program applicants and participants. A Power Point presentation is available on the Child Nutrition Knowledge Center (CNKC) website for staff training. A record of the annual training, including a sign-in sheet, the date, location, and who provided the training, must be kept for three years plus the current year. LEAs must comply with all Civil Rights and non-discrimination requirements in Subpart A and FNS Instruction 113-1. Please see the memo "Child Nutrition Program Civil Rights Requirements" for more information.

- **Change in Authorizing Signature:** There is no federal requirement that describes who must sign Child Nutrition Program documents. The Child Nutrition Program regulations specify that an official of the SFA make written application to the state agency for any school in which it desires to operate the program. The SFA means the governing body responsible for the administration of one or more schools and the legal authority to operate Child Nutrition Programs.

The signature of the district clerk, as well as an officer of the board of education, such as president or vice president, is accepted for the forms.

The board of education may delegate the chief administrative officer to act as its agent with regard to entering into contracts and agreements for the Child Nutrition Programs. This policy will not permit the chief administrative officer's signature in lieu of board action, but will permit the chief administrative officer to sign, in all respects, after the board resolution.

### **Introduction:**

All schools participating in the federally assisted National School Lunch Program and/or School Breakfast Program **must** make free and reduced price meals available to all eligible children. All schools and institutions participating in the free milk option of the Special Milk Program must make free milk available to eligible children. No person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Child Nutrition Programs [7 CFR 15.1].

The State Education Department annually issues this free and reduced price policy booklet to all SFAs to assist in the correct implementation of these program requirements.

The 2021-2022 free and reduced price policy booklet consists of:

- the Policy Statement;
- information regarding the approval of household applications;
- direct certification information;
- the income eligibility guidelines as issued by the United States Department of Agriculture;
- prototype public release;
- free and reduced price meal applications and instructions;
- prototype parent letters regarding school meals, food substitutions for children with disabilities, and disclosure.

SFAs must have new certification documentation on file within the first 30 operating days of the school year. This applies to all schools, even those whose school year begins in July. Carryover of previous year's eligibility from direct certification, categorical eligible and income applications is for up to 30 operating days of the new school year.

We recommend you immediately conduct the Direct Certification Matching Process (DCMP), then begin contacting families as soon as possible to obtain current eligibility data to ensure access to all children who qualify. This would also assist you in your efforts to provide information on free and reduced price eligible students on the Basic Educational Data System (BEDS) report in early October. As you are probably aware, BEDS data is used for a variety of funding formulas that will affect your school and community.

### **Record Retention:**

All eligibility determinations, including Direct Certification Matching Process (DCMP) lists, migrant/homeless lists, Supplemental Nutrition Assistance Program (SNAP) and household applications, must be retained for three years plus the current year. If this documentation is lost, misplaced, damaged, etc., the SFA could lose reimbursement for free and reduced price meals. In addition, **all** SFA records and Program documentation must be kept on file for a period of 3 years after submission of the final claim for reimbursement for the fiscal year to which they pertain. However, if audit findings have not been resolved the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. Please be advised that these records must be readily retrievable or immediately available upon request.

### **Policy Statement:**

The Policy Statement sets forth the conditions that must be followed for the SFA to maintain participation in the Breakfast, Lunch, or Special Milk Programs and must be officially adopted each year. **Completion of the Certification of Acceptance (Attachments III or IV) acknowledges the SFA's adoption of this Policy Statement.** The SFA must keep this signed Policy Statement on file with all Child Nutrition Program documents. **The Policy Statement can be found in this booklet.**

**SFAs operating Provision 2 and/or the Community Eligibility Provision (CEP), must amend the Policy Statement to include the requirements of operating a Special Provision Option (SPO). The amendment must be officially adopted along with the Policy Statement each year.**

### **Certification of Acceptance:**

The Certification of Acceptance form must be completed annually (Attachment III or IV) and maintained on file for three years plus the current year. The Certification of Acceptance must be completed each year on the Child Nutrition Management System (CNMS) as part of the annual renewal process. The Certification of Acceptance requires the SFA to indicate the SFA's reviewing official, verification official and hearing official. **Submission of the Certification of Acceptance through the annual renewal process acknowledges the SFA's adoption of the Policy Statement.**

### **Disclosure:**

The information provided by families on the free and reduced price application should be used only for determining eligibility for meal or milk benefits and verification of eligibility. SFAs that plan to disclose children's eligibility status for purposes other than determining and verifying free or reduced price eligibility must inform households of this potential disclosure. In some cases, the SFA must obtain consent of a parent or guardian prior to the disclosure. SFAs should refer to the Disclosure Chart included in this booklet.

For more information on the requirements for the disclosure of confidential student eligibility information, see Section 9(b)(6) of the NSLA, 42 U.S.C. 1758(b)(6), regulations found at 7 CFR Part 245.6, and also memorandum, SP 16-2016, CACFP 06-2016, SFSP 10-2016: Disclosure Requirements for the Child Nutrition Programs, <https://www.fns.usda.gov/disclosure-requirements-child-nutrition-programs-0> and guidance noted in Section 5 Confidentiality and Disclosure of the 2017 Edition of the Eligibility Manual for School Meals, Determining and Verifying Eligibility, found at <https://www.fns.usda.gov/eligibility-manual-school-meals>.

## **Public Outreach Requirements:**

### **Public Announcement:**

Near the beginning of each school year, the public must be notified that free and reduced price meals or free milk (if participating in the Special Milk Program) are available. This notice must include the eligibility criteria for free and reduced price meals or free milk.

The public announcement must be provided to the local news media, the unemployment office, and to any major employers who are contemplating large layoffs in the attendance area of the school. SFAs must keep a record on file for three years plus the current year identifying where the public release was sent.

The prototype public announcement that contains the required information that must be used by SFAs is included in this booklet.

\*Note- the public announcement must contain both the free and reduced price income eligibility scales. The public announcement may not be sent directly to families and may not be posted on the school website.

In addition to the required notification at the beginning of the school year, SFAs are strongly encouraged to share information about the availability of school meals in routine contacts throughout the school year.

### **Parent Letter:**

At the beginning of school, a parent letter must be distributed to the households of children attending the school. This letter informs families of the Child Nutrition Programs and that free or reduced price meals or free milk may be available to children. An application form and instructions must be included with the parent letter.

The parent letter and application must be sent to households of all school children before the beginning of the school year or as early as possible in the school year so that eligibility determinations may be made and free and reduced price benefits provided as soon as possible. SFAs should send out the letter no earlier than four calendar weeks prior to the first day of school. Normally this would be around August 1 in New York State for schools beginning in September. Letters cannot be sent home at the end of the school year (May/June) for the next year.

The letters may be distributed by the postal service, e-mailed to the parent or guardian, or included in an information packet provided to students.

The prototype parent letter that contains the required information and should be used by SFAs is included as an attachment in this booklet.

If the SFA uses a computer or web-based system to process applications, the letter must inform the household how to access the system to apply for benefits. It must also explain how the household can obtain a paper application.

Households enrolling new students in an SFA after the start of the school year must be provided an information letter, application, and materials when they enroll, and the SFA must determine eligibility promptly.

\*Note- **the parent letter must only contain the reduced price income eligibility scale.** Parent letters incorrectly containing both the free and reduced price income eligibility scales (excluding Special Milk, which requires only the free eligibility scale), only the free income eligibility scale, or no income eligibility scale jeopardize free and reduced reimbursement to your SFA.

**Additional Outreach Requirements:**

SFAs must ensure that communication with applicants, participants, members of the public, and companions with disabilities are as effective as communications with people without disabilities through the provision of auxiliary aids and services, such as alternative formats, taped text, audio recordings, Brailled materials, large print and sign language interpreters [28 CFR 35.160].

SFAs also must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency.

Once a school becomes aware of a language need, the school is responsible for ensuring the individual's application and other household materials (letter, instructions, notices, and verification materials) are available in an understandable language. Simply offering the most common non-English language is not sufficient. SFAs may use the translated application materials available through FNS to ensure households comprised of SFA individuals have access to free and reduced price application materials in a language they can understand.

Additionally, in order to participate in the School Meal Programs, program operators must comply with the USDA regulation Non Discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance [7 CFR 15b]. This includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the NSLP and SBP. For more detailed guidance about accommodating disabilities, please see issued SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), <https://www.fns.usda.gov/school-meals/accommodating-disabilities-school-meal-programs-guidance-and-qas>.

**Carryover of Previous Year's Eligibility:**

Carryover for purposes of the Child Nutrition Programs refers to a child's eligibility from the previous school year being carried over into the current or new school year. A student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals or milk are provided by a school or another program sponsor [7 CFR 245.2]. Carryover applies to eligibility established through a household application or through direct certification. The SFA may not have a carryover period of less than 30 operating days.

Carryover allows students to continue receiving school meal benefits while families complete and submit, and schools process, applications. However, the carryover period is not intended to allow schools to delay processing of applications. Instead, schools must process applications as they are received and promptly notify the household of their eligibility status. Please note that eligibility determinations and household notifications must be made within 10 operating days.

**Carryover Within an SFA:**

Carryover of eligibility within an SFA is mandatory, whether a child is continuing in the same school or will attend a different school within the same SFA. The SFA may not have a carryover period of less than 30 operating days, unless a new eligibility determination is made. When a student moves to a new school within an SFA, the SFA must carry over eligibility for free or reduced price benefits.

**Carryover Between SFAs:**

When children move to a new SFA, either at the beginning of the new school year or during the summer months, the new SFA is encouraged to use the former SFA's eligibility determination from the previous school year and carry over



the child's eligibility status. SFAs opting to do this can use the former SFA's eligibility determination for up to 30 operating days, or until a new eligibility determination is made, whichever comes first.

### **Transfer of Eligibility:**

#### **Transfer of Eligibility within an SFA:**

When a child transfers to a new school within the same SFA, the new school must accept the eligibility determination from the child's former school, if the child has an individual eligibility determination.

A child that transfers within the same SFA from a Provision 2 or Community Eligibility Provision (CEP) school to a non-Provision school must be given free reimbursable meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first.

#### **Transfer of Eligibility between SFAs:**

Transferring the eligibility determination between SFAs ensures that qualifying students continue to receive school meal benefits as they transition to new schools and avoids the possibility of unpaid meal charges.

When a student transfers to a new SFA, the new SFA is permitted to accept the eligibility determination from the student's former SFA. SFAs and schools are strongly encouraged to accept the former SFA's eligibility determination to ease the new student's transition and ensure there is no break in the student's meal access. The new SFA should retain written documentation of the eligibility determination made by the former SFA. An email from the former SFA stating the eligibility status is sufficient.

While the new SFA is not liable for the accuracy of the former SFA's determination, the accepting SFA should review the application for arithmetic errors and compare the income and household size to the applicable Income Eligibility Guidelines to ensure that the correct level of benefits had been assigned. If the accepting or new SFA determines that an arithmetic error occurred, the accepting SFA must notify the household that they must submit a new application in order to determine benefits. Additionally, if the child's eligibility status is determined to be incorrect during an Administrative Review or as part of verification, the child's eligibility status would change.

A child that transfers between SFAs from a Provision 2 or Community Eligibility Provision (CEP) school to a non-Provision school must be given free reimbursable meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first.

### **Income Eligibility Guidelines:**

The current Income Eligibility Guidelines must be used for the Child Nutrition Programs (CNPs) for determining eligibility for free and reduced price meals and free milk and are based on the federal income poverty guidelines by household size. **The 2021-2022 Income Eligibility Guidelines can be found in this booklet.**

The free and reduced income eligibility scales must be used for eligibility determinations and must be included in the public release that must be sent to the local newspaper, the local unemployment office, and to any major employer contemplating large layoffs in the area.

Only the reduced price income eligibility scale may accompany the parent letter and application in those schools participating in the National School Lunch Program and/or School Breakfast Program. Including the free income eligibility scale with the parent letter and application will result in the SFA being ineligible to receive free reimbursement.

**The free income eligibility scale may not be posted on the school website or printed in any school publication.** SFAs in non-compliance would have to reissue the parent letter with the proper scale and application form and verify all reissued applications to receive free reimbursement for the balance of the school year.

### **Household Applications:**

SFAs must provide household applications to families applying for free or reduced price meals or free milk benefits, unless the household has been directly certified. The prototype 2021-2022 Application for Free and Reduced Price School Meals/Milk that should be used by SFAs is included as an attachment in this booklet.

Applications must be reviewed in a timely manner. **An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.** Whenever possible, applications should be processed immediately, particularly for children who do not have approved applications on file from the previous year. \*Please also see "Flexibility in Determining the Effective Date for Children receiving free or reduced price benefits" on Page 18 of this booklet.

### **Income Applications:**

To establish that a household meets income eligibility requirements for benefits, reviewing officials must compare the household size and the total household income to the applicable Income Eligibility Guidelines.

Only complete applications can be approved for meal benefits. Applications missing required information must be denied if the missing information cannot be obtained. To be considered complete, an application must include the required information. The SFA should make reasonable efforts to contact the household to obtain or clarify required information. All contact with families regarding eligibility can and should be documented on the application.

#### **A complete income application must provide:**

- Names of all household members;
- Amount, source, and frequency of current income for each household member;
- Signature of an adult household member; and
- Last four digits of the social security number of the household's primary wage earner or another adult household member, or an indication that the household member does not have one

If an application lacks how frequently income is received (e.g., weekly, monthly, etc.), the reviewing official should make reasonable efforts to contact the household to clarify the frequency of income. If the SFA is unable to reach the family, the SFA will process the income as weekly.

\*Note: Applications cannot be approved for temporary free or temporary reduced price benefits. There is no temporary eligibility.

### **Reportable Income:**

Households must report current income on a free and reduced price application. See the USDA Eligibility Manual for School meals for additional information on reportable income.

- Income is any money (before deductions), received on a recurring basis, including earnings, pensions, and child or spousal support, unless an income source is specifically excluded by law for the Child Nutrition Programs.
- Gross earned income means all money earned before deductions such as income taxes, employee's Social Security taxes, insurance premiums, and bonds.

- Current income means the gross income received by a household, before deductions, for the current month, or the amount projected for the first month for which the application is filled out, or for the month prior to application. If this income is higher or lower than usual and does not fairly or accurately represent the household's actual circumstances, the household may, in conjunction with determining officials, project its annual rate of income. USDA does not set any specific requirements regarding the frequency (e.g., weekly, bi-weekly, monthly) at which household income is reported on an application. While in most cases earners report income on a more frequent basis, there is no prohibition against annual income reporting. For more information, see: SP 19-2017: Reporting Annual Income on School Meal Applications, <https://www.fns.usda.gov/school-meals/reporting-annual-income-school-meal-applications>.

#### **Indicating Income and Income Sources:**

Each household must provide the total amount of current gross income. The application must identify the source of the income earned by adults or children as applicable, and the adult or child who received it (such as wages or Social Security) [7 CFR 245.6(a)(5)(i) and 245.6(a)(5)(ii)].

#### **Indication of No Income:**

Applications where the family has reported zero (0) income must be given free meal benefits from the point of approval, through the end of the school year. These families must also be provided free benefits for the first 30 operating days of the next school year (or until a new application is received for the next school year, whichever comes first). **Any income field left blank is a positive indication of no income and certifies there is no income to report.**

#### **Income Conversion for Multiple Frequencies of Income:**

Many households have different sources of income at different frequencies, such as weekly or bi-weekly (every two weeks) wages and/or monthly social security benefits.

Use the following procedures:

- If a household has only one income source, or if all sources are the same frequency, do not use conversion factors. Compare the income or the sum of the incomes to the published Income Eligibility Guidelines for the appropriate frequency and household size to make the eligibility determination.
- If a household reports income sources at more than one frequency, the acceptable method is to convert all income to an annual amount by multiplying weekly income by 52, income received every two weeks by 26, income received twice per month by 24 and income received monthly by 12. Do not round the values resulting from each conversion. Add all the un-rounded converted values and compare the un-rounded total to the published Income Eligibility Guidelines for annual income for the appropriate household size.

\*Note: School districts must ensure that software they are using does not convert all income to monthly. Software should only convert to annual income when there are multiple income frequencies. The software should not round up each frequency calculation before totaling.

#### **Income Exclusions:**

Income excluded from the determination of a household's eligibility for free and reduced price meal benefits includes the following:

- Any cash income or value of benefits excluded by statute, such as the value of benefits under SNAP or FDPIR and some Federal educational benefits;

- Payments received from a foster care agency or court for the care of foster children;
- Student financial assistance provided for the costs of attendance at an educational institution, such as grants and scholarships awarded to meet educational expenses and not available to pay for meals;
- Loans, such as bank loans, since these funds are only temporarily available and must be repaid; and
- Infrequent earnings received on an irregular basis, such as payment for occasional baby-sitting or yard work.

Also see the USDA Eligibility Manual for School Meals for additional information.

#### **Applications for residents of Residential Child Care Institutions (RCCIs):**

Each child residing in an RCCI is considered a household of one. An application is completed for each child unless the RCCI uses an eligibility documentation sheet for all children residing in the RCCI.

The RCCI eligibility documentation sheet must be signed by an appropriate official and include:

- Child's name,
- Personal income received by the child,
- Child's date of birth,
- Date of admission,
- Date of release,
- Official's title, and
- Official's contact information

Children attending but not residing in an RCCI are considered members of the household where they reside. Their eligibility is determined using a household application or through direct certification.

#### **Applications for Categorical Eligibility:**

A child who is a member of a household that receives benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) Assistance Programs is categorically eligible for free meals or milk. Households receiving benefits under Assistance Programs and submitting a free and reduced price application must list a valid case number on the application.

School officials must familiarize themselves with valid SNAP/TANF case numbers before beginning the application approval process. When you conduct the required matching through the Direct Certification Matching Process (DCMP), you will become familiar with the SNAP numbers of your locale. It is imperative that SNAP or TANF applications are correctly approved with proper numbers to prevent potential fiscal sanctions being assessed against the SFA.

If families do not know their SNAP or TANF case numbers, you should first look in the SNAP DCMP electronic file (described on page 16). If you fail to locate the child, you should advise the family to: (1) contact their local Department of Social Services to obtain their case number, then complete sections 2 and 4 of the application; or (2) complete sections 3 and 4 of the application reporting family income.

Applications with invalid case numbers should not be approved. Families receiving SNAP or TANF no longer have a benefit issuance card that contains the information identifying that the family is currently eligible for benefits or their SNAP or TANF case number. Families must refer to the letter they receive from their local Department of Social Services to obtain their SNAP or TANF case numbers.

**It is important to note that even if you do not locate a student during the DCMP, if you receive an application with a SNAP or TANF case number, you must approve the application for free meals.**

For applications with a case number for an Assistance Program, a complete application must provide:

- Section 1: Names of the children for whom the application is made;
- Section 2: SNAP, TANF or FDPIR case number or identifier, for the children or any household member listed on the application;
- Section 4: Signature of the adult household member completing the application

**\*Note: Applications that list a valid SNAP, TANF or FDPIR case number do not have to include the last four digits of the adult household member's social security number.**

### **Extension of Eligibility for Free Meals:**

SFAs may extend free meal benefits to all children living in the same household as a child receiving SNAP, TANF or FDPIR benefits. Extension can also be provided to other household members of a student who was deemed Medicaid through the Direct Certification Matching Process (DCMP). School enrollment records of children living at the same address must be kept to document eligibility.

**\*Please see page 16 of this booklet for additional information regarding the DCMP.**

### **Other Source Categorical Eligibility:**

**Other Source Categorically Eligible Programs include:**

- **Head Start**

All children enrolled in Head Start and participating in Child Nutrition Programs are automatically eligible for free meals without further application or eligibility determination if the following criteria are met:

- The Head Start program must be located in and operated by the school/district
- The school/district must maintain administrative control over the program

\*In the case where the Head Start program does not meet the above criteria, the school/district may vend meals to the Head Start program. The Head Start program may apply to receive reimbursement for those meals through the Child and Adult Care Food Program (CACFP) administered by the NYS Department of Health.

- **Migrant Education Program (MEP)**

A child is considered categorically eligible if the child is identified as meeting the definition of migrant in section 1309 of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 6399, by the State, regional, or local MEP director, coordinator, or local educational liaison. See the "acceptable methods for identifying children who are Other Source Categorically Eligible" section below for ways in which you may provide free meal benefits to students identified as Migrant.

- **Runaway and Homeless Youth**

A child is considered homeless if the child is identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the SFA liaison; or residing in a homeless shelter by an official of the shelter.

- All public school districts are required to appoint a homeless liaison. Children identified as homeless by the liaison are eligible for free meals. A list or e-mail from the Homeless Liaison that includes students' names, effective date, and liaison signature must be retained on file to document eligibility for the current school year. The homeless family does not need to complete an application.
- Homeless families may reside with another household and still be considered homeless. The host family may include the homeless family as household members on their application, but must also include any income from the homeless family. The homeless child's eligibility status cannot convey eligibility to the other children in either family. Eligibility of the host family must be determined by household size and income.
- Due to year-long eligibility, a change in household composition will not impact the eligibility determination for either the host family's children or the homeless child. A child approved for free meal benefits and deemed homeless remains eligible for free meals for the entire school year.
- Visit [www.nysteachs.org](http://www.nysteachs.org) and click "Liaison List" on the toolbar to find the homeless liaison for your district.

- **Foster Children**

A foster child is a child whose care and placement is the responsibility of a State or local welfare agency or who is placed by a court with a caretaker household. This applies only to foster children who are formally placed by the State welfare agency or court. It does not apply to informal arrangements, such as caretaker arrangements or to permanent guardianship placements, which may exist outside of or as a result of State or court based systems. A child may still be considered a foster child if placed with relatives provided the placement is made by the State or local foster care system or courts. The State must retain legal custody of the child --whether placed by a welfare agency or a court -- in order for a child to be considered categorically eligible for free meals.

- A separate application is not needed for foster children. They are categorically eligible for free meals based on documentation received from an appropriate State or local agency indicating their status as a foster child.
- The foster family may include the foster child as a household member. The foster child's personal income must be included with the family income when processing the application. The foster child would be certified for free meals, and then the remainder of the household members would be certified for benefits based on household size (including the foster children) and income or other categorical eligibility information reported on the application.
- A foster child remains eligible for free meals for the entire school year, even if he or she returns home to their family.
- You can contact your county Office of Children and Family Services (OCFS) for a list of foster children in your district/school.

**Acceptable methods for identifying children who are Other Source Categorically Eligible include:**

- Submission of a household application that indicates "Other Source Categorical Eligibility" for one or more children;
- A form letter from the Other Source Categorically Eligible agency to the household, which in turn, the household provides to the school;

- Submission to the determining official of a list of Other Source Categorically Eligible children compiled by the SFA

**\*Note- Other Source Categorical Eligibility of a child does not convey eligibility to other children in the household.** If the household of an Other Source Categorically Eligible child submits an application, the applicable programs must be indicated. With the exception of a foster child, the SFA official must contact the Other Source Categorically Eligible agency liaison to confirm that the children are eligible under one of these programs before free benefits are provided.

### **Direct Certification:**

Direct Certification is the process that enables children from families receiving SNAP to receive free meals or free milk at school without having to complete an application. Direct Certification results in more students gaining access to the school nutrition programs because some parents do not complete application forms correctly or do not submit applications. Students found in the Direct Certification Matching Process (DCMP) that are noted as Medicaid are also to be provided free eligibility. SFAs may extend free meal benefits to all children living in the same household as a child receiving SNAP benefits. Extension can also be provided to other household members of a student who was deemed Medicaid through the DCMP. **School enrollment records of children living at the same address must be kept to document extension of eligibility.**

### **Direct Certification Matching Process (DCMP):**

To provide increased access to free meals to children entitled to free meal benefits and allow for more accurate reporting, better policy and decision making at the local, State and federal levels, the Child Nutrition Program Administration (CNPA) has developed a new Direct Certification Matching Process (DCMP). **Direct certification (DC) data is no longer accessible through the Child Nutrition Management System (CNMS). The DCMP process must now be completed through the NYSED Business Application Portal available on the NYSED website at <https://portal.nysed.gov/abp>.**

The new State Match feature provides users with access to direct certification (DC) data (e.g., SNAP and Medicaid lists) and to DC data that has been matched to New York State student records through the New York State Student Identification System (NYSSIS).

The NYSSIS system is already in-use by school personnel responsible for assigning unique IDs to students. NYSSIS uses a sophisticated matching engine to identify duplicate student records and discourage the creation of multiple student IDs for the same child. The engine is also being used behind the scenes by the State Match system to match DC records to student records maintained in the NYSSIS system. State Matching is a USDA best practice as it relieves School Food Authorities (SFAs) from having to match at the local level. Rather than DC data alone, the State Match system will deliver to SFAs student identifiers (e.g., a local ID and a NYSSIS ID) appended to DC data for easy import into food service management or other local student information systems.

\* The NYSSIS system and State Match capabilities are available on the NYSED Web site, at the NYSED Application Business Portal (<https://portal.nysed.gov/abp>). Instruction for conducting this process is provided in a separate memo on the CNKC website.

All SFAs are required to complete the online DCMP process a **minimum of three times a year**. The new system processes DC data monthly; therefore, SFAs are encouraged to access the data more frequently to ensure that children entitled to free meal benefits receive them. DCMP users are required to certify that this information will remain confidential in compliance with the disclosure statement provided. The online DCMP helps reduce the waste from paper applications and the burden on low income households to return applications. The DCMP is intended to certify all eligible students receiving SNAP and Medicaid (determined by the Medicaid Administering Agency at or below 133 percent of the Federal poverty guidelines before the application of blocks, exceptions or disregards).

SFAs must inform directly certified families that they have been approved for meal benefits through the DCMF. The family must be provided the opportunity to decline the program benefits. SFAs should use the prototype notification letter for directly certified students found in this booklet.

### **Direct Certification Record Keeping:**

Record keeping and reporting requirements for children whose eligibility is obtained from these direct certification methods are the same as for free and reduced price application forms. Records must be maintained at the SFA level; retrievable by building; and, maintained for three years plus the current year, regardless of the child's actual attendance during this period. The number of children eligible for program benefits as a result of direct certification must be included with the count of free eligibles on reimbursement claim forms when reporting numbers of approved applicants. Schools can use students' previous year designations for the first 30 operating days of the new school year only.

### **Eligibility Letters:**

The Eligibility Letters for School Meals/Milk have been discontinued with the start of the new Direct Certification Statewide Match System.

### **Application Processing:**

Applications must be reviewed in a timely manner. An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application. Whenever possible, applications should be processed immediately, particularly for children who do not have approved applications on file from the previous year. Once an eligibility determination is made, households should be notified immediately.

A new eligibility determination that reduces benefits (e.g. free to reduced price) should be implemented only after the household has been notified.

Determining officials must record the eligibility determination as follows:

- Indicate approval date;
- Indicate the level of benefit for which each child is approved (if levels are different); and
- Sign or initial and date the application.

The determining official must sign/initial and date each application, or sign/initial and date a cover sheet attached to a group of applications. A computer system can be used to capture the original date of approval, the basis for the determination (the household size and income used), and update the status of applications to account for transfers, withdrawals, terminations, and other changes. A notation should be made to an electronic file.

### **Duration of Eligibility:**

Once an eligibility determination is made, a child's eligibility status remains in effect for one year. At the start of the subsequent school year, children retain their previous year's eligibility status for 30 operating days or until a new determination is made, whichever comes first. Also see Carryover of Previous Year's Eligibility section.

If no new application is submitted and eligibility is not established through direct certification by the end of the 30-day carryover period, eligibility for free or reduced price meals expires and the SFA must discontinue benefits for these children. The school or SFA is encouraged to provide households with a reminder notice that their free or reduced price meal benefits will end on a specified date if the household does not submit a new application or the school has not received notice that the child is eligible through Assistance Programs or is Other Source Categorically Eligible. The reminder notice also could include the cost of paid meals.



## **Flexibility in Determining the Effective Date for Children receiving free or reduced price benefits:**

### **Applications**

Children have generally been certified eligible for free or reduced price meal benefits on the date the household application is approved. However, SFAs have flexibility concerning the effective date of certification for Program benefits. **If the SFA chooses, it could establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it.** SFAs can use this flexibility when processing household income applications, as well as when waiting for documentation of other source categorical eligibility (e.g., for homeless or migrant children) indicated on a household application.

#### **To use this flexibility when approving applications, SFAs must:**

- Notify their Child Nutrition Program Representative in writing
- Exercise the flexibility for all students in all participating schools and Programs
- Have a method to document the date the application was submitted, such as a date stamp
- Refund any money paid by or on behalf of the child for a reimbursable meal or milk prior to the eligibility determination, including forgiving accrued debt.

### **Automated Data Matching Method**

SFAs may consider the effective date of eligibility for free school meal or milk benefits to be the date the automated data matching file (or benefit recipient file from another agency) is made available to the SFA which first identifies the student as eligible for direct certification, rather than the date the SFA accesses and processes the automated data matching file into their local point of service (POS) system. To be used for this purpose, the data file must have been generated and received by the SFA in the current school year.

### **Letter Method and Lists or Other Forms of Documentation**

SFAs may consider the effective date of eligibility for free school meal or milk benefits to be the date the household or appropriate State or local agency submitted the letter, list or other form of documentation to the SFA, rather than the date the school official approves the documentation.

#### **To use this flexibility, SFAs must:**

- Notify their Child Nutrition Program Representative in writing
- Do so consistently for all the direct certification methods (i.e., automated data matching, and lists or other forms of documentation)
- Apply the direct certification eligibility effective date flexibility consistently to all students directly certified across all participating schools and school meal programs within the SFA
- Document the effective date used, such as a date stamp, to document the date lists or letters from other agencies were received, or the documented and traceable run date of automated match files or recipient benefit files from another appropriate agency
- If categorical eligibility is based on SNAP, TANF or FDPIR, the extended eligibility provision in 7 CFR 245.6(b)(7) also applies

Please see the USDA Eligibility Manual for School Meals for more information.

#### **Change in Household Circumstance:**

Once an eligibility determination is made, a child's eligibility status remains in effect for one year. At the start of the subsequent school year, children retain their previous year's eligibility status for 30 operating days or until a new determination is made, whichever comes first. A new eligibility determination can be made through the approval or denial of a new application or through direct certification. Temporary approval of eligibility is not permitted because of the year-long duration of eligibility.

**Households are NOT required to report changes in income, household size, or changes with regard to participation in a program that makes the children categorically eligible. Eligibility, once established, remains in effect for the entire school year.**

However, households may voluntarily report a change. If a change is reported that will increase benefits, the SFA must put that change into effect.

Please see the USDA Eligibility Manual for School Meals for additional information.

#### **Notification of Eligibility:**

Households must be notified, either in writing or verbally, of their child's approved free or reduced eligibility status within 10 operating days of receipt of the application. The SFA may e-mail the notification of the household's approval for meal benefits to the adult household member who signed the application.

#### **Notification to Households Denied Benefits**

Households with children who are denied benefits must be provided with prompt written notification of the denial. The notification may be provided by mail or e-mail to the adult household member who signed the application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the household of denial via telephone does not meet this requirement.

The denial notification must advise the household of:

- Reason for denial of benefits;
- Right to appeal;
- Instructions on how to appeal; and
- Ability to re-apply for free and reduced price benefits at any time during the school year

#### **Notification of Eligibility Established through Direct Certification**

The SFA must notify the household about eligibility established through direct certification.

The notification must include the following information:

- The child is eligible for free benefits;
- No further application is necessary;
- An explanation of extended eligibility and how to notify the SFA of any additional children in the household not listed on the notification; and
- How to notify the SFA if free benefits for directly certified children are not wanted

This notification must also be provided to households with children directly certified through the letter method or through contacts with officials, such as the SFA's homeless liaison or a foster care agency.

\*Note- Prototype notification letters that include all required information and should be use are included in this booklet.

### **Special Situations:**

#### **Military Benefits:**

For non-deployed service members, income includes benefits paid directly to the service member, such as food and clothing allowances. Income also includes housing allowances for households living off-base in the general commercial or private real estate market.

For deployed service members, income only includes the portion of a deployed service member's income made available to the household by the deployed service member, (or on their behalf). For more information, see: SP 06-2010, CACFP 03-2010, SFSP 04-2010: Exclusion of Military Combat Pay, <https://www.fns.usda.gov/cacfp-03-2010r-exclusion-military-combat-pay>.

#### **Military Compensation to be excluded as reportable income:**

- Payments under the Agent Orange Compensation Exclusion Act, P.L. 101-201.
- Family Subsistence Supplemental Allowance (FSSA). See: SP 30-2006, CACFP 14-2006, SFSP 07-2006: U.S. Armed Forces Family Supplemental Subsistence Allowance – Permanently Excluded from Income Consideration for the Child Nutrition Programs, <https://www.fns.usda.gov/us-armed-forces-family-supplemental-subsistence-allowance-%E2%80%93-permanently-excluded-income-1>.
- Privatized housing allowances to service members living in housing covered under the Military Housing Privatization Initiative. (See: Department of Defense (DOD) Military Housing Privatization for a description of this type of housing, <http://www.acq.osd.mil/housing/>).

#### **Combat Pay to be excluded as reportable income:**

- Deployment Extension Incentive Pay (DEIP) given to active-duty service members who agree to extend their military service by completing deployment with their units without re-enlisting. This exemption applies only until the service members return to their home station. DEIP payments provided to service members who are not considered deployed are not exempt.
- Also exclude combat pay:
  - Received in addition to the service member's basic pay;
  - Received as a result of deployment to (or service in) an area that has been designated as a combat zone; and
  - Not received by the service member prior to deployment to or service in the designated combat zone.

### **Medicaid or Medicare**

Medicaid or Medicare information on an application for meal benefits does not qualify students for free or reduced price meals. Only students and extension to other household members may be provided free meal benefits based on Medicaid if found during the DCMP. **The only eligible Medicaid students reside in the DCMP data.** If you find two records for a child in the DCMP data- one for SNAP and one for Medicaid, you should certify the student free eligible based on SNAP, as DCMP SNAP is the highest level of free eligibility in Child Nutrition Programs.

### **Special Education/Foreign Exchange/Immigrant/Refugee Students**

Special education, foreign exchange, immigrant and refugee students are not automatically eligible for free meals. These students qualify for free, reduced price and paid meals by using the same income guidelines or categorical criteria used for all students. The SFA may claim these students for free or reduced price reimbursement only if a correctly approved application or other certification documentation is on file.

### **Universal Pre-K (UPK)**

Students enrolled in Universal Pre-K programs are not automatically eligible for free meal benefits. These students are not necessarily from economically disadvantaged backgrounds. Only UPK students with direct certification eligibility or approved income applications on file would be eligible for free or reduced price benefits.

### **Alimony and Child Support**

Any money received by a household in the form of alimony or child support is considered income to the receiving household. Money paid by a household in the form of alimony or child support is not excluded as income for that household.

### **Income for the Self-Employed**

Self-employed persons may use their previous year's income as a basis to project their current year's net income, unless their current net income provides a more accurate measure.

Self-employed persons are credited with net income rather than gross income. Net income for self-employed farmers, for example, is figured by subtracting the farmer's operating expenses from the gross receipts. See the USDA Eligibility Manual for a listing of deductible and non-deductible business expenses, gross receipts and operating expenses.

### **Income from Wages and Self-Employment**

For a household with income from wages and self-employment, each amount must be listed separately. When a household experiences a business loss, income from wages must not be reduced by the amount of the business loss. If income from self-employment is negative, it is listed as zero.

### **Projected Income for Seasonal Workers**

Certain workers, such as seasonal workers, experience income fluctuations throughout the year, meaning they earn more money in some months than in other months. For these workers, reporting the previous month's income may distort the household's actual financial circumstances. In these situations, the household may project its annual rate of income, and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

The SFA must determine the period of time any earnings are received for seasonal workers, as well as the amount and source. Seasonal workers with annual employment contracts, such as school employees, may choose to have their salaries paid over a shorter period of time. To treat these employees in the same manner as employees who choose to have their salaries paid over the full year, the SFA must determine the full amount of income available contractually on an annual basis, and convert all income sources to annual amounts.

### **Eligible Households that Have Not Applied (Administrative Prerogative)**

According to 7 CFR 245.6(d), local school officials may complete an application for a child known to be eligible for meal benefits if, after household applications have been disseminated, the household has not applied. **This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.** Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

When exercising this option, the school official must complete the application on behalf of the child based on the household size and income information or Other Source Categorical Eligibility status known to the official and must notify the household that their child has been certified to receive free or reduced price benefits. The source of the information used by the school official to determine eligibility must be noted on the application. Names of household members, the last four digits of the Social Security Number, and the signature of an adult household member are not required. These applications are excluded from verification.

This option must be used judiciously and only after repeated efforts to obtain applications from families have been unsuccessful. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. **It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money.** Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

Reimbursement funds will be reclaimed for improper use of administrative prerogative.

### **Eligible Households that Have Not Applied- Questions and Answers:**

#### **1. Can a student be approved for free or reduced price meals without an application from the parent or guardian?**

Yes. Under special circumstances, a school official may use administrative prerogative and fill out an application for a student whom they have reason to believe would be eligible if the household were to apply. However, the school must first attempt to obtain an application from the household. This prerogative should not be indiscriminately used to claim ineligible students for free meals or to generate aid for other federal programs.

#### **2. How can a school show that attempts have been made to obtain the application from the household?**

Copies of mailings to the household and documentation of conversations with the parent/guardian or a responsible adult in the household must be kept on file. An administrator cannot arbitrarily qualify students from families who did not reapply from the prior year.

#### **3. If the parent/guardian of the student cannot be reached or communicated with due to language barriers, etc., who may be contacted for household information?**

An employer, a Social Service official, immigration official, or a relative suggested by either the student or the student's teacher may be contacted to urge the household to apply.

#### **4. Is there a specific time-period that the school must allow to pass before attempts to obtain an application are deemed unsuccessful?**

No specific time-period is required. The process should be facilitated as quickly as possible so that the student is not going without meals in school.

**5. Can an administrative prerogative be implemented during the period of time in which the school is attempting to obtain an application from the household?**

If the school has reason to believe that the student is going without meals in school on a regular basis due to financial need, the school may implement an administrative prerogative immediately.

**6. Can a school official simply write a note to the food service manager to add a student's name to the list of eligible students?**

No. The school official must complete an application that contains the name of the student, the household size, an estimated family income, and a signature of the school official. The source of information must be noted on the application.

**7. How should the school tell the student and the household that the student would have access to free meals in the school cafeteria?**

The household must be informed of the decision via phone, correspondence, or in person. The student may be told by the teacher, school nurse, or other school official.

**8. Is an application completed by a school official handled in the same way as those submitted by households?**

Yes. Like other applications, it must be counted for purposes of the claim for reimbursement and retrievable by building during a review. However, the application should not be included in the verification process.

**9. Can the administrative prerogative be implemented for families or groups of students who appear to be lacking proper nutrition?**

No. Applications must be completed on an individual basis.

**10. Can an application be completed for a student who appears to be lacking proper nourishment, if the household has indicated that it is not eligible for benefits?**

No. An application can only be completed for students who appear to be missing meals for reasons of financial need. Other problems occurring in a household that may result in poor eating habits, but are not a reflection of family economic status, should not be resolved by this measure.

## **POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

\_\_\_\_\_, (Local Education Agency or governing body) responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that it will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

### **A. Free Meals and (For Milk Only Schools) Free Milk**

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that are identified through the SNAP/MEDICAID Direct Certification Matching Process.

### **B. Reduced Price Meals**

To serve breakfast and/or lunch and/or snacks served through the Afterschool snack program at no charge to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

### **C. Special Conditions**

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child's status. Foster children are categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members can help other children in the household qualify for free or reduced price meals. If the foster family is not eligible for free or reduced price meal benefits, the foster child will still be provided free meal benefits.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

### **D. Non-Discrimination**

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. LEAs selling competitive foods during a meal service are encouraged to include in the description of how the cafeteria and meal service prevents overt identification of the children receiving free and reduced price meals or free milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:

- Work for their meals or milk.
  - Use a separate lunchroom.
  - Go through a separate serving line.
  - Enter the lunchroom through a separate entrance.
  - Eat meals or drink milk at a different time.
  - Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.
2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, sex, age, color, disability, national origin, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

#### **E. Hearing Procedures**

To establish and use a fair hearing procedure in cases of appeal by parents of the school's decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted on the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing;
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;
8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.



**F. Reviewing Official**

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

**G. Notice to Parents**

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII, VIII, or IX including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

**H. Applications**

To advise parents to complete the application and return it to the reviewing official for eligibility determination.

To maintain applications and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA should be reviewed to ensure that it is correctly approved.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year.

**I. Verification of Applications**

Verify the eligibility of applicant households **by November 15** in accordance with program regulations and annually maintain records.

**J. Anonymity and Accountability**

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk. The LEA will develop measures to prevent disclosure of confidential free and reduced price eligibility information as required and include the steps with this policy statement.

**K. Amendments to Policies**

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content to any prototype documents from this guidance booklet require prior State Agency approval.

**L. Records**

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification Matching Process (DCMP) (SNAP, Medicaid, Foster)
2. All applications and documents to support homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including denial letters.
5. Records of all verification efforts and resulting eligibility changes.

**M. Public Release**

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

**N. Special Assistance - Provision 2 and Community Eligibility Provision**

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, the school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

**\* If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2021 if you intend to participate in Provision 2 for the 2021-2022 school year. If your school year begins in July, you must notify us by July 1, 2021.**

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP/Medicaid, homeless, migrant, runaway, foster, and head start) using data from anytime between July 1, 2020 to June 30, 2021, may participate in the Community Eligibility Provision for the 2021-2022 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Knowledge Center website.

**O. Administrative Prerogative**

In certain circumstances when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used **judiciously and only after repeated efforts to obtain applications from families have been unsuccessful**. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

#### **P. Meal Eligibility for Homeless/Migrant/Runaway Children**

Children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and indicate the source of their status on the application.

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:

- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;
- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;
- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on his/her

knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain at a minimum the following information:

- The child's name
  - The effective date of eligibility determination
  - The name of the shelter, etc., where the child resides
  - The signature of the determining official
- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to [www.nysteaches.org](http://www.nysteaches.org).

**Q. Food Distribution Program on Indian Reservation (FDPIR)**

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, SNAP or TANF number.

**R. Food Substitutions for Children With Disabilities**

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a medical statement signed from a State licensed healthcare professional. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. **Children with disabilities are not automatically eligible for free meal benefits.** Parents must adhere to the same income eligibility criteria and procedures used for all children.

**S. Limited English Proficient (LEP) Households**

LEAs will ensure there are no barriers for participation in Child Nutrition Programs for Limited English Proficient (LEP) families and must communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

**T. Meal Charge Policy**

LEAs will establish a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. Charge policies will be reasonable, well-defined and maintain the integrity and dignity of students and households to minimize harm to the student.

**U. Prohibition Against Meal Shaming Plan**

LEAs will establish a written and clearly communicated plan that ensures a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a student whose parent or guardian does not have unpaid school meal charges. The plan will include the requirement to provide students with the reimbursable meal of their choice and identify other prohibited actions to decrease student distress or the embarrassment associated with not having adequate funds to pay for a school meal.

- V. **Program Terminations:** To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP for public school districts. Non-public schools must send a letter on official letterhead notifying the Child Nutrition Office of the effective date they will no longer participate and the last month they intend to claim meals.

### Disclosure Chart

The NSLA specifies that persons directly connected with the administration or enforcement of certain programs or activities are permitted to have access to children's eligibility information. The following chart shows the circumstances for disclosing eligibility information. If you have concerns or questions about disclosing children's eligibility information, refer to the USDA Eligibility Manual for School Meals or contact your Child Nutrition Program representative for further guidance. Prototype parent consent forms are included in this booklet.

<b>Recipient of Information</b>	<b>What May be Disclosed</b>	<b>Requirements</b>
Programs under the National School Lunch Act or Child Nutrition Act	All Eligibility information	Prior notice and consent not required
Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
Federal education programs	Eligibility status only	Prior notice and consent not required
State education programs administered by a State agency or local education agency	Eligibility status only	Prior notice and consent not required
Local education programs	<b>NO</b> eligibility information, unless parental consent is obtained	Parental consent
Medicaid or the State Children's Health Insurance Programs (SCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children	All Eligibility information unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information Disclosed
State health programs other than Medicaid/SCHIP, administered by a State agency or local education agency	Eligibility status only	Prior consent not required
Federal health programs other than Medicaid/SCHIP	<b>NO</b> eligibility information, unless parental consent is obtained	Parental Consent
Local health program	<b>NO</b> eligibility information, unless parental consent is obtained	Parental Consent
Comptroller General of the United States for purposes of audit and examination	All eligibility information	Prior notice and consent not required
Federal, State, or local law enforcement of officials investigating alleged violations of any of the programs under NSLA and CAN or investigating violations of any of the programs that are authorized to have access to names and eligibility status	All eligibility information	Prior notice and consent not required

### Child Nutrition Eligibility Guide

FREE ELIGIBILITY			REDUCED ELIGIBILITY
Direct Certification	Categorical Eligibility	Free Application	Reduced Application
Supplemental Nutrition Assistance Program (SNAP)  - <i>Automated Data Matching Method</i>	Temporary Assistance For Needy Families (TANF) - <i>Indicated Case Number on the Free and Reduced Price Meal Application</i>	Free and Reduced price meal applicant approved to receive free school meals/milk determined by the income indicated on the application was <i>at or below 130 percent of the Federal poverty guidelines.</i>	Free and Reduced price meal applicant approved to receive reduced price school meals determined by the income indicated on the application was <i>between 130 and at or below 185 percent of the Federal poverty guidelines.</i>
Temporary Assistance for Needy Families (TANF)  - <i>Automated Data Matching Method</i>	Food Distribution Program On Indian Reservations (FDPIR) - <i>Indicated Case Number on the Free and Reduced Price Meal Application</i>		
Medicaid recipients at or below 133 percent of the Federal poverty guidelines, determined by the Medicaid Program  - <i>Automated Data Matching Method</i>	Supplemental Nutrition Assistance Program (SNAP) - <i>Re-certification Letter, or indicated Case Number on the Free and Reduced Price Meal Application</i>		
* Data Matching Systems indicate the corresponding Assistance Program	Homeless - <i>List obtained from the McKinney Vento liaison (visit <a href="http://www.nysteachs.org">www.nysteachs.org</a> for a list of homeless liaisons)</i>		
EXTENSION OF CATEGORICAL ELIGIBILITY means that all children in a household with at least one child or household member who receives benefits from an Assistance Program are categorically eligible for free meals. Any one child's or household member's receipt of benefits from an Assistance Program extends free school meal eligibility to all children who are members of the household.	Runaway - <i>List obtained from the runaway provider</i>		
	Migrant - <i>List obtained from the migrant coordinator</i>		
	Foster - <i>List obtained from the Office of Children and Family Services (OCFS) or indicated on the Free and Reduced Price Meal Application</i>		
	Head Start and Even Start - <i>Enrollment records</i>		

## **2021-2022 FREE AND REDUCED PRICE INCOME ELIGIBILITY ATTACHMENTS**

- I Income Eligibility Guidelines**  
These scales are published each year by the federal government and must be used to determine eligibility for free and reduced price meals for the effective dates prescribed.
- II Annual News Release - Public Announcement**  
Prior to the beginning of the school year this release, along with the income eligibility scales for both free and reduced price meals, must be provided to the local news media, the local unemployment office, and to any major employers contemplating large layoffs in the area.
- III Certification of Acceptance for Districts and Nonpublic Schools**  
The Certification of Acceptance must be completed on the Child Nutrition Management System (CNMS) through the annual renewal process prior to the start of the school year.
- IV Certification of Acceptance for Residential Child Care Institutions (RCCIs)**  
The Certification of Acceptance must be completed on the Child Nutrition Management System (CNMS) through the annual renewal process prior to the start of the school year.
- Va Application for Free and Reduced Price School Meals/Milk**  
Along with the parent letter (Attachment VII), the Application for Free and Reduced Price School Meals/Milk must be distributed to all parents of children in attendance at school at the beginning of the school year and for new students when entering during the school year. Each family should complete only one application for their household.
- VI Free and Reduced Price Application Fact Sheet**  
At the option of the SFA, this fact sheet may be sent home with the application or made available at the school.
- VII Parent Letter: School Meal Programs**  
Prototype letter that must be sent to parents each year announcing the availability of the Child Nutrition Programs. **Only the Reduced Price eligibility scale from Attachment I is included in the breakfast/lunch parent letter.** The prototype parent letters included in this packet contain the appropriate scales for the 2021-2022 school year.
- IX Parent Letters: Special Milk**  
Those schools which sponsor the Special (Free) Milk program may adapt the Special Milk parent letter accordingly. Include only the free income eligibility scale from Attachment I when preparing the Special Milk parent letter.
- X Notification Letter**  
All parents who submit applications must be informed of the approval or denial of such applications. Written notification must be provided to each family denied program benefits in order to provide the family with the hearing and appeals process and a copy of such written notification must be retained on file.
- XI Notification Letter to Parents from Direct Certification Matching Process (DCMP)**  
Notification must be provided to households with children directly certified through the DCMP, letter method or through contacts with officials, such as the SFA's homeless liaison or a foster care agency.
- XIII Parent Letter - Children with Disabilities**
- XIV Parent/Guardian Consent Letter**
- XV Parent/Guardian Consent Statement (Single Program)**
- XVI Parent/Guardian Consent Statement (Multiple Programs)**



**2021-2022 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,744	\$ 1,396	\$ 698	\$ 644	\$ 322	1	\$ 23,828	\$ 1,986	\$ 993	\$ 917	\$ 459
2	\$ 22,646	\$ 1,888	\$ 944	\$ 871	\$ 436	2	\$ 32,227	\$ 2,686	\$ 1,343	\$ 1,240	\$ 620
3	\$ 28,548	\$ 2,379	\$ 1,190	\$ 1,098	\$ 549	3	\$ 40,626	\$ 3,386	\$ 1,693	\$ 1,563	\$ 782
4	\$ 34,450	\$ 2,871	\$ 1,436	\$ 1,325	\$ 663	4	\$ 49,025	\$ 4,086	\$ 2,043	\$ 1,886	\$ 943
5	\$ 40,352	\$ 3,363	\$ 1,682	\$ 1,552	\$ 776	5	\$ 57,424	\$ 4,786	\$ 2,393	\$ 2,209	\$ 1,105
6	\$ 46,254	\$ 3,855	\$ 1,928	\$ 1,779	\$ 890	6	\$ 65,823	\$ 5,486	\$ 2,743	\$ 2,532	\$ 1,266
7	\$ 52,156	\$ 4,347	\$ 2,174	\$ 2,006	\$ 1,003	7	\$ 74,222	\$ 6,186	\$ 3,093	\$ 2,855	\$ 1,428
8	\$ 58,058	\$ 4,839	\$ 2,420	\$ 2,233	\$ 1,117	8	\$ 82,621	\$ 6,886	\$ 3,443	\$ 3,178	\$ 1,589
Each Add'l person add	\$ 5,902	\$ 492	\$ 246	\$ 227	\$ 114	Each Add'l person add	\$ 8,399	\$ 700	\$ 350	\$ 324	\$ 162

BOTH of the above income eligibility scales should appear in the Public Announcement/release to the media (Attachment II)

ONLY the reduced price income eligibility scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

ONLY those schools that participate in the Special Milk Program and offer Free Milk can publish the Free Eligibility Scale in both the Public Announcement and the Letter to the Parent.

**Please note: Incomes indicated on the free and reduced price eligibility scales are maximum amounts.**

**ANNUAL NEWS RELEASE - PUBLIC ANNOUNCEMENT**

\_\_\_\_\_ (Local School Food Authority) today announced a free and reduced price meal (Free Milk) policy for \_\_\_\_\_ area school children. Local school officials have adopted the following family eligibility criteria to assist them in determining eligibility:

**2021-2022 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,744	\$ 1,396	\$ 698	\$ 644	\$ 322	1	\$ 23,828	\$ 1,986	\$ 993	\$ 917	\$ 459
2	\$ 22,646	\$ 1,888	\$ 944	\$ 871	\$ 436	2	\$ 32,227	\$ 2,686	\$ 1,343	\$ 1,240	\$ 620
3	\$ 28,548	\$ 2,379	\$ 1,190	\$ 1,098	\$ 549	3	\$ 40,626	\$ 3,386	\$ 1,693	\$ 1,563	\$ 782
4	\$ 34,450	\$ 2,871	\$ 1,436	\$ 1,325	\$ 663	4	\$ 49,025	\$ 4,086	\$ 2,043	\$ 1,886	\$ 943
5	\$ 40,352	\$ 3,363	\$ 1,682	\$ 1,552	\$ 776	5	\$ 57,424	\$ 4,786	\$ 2,393	\$ 2,209	\$ 1,105
6	\$ 46,254	\$ 3,855	\$ 1,928	\$ 1,779	\$ 890	6	\$ 65,823	\$ 5,486	\$ 2,743	\$ 2,532	\$ 1,266
7	\$ 52,156	\$ 4,347	\$ 2,174	\$ 2,006	\$ 1,003	7	\$ 74,222	\$ 6,186	\$ 3,093	\$ 2,855	\$ 1,428
8	\$ 58,058	\$ 4,839	\$ 2,420	\$ 2,233	\$ 1,117	8	\$ 82,621	\$ 6,886	\$ 3,443	\$ 3,178	\$ 1,589
Each Add'l person add	\$ 5,902	\$ 492	\$ 246	\$ 227	\$ 114	Each Add'l person add	\$ 8,399	\$ 700	\$ 350	\$ 324	\$ 162

**SNAP/TANF/FDPIR Households:** Households that currently include children who receive the Supplemental Nutrition Assistance Program (SNAP) but who are not found during the Direct Certification Matching Process (DCMP), or households that currently receive Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a valid SNAP, TANF, or FDPIR case number and the signature of an adult household member. Eligibility for free meal benefits based on participation in SNAP, TANF or FDPIR is extended to all children in the household. When known to the School Food Authority, households will be notified of their children's eligibility for free meals based on their participation in the SNAP, TANF or the FDPIR programs. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Other Source Categorical Eligibility:** When known to the School Food Authority, households will be notified of any child's eligibility for free meals based on the individual child's designation as Other Source Categorically Eligible, as defined by law. Children are determined Other Source Categorically Eligible if they are Homeless, Migrant, Runaway, A foster child, or Enrolled in Head Start or an eligible pre-kindergarten program.

If children or households receive benefits under Assistance Programs or Other Source Categorically Eligible Programs and are not listed on the notice of eligibility and are not notified by the School Food Authority of their free meal benefits, the parent or guardian should contact the school or should submit an income application.

**Other Households:** Households with income the same or below the amounts listed above for family size may be eligible for and are urged to apply for free and/or reduced price meals (or free milk). They may do so by completing the application sent home with the letter to parents. One application for all children in the household should be submitted. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to \_\_\_\_\_ (Title of Reviewing Official). Please contact \_\_\_\_\_ at \_\_\_\_\_ with any questions regarding the application process.

Households notified of their children's eligibility must contact the School Food Authority if they choose to decline the free meal benefits. Households may apply for benefits at any time throughout the school year. Children of parents or guardians who become unemployed or experience a financial hardship mid-year may become eligible for free and reduced price meals or free milk at any point during the school year.

For up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first) an individual child's free or reduced price eligibility status from the previous year will continue within the same SFA. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children's meals must be claimed at the paid rate. Though encouraged to do so, the SFA is not required to send a reminder or a notice of expired eligibility.

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.

The School Food Authority does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children are eligible for free meal benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the application as a member of the family where they reside. Applications must include the foster child's name and personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision. \_\_\_\_\_ (Title), whose address is \_\_\_\_\_, has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the SNAP, TANF, or FDIPIR case number; the names of all household members; on an income application, the last four digits of the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

**Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.**

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C., 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

<b>KEEP THIS FORM ON FILE. DO NOT RETURN TO SED</b>
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### CERTIFICATION OF ACCEPTANCE FOR DISTRICTS AND NONPUBLIC SCHOOLS

Please complete the following information during the annual renewal process on the Child Nutrition Management System and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certification of Acceptance to NYSED.**

**SCHOOL FOOD AUTHORITY NAME:** \_\_\_\_\_

**12-Digit LEA Code:** \_\_\_\_\_

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

#### Titles of Designated Officials

A. REVIEWING OFFICIAL

Address & Telephone

B. HEARING OFFICIAL

Address & Telephone

C. VERIFICATION OFFICIAL

Address & Telephone

An officer of the Board of Education or chairman of the community school board, pastor or executive director of the corporation operating a private or parochial school, or the headmaster or principal of a nonpublic school must sign this form.

\_\_\_\_\_  
**ORIGINAL SIGNATURE OF SCHOOL OFFICIAL**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

2021-2022

- The Reviewing and Verification Official may be the same person. The Hearing Official cannot be the Reviewing or Verification Official.

<b>KEEP THIS FORM ON FILE. DO NOT RETURN TO SED</b>
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**CERTIFICATION OF ACCEPTANCE FOR RESIDENTIAL CHILD CARE INSTITUTIONS (RCCIs)**

Please complete the following information during the annual renewal process on the Child Nutrition Management System and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certification of Acceptance to NYSED.**

**SCHOOL FOOD AUTHORITY NAME:** \_\_\_\_\_

**12-Digit LEA Code:** \_\_\_\_\_

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

**Titles of Designated Officials**

A. REVIEWING OFFICIAL

Address & Telephone

(Sections B & C are only applicable to RCCIs with day treatment students)

B. HEARING OFFICIAL

Address & Telephone

C. VERIFICATION OFFICIAL

Address & Telephone

An officer of the Board of Directors or the Executive Director must sign this form.

\_\_\_\_\_  
**ORIGINAL SIGNATURE OF SCHOOL OFFICIAL**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

2021-2022

- The Reviewing and Verification Official may be the same person. The Hearing Official cannot be the Reviewing or Verification Official.

Date Withdrew \_\_\_\_\_

Attachment Va F \_\_\_\_ R \_\_\_\_ D \_\_\_\_

**2021-2022 Application for Free and Reduced Price School Meals/Milk**

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **(phone number)**, if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** (School Name)  
(Street Name)  
(City, State , Zip Code)

## 1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

## 2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

## 3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

**All Household Members (including yourself and all children that have income).**

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

\*Last Four Digits of Social Security Number: XXX-XX-\_\_ \_\_ \_\_ \_\_

I do not have a SS# ☐

\*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

## 4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

## 5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (Check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Island ☐ White

**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**  
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

☐ SNAP/TANF/Foster

☐ Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_

☐ Free Meals ☐ Reduced Price Meals

☐ Denied/Paid

Signature of Reviewing Official \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to \_\_\_\_\_.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: \_\_\_\_\_. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

### PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

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### PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

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### PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

### USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

**Examples of gross income are:**

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



## Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of School]** offers healthy meals every school day. Breakfast costs **[\$]**; lunch costs **[\$]**. Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2019 students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations or TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator information]** to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **[phone number]** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number, e-mail]**.
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**2021-2022 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

**REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 23,828	\$ 1,986	\$ 993	\$ 917	\$ 459
2	\$ 32,227	\$ 2,686	\$ 1,343	\$ 1,240	\$ 620
3	\$ 40,626	\$ 3,386	\$ 1,693	\$ 1,563	\$ 782
4	\$ 49,025	\$ 4,086	\$ 2,043	\$ 1,886	\$ 943
5	\$ 57,424	\$ 4,786	\$ 2,393	\$ 2,209	\$ 1,105
6	\$ 65,823	\$ 5,486	\$ 2,743	\$ 2,532	\$ 1,266
7	\$ 74,222	\$ 6,186	\$ 3,093	\$ 2,855	\$ 1,428
8	\$ 82,621	\$ 6,886	\$ 3,443	\$ 3,178	\$ 1,589
*Each Add'l person add	\$ 8,399	\$ 700	\$ 350	\$ 324	\$ 162

**How to Apply:** To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number or check the box if the adult does not have a social security number. **An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

**Reduced Price Eligible Students:** **Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.**

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special

Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Special Milk Program Schools**  
**(Only for use when offering Free Special Milk)**

Dear Parent/Guardian:

(School Name) believes that one of the most important ways we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies. Therefore, we provide milk in our school every day.

We invite all students to show their support for their school food service program through frequent participation. Current milk prices are \$\_\_\_\_ per one half pint.

**How to Apply:** To receive free milk for your children carefully complete the application and return it to the school. If you currently receive SNAP, or TANF for any children or participate in the FDPIR, the application must include the children's names of all children living in your household, your SNAP, TANF or FDPIR number and the signature of an adult household member. If you do not list a SNAP/TANF/FDPIR number, the application must include the names of everyone in the household, the amount of income for each household member, how often this income is received and where it comes from. The application must also include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF number or complete the income portion of the application. No application is necessary if your household was notified by the SFA that your children have been directly certified. If you are not sure if your children have been directly certified, please contact the school.

**Income Chart:** The following chart lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible for free milk.

**2021-2022 FREE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,744	\$ 1,396	\$ 698	\$ 644	\$ 322
2	\$ 22,646	\$1,888	\$ 944	\$ 871	\$ 436
3	\$ 28,548	\$ 2,379	\$ 1,190	\$ 1,098	\$ 549
4	\$ 34,450	\$ 2,871	\$ 1,436	\$ 1,325	\$ 663
5	\$ 40,352	\$ 3,363	\$ 1,682	\$ 1,552	\$ 776
6	\$ 46,254	\$ 3,855	\$ 1,928	\$ 1,779	\$ 890
7	\$ 52,156	\$ 4,347	\$ 2,174	\$ 2,006	\$ 1,003
8	\$ 58,058	\$ 4,839	\$ 2,420	\$ 2,233	\$ 1,117
*Each Add'l person add	\$ 5,902	\$ 492	\$ 246	\$ 227	\$ 114

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. **You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.**

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

**Foster Child:** Your foster child may be eligible for free milk. Provide documentation from an appropriate State or local agency indicating the child's status as foster. If you have questions, contact the school for help with the application.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

**Fair Hearing:** If you do not agree with the school's decision on your application or the result of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by calling or writing the following official:

**(Name, Address, Telephone Number of Hearing Official)**

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, *all* information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete application at that time.

You will be notified when the application is approved or denied. The information submitted on the application may be subject to verification. Please contact **[name, address, phone number]** with any questions.

Sincerely,

#### **Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/bascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/bascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## NOTIFICATION LETTER FOR SCHOOL MEALS

Dear \_\_\_\_\_:

Your application for free and reduced price meals for your child(ren) has been:

- \_\_\_\_\_ Approved for free meals.
- \_\_\_\_\_ Approved for reduced price meals. Your child(ren) will receive breakfast and lunch meals at no charge.
- \_\_\_\_\_ Denied for the following reason(s):
- \_\_\_\_\_ Income over the allowable amount.
- \_\_\_\_\_ Incomplete application. The following information is missing:
- \_\_\_\_\_ Other:

If you do not agree with the decision, you may discuss it with a school official and you have a right to a fair hearing. This can be done by calling or writing the following official:

Name:  
Address:  
Phone:

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income or become unemployed, or have an increase in household size, you may fill out another application at that time.

Sincerely,

\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date**Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**NOTIFICATION LETTER FOR DIRECTLY CERTIFIED STUDENTS**

Dear Parent/Guardian:

Date: \_\_\_\_\_

Your child(ren) has been automatically **approved for free meals and/or milk** during the 2021-2022 school year. This approval is based on student/household eligibility for the Supplemental Nutrition Assistance Program (SNAP), and/or Medicaid. **ONLY RETURN THIS LETTER to your child(ren)'s school if you do not want the free school meals/milk benefits.**

**Please DO NOT fill out an application for free or reduced price meals and/or milk for the following child(ren):**

Student Name	School Name	Grade

If you have student(s) in your household that are not listed above, please contact this office at \_\_\_\_\_. Free meal benefits will be extended to all children residing in the same household.

**If you DO NOT want your student to receive these school meal benefits, please check the box below, sign and return this letter.**

☐ I do not want free meals/milk benefits for my children listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Sincerely,

\_\_\_\_\_  
Signature

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## MEAL SERVICES TO CHILDREN WITH DISABILITIES

Dear Parent/Guardian:

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) aim to provide all participating children, regardless of background, with the nutritious meals they need to be healthy. This includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the NSLP and SBP.

Federal regulations require schools and institutions to serve meals at no extra charge to those children whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification to the foods offered or the scheduled menu. If you believe your child needs substitutions because of a disability, please get in touch with us for further information. You must request meal modifications from the school and provide the school with a medical statement from a State licensed healthcare professional. This medical statement must contain but is not limited to the following:

- Information about the child's physical or mental impairment that is sufficient to allow the school to understand how it restricts the child's diet,
- An explanation of what must be done to accommodate the child's special dietary need,
- The food or foods to be omitted and recommended alternatives, in the case of a modified meal

If you have questions regarding the need for meal modifications, contact \_\_\_\_\_ at \_\_\_\_\_ for further information.

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## Prototype

**PARENT/GUARDIAN CONSENT TO RELEASE ELIGIBILITY INFORMATION  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Date \_\_\_\_\_

Dear Parent/Guardian:

If your child is eligible for free and reduced price meals or free milk, he/she also may be eligible for other benefits. To receive these benefits, you must provide written consent to permit school officials to give your name, address, and an indication that your household is eligible for free and reduced price meals or free milk, to representatives of certain programs. **Failure to sign a consent statement that will allow disclosure of this information will not affect your child's eligibility or participation in the school meals or milk programs.**

Some of the programs that may request names and eligibility information to be used to provide benefits, and for which parent/guardian consent is required, include: federal health insurance programs such as Medicaid or Children's Health Insurance program (CHIP), other federal programs, State programs, local health and education programs and other local activities. For example, the disclosure of children's eligibility for free and reduced price meals or free milk to determine eligibility for free text books, free band instruments, holiday baskets, school supplies, etc., or reduced fees for summer school or driver education programs, would require written consent by the child's parent/guardian.

If you wish to provide consent to release information contained in your child's free and reduced price meal application, to receive other benefits, please complete the attached consent statement.

Please call \_\_\_\_\_ at \_\_\_\_\_ if you have questions.

Sincerely,

Enclosure (consent statement)

**Nondiscrimination Statement:**

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
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## Prototype Consent Statement (Single Program)

**CONSENT TO RELEASE FREE OR REDUCED PRICE ELIGIBILITY INFORMATION**

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk to the following program. I understand that the information will only be provided to this program.

Name of Program (to be completed by SFA) \_\_\_\_\_

I understand that I will be releasing information that will show my child/children are eligible for free and reduced price meals or free milk. I give consent to release my confidential information for the above named program only.

Child/Children:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I am the parent/guardian of the child/children for whom the free/reduced price application was made:

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Nondiscrimination Statement:**

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## Prototype Consent Statement (Multiple Programs)

**CONSENT TO RELEASE FREE OR REDUCED PRICE ELIGIBILITY INFORMATION**

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk to the following programs. I understand that the information will only be provided to the program(s) checked.

(Check the box next to the program area(s) you wish to release information to)

- ☐ Federal health programs such as Medicaid or Children's Health Insurance Program (CHIP).
- ☐ State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- ☐ Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees for summer school or driver education.
- ☐ Community programs such as holiday baskets, summer arts and playground programs.

I understand that I will be releasing information that will show that my child/children are eligible for free and reduced price meals or free milk. I give consent to release my confidential information for the above named uses.

Child/Children: \_\_\_\_\_

I certify that I am the child's parent/guardian for whom the application was made.

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Nondiscrimination Statement:**

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2021-2022 LINKS Team

Tracey Robinson

Katie James

Mike Snider

Anne Nelson

Amanda Kane

Tim Simonds

Kim Trask

Jeanne Butler

Julie Lambiaso

Katherine Mazourek

David Richards

**SECTION IV MERGER COMMITTEE**

## Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.  
 (B) Be reviewed and approved by the athletic league involved.  
 (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District Unatego  
 Address of School Involved 2641 State Hwy 7  
Otego, NY 13825  
 Athletic Director of School Involved Matt Hafele  
 Phone Number 607-988-5001  
 Other School(s) Involved Franklin  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Sport to be considered Boys Basketball  
 Level(s) being merged (circle) Varsity IV Modified  
 School Year 2021-22

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

By Merging teams, boys from both schools will be able to compete at the in a sport they would not have had the opportunity to otherwise.

\_\_\_\_\_

\_\_\_\_\_

What will be the identity of the combined team? Unatego/Franklin

Where will practices be held? Unatego

Where will competition be held? Both

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step must precede the Section action!):

League Action \_\_\_\_\_ Approved  
 \_\_\_\_\_ Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

Forward to: Section IV Athletic Association  
276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

by: January 30, 2022 for Football

August 30, 2021 for Fall activity

November 22, 2021 for Winter activity

March 21, 2022 for Spring activity

**COMBINING OF TEAMS** - The joining together of students from two or more member schools in the same district or close proximity to form a single team shall be permitted subject to the following conditions:

The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.

2. Section approval must be reported to the NYSPHSAA, Inc., Executive Committee. NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9-11 enrollment shall be combined, using the below criteria, for state level competition.

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS; ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

Beginning in 2019-2020 The percentages is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)

Five Classes (100%, 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.

4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.

5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

**Reporting Procedure: All violations shall be reported to the League and Section.**

=====

Action of Section IV Merger Committee

The above request for merger is \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_.

Classification    AA       A       B       C       D

\_\_\_\_\_ Chairperson       \_\_\_\_\_ Date

**SECTION IV MERGER COMMITTEE**

## Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.  
 (B) Be reviewed and approved by the athletic league involved.  
 (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District Unatego  
 Address of School Involved 2641 State Hwy 7  
Otego, NY 13825  
 Athletic Director of School Involved Matt Hafele  
 Phone Number 607-988-5001  
 Other School(s) Involved Franklin  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Sport to be considered Baseball  
 Level(s) being merged (circle) Varsity JV Modified  
 School Year 2021-22

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

By Merging teams, boys from both schools will be able to compete at the in a sport they would not have had the opportunity to otherwise.

\_\_\_\_\_

\_\_\_\_\_

What will be the identity of the combined team? Unatego/Franklin

Where will practices be held? Unatego

Where will competition be held? Unatego

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step **must** precede the Section action!):

League Action \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

Forward to: Section IV Athletic Association  
276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

by: January 30, 2022 for Football

August 30, 2021 for Fall activity

November 22, 2021 for Winter activity

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Five Classes (100%, 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.

4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.

5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

**Reporting Procedure: All violations shall be reported to the League and Section.**

=====

Action of Section IV Merger Committee

The above request for merger is \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_

Classification    AA       A       B       C       D

\_\_\_\_\_ Chairperson       \_\_\_\_\_ Date



**SECTION IV MERGER COMMITTEE**

## Application for Merger of Schools for Athletic Activity

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 Phone Number 607-988-5001  
 Other School(s) Involved Franklin  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Sport to be considered Football  
 Level(s) being merged (circle) Varsity JV Modified  
 School Year 2021-22

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

By Merging teams, boys from both schools will be able to compete at the in a sport they would not have had the opportunity to otherwise.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will be the identity of the combined team? Unatego/FranklinWhere will practices be held? UnategoWhere will competition be held? UnategoAttach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step **must** precede the Section action!):

League Action \_\_\_\_\_ Approved  
 \_\_\_\_\_ Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

Forward to: Section IV Athletic Association  
276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

by: January 30, 2022 for Football

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NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

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Five Classes (100%, 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.

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**Reporting Procedure: All violations shall be reported to the League and Section.**

=====

Action of Section IV Merger Committee

The above request for merger is \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_

Classification    AA       A       B       C       D

\_\_\_\_\_ Chairperson       \_\_\_\_\_ Date

**SECTION IV MERGER COMMITTEE**

## Application for Merger of Schools for Athletic Activity

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 (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

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Otego, NY 13825  
 Athletic Director of School Involved Matt Hafele  
 Phone Number 607-988-5001  
 Other School(s) Involved Franklin  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Sport to be considered Boys Soccer  
 Level(s) being merged (circle) Varsity IV Modified  
 School Year 2021-22

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

By Merging teams, boys from both schools will be able to compete at the varsity level in a sport they would not have had the opportunity to otherwise. This will be our 3<sup>rd</sup> year with the merger, and it has been very successful so far.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What will be the identity of the combined team? Franklin/Unatego

Where will practices be held? Franklin

Where will competition be held? Both

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step **must** precede the Section action!):

League Action \_\_\_\_\_ Approved  
 \_\_\_\_\_ Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

Forward to: Section IV Athletic Association  
276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

by: January 30, 2022 for Football

August 30, 2021 for Fall activity

November 22, 2021 for Winter activity

March 21, 2022 for Spring activity

**COMBINING OF TEAMS** - The joining together of students from two or more member schools in the same district or close proximity to form a single team shall be permitted subject to the following conditions:

The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.

2. Section approval must be reported to the NYSPHSAA, Inc., Executive Committee. NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9-11 enrollment shall be combined, using the below criteria, for state level competition.

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS; ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

Beginning in 2019-2020 The percentages is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)

Five Classes (100%, 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Two Divisions (100%, 40%)

3. Section shall determine the deadlines for schools to merge or demerge programs.

4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.

5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools BEDS enrollment numbers. (July 2016)

**Reporting Procedure: All violations shall be reported to the League and Section.**

=====

Action of Section IV Merger Committee

The above request for merger is \_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_

Classification    AA       A       B       C       D

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

**SECTION IV MERGER COMMITTEE**

## Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.  
 (B) Be reviewed and approved by the athletic league involved.  
 (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District Unatego  
 Address of School Involved 2641 State Hwy 7  
Otego, NY 13825  
 Athletic Director of School Involved Matt Hafele  
 Phone Number 607-988-5001  
 Other School(s) Involved Unadilla Valley  
Franklin  
 Sport to be considered Wrestling  
 Level(s) being merged (circle) Varsity IV Modified  
 School Year 2021-22

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

By Merging teams, boys from both schools will be able to compete at the in a sport they would not have had the opportunity to otherwise.

What will be the identity of the combined team? UV/U

Where will practices be held? Both

Where will competition be held? Both

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Date: \_\_\_\_\_

Submit to Athletic League (This step **must** precede the Section action!):

League Action ☐ Approved  
☐ Not Approved

Date \_\_\_\_\_

League Secretary \_\_\_\_\_

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\_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_

for the school year \_\_\_\_\_.

Classification    AA       A       B       C       D

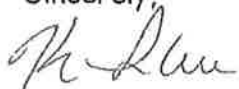
\_\_\_\_\_ Chairperson       \_\_\_\_\_ Date

July 1, 2021

Mr. Snider,

Pending approval as an LTA, I would like to tender my resignation as a Special Needs Aide effective August 31, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Frailey", written in a cursive style.

Kerri Frailey

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Brittany Knapp

POSITION: Preschool Aide

REPLACES: new position

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: Sidney Central School District

YEARS OF EXPERIENCE: 3

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ \_\_\_\_\_ per Aide Contract

CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Erica Backus, teacher
2. Randy Smith, Principal

COMMENTS: Great fit for the district - kind, patient, loves kids.  
"I would hire her." - fantastic - thinks ahead, great with parents -  
worked well with colleagues - a team player.



ADMINISTRATOR SIGNATURE

7/1/2021

DATE



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Marah Seward

POSITION: Special Needs Aide

REPLACES: Floating aide position which is now a full-time special needs aide

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: HS

YEARS OF EXPERIENCE: .5 as substitute aide - 5 years as bus aide - Unatego

SALARY: STEP      LEVEL      \$      per Aide Contract

CERTIFICATION: none

COLLEGE: none

REFERENCES CONTACTED:

1. Jill Patrick - Teacher
2. Mike Snider - Principal

COMMENTS: She would do a great job.

Marah has been a very dependable substitute - she is flexible and

she has worked well in multiple settings this year.



ADMINISTRATOR SIGNATURE

7/1/2021

DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Irene Murphy

POSITION: Special Needs Aide

REPLACES: Kerri Frailey-Love

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: HS diploma & college courses / education workshops

YEARS OF EXPERIENCE: 15

SALARY: STEP \_\_\_\_ LEVEL \_\_\_\_ \$ \_\_\_\_ per Aide Contract

CERTIFICATION: none

COLLEGE: three college courses - early childhood education

REFERENCES CONTACTED:

1. Kelly Post
2. Kim Gascon

COMMENTS: Wonderful aide - patience of a saint - goes above and beyond  
Excellent - great with kids - this would be a great hire  
adaptable / always looking to help kids



ADMINISTRATOR SIGNATURE

7/1/2021

DATE

NAME: Crystal Nordberg

POSITION: Special Needs Aide

**REPLACES:** Mel Ruff (who is moving to the preschool program)

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: HS

YEARS OF EXPERIENCE: 4

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ \_\_\_\_\_ per Aide Contract

CERTIFICATION: none

COLLEGE: \_\_\_\_\_

1. Samantha LaTourette - teacher
2. Rosie Slater-Mukhlis - teacher

**COMMENTS:** Very helpful in the classroom - supportive of students

---

One of the best aides I've ever worked with - helps with academic

---

and social emotional needs of students - Highly recommend her.

With Sincerely

ADMINISTRATOR SIGNATURE

7/1/2021

DATE \_\_\_\_\_

RECEIVED  
JUL 06 2021

BY: .....

6-25-21

To Whom it may concern,

I, Patricia Walker am  
resizing due to retirement brought  
on from medical problems effective  
Sept 1<sup>st</sup> 2021.

I will miss all the  
kids and staff. It has been  
an enjoyment over the years.

Thank you for everything  
and the support over this past  
year.

Patricia A Walker

# Unatego Central School District

Unatego, NY 13825

## MEMO

To: Dr. Richards

From: Patti Loker, School Business Manager 

Date: July 7, 2021

Re: BTB Workers Comp Consortium stipends

I would like to recommend the following stipends for the positions held for the Workers Compensation Self-Insurance Alliance:

Sheila Nolan, Claims Auditor	\$2,370.00
Amber Birdsall, Deputy Treasurer	\$3,800.00
Patricia Loker, Treasurer	\$10,250.00

These are not district positions, but function solely for the Workers Comp Alliance. The district pays the stipends, and is then fully reimbursed by the Alliance.

# Unatego Central School

PO BOX 483  
2641 STATE HIGHWAY 7  
OTEGO, NEW YORK 13825-9795  
[www.unatego.org](http://www.unatego.org)  
FAX (607) 988 -1039

Dr. David S. Richards  
Superintendent of Schools  
(607) 988 -5038

Patricia Loker  
Business Manager  
(607) 988-5038

---

To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: July 7, 2021

I would like to recommend Cheyanne Mullineaux as a bus driver for the 2021 summer school program, as needed.

Thank you,



Brian Trask  
Transportation Director

# Unatego Central School

PO BOX 483  
2641 STATE HIGHWAY 7  
OTEGO, NEW YORK 13825-9795  
[www.unatego.org](http://www.unatego.org)  
FAX (607) 988 -1039

Dr. David S. Richards  
Superintendent of Schools  
(607) 988 -5038

Patricia Loker  
Business Manager  
(607) 988-5038

---

Approve the following returning non-teaching substitutes for the 2021-2022 school year:

Aubrey Bronson (Cafeteria)  
Brian Cutting (LTA)  
Jillian Matheson (Aide)  
Will Clark (Bus Driver)

Approve the following returning substitute teachers for the 2021-2022 school year:

Brian Cutting  
Jillian Matheson

June 28<sup>th</sup>, 2021  
pmw

To: Dr. David Richards,  
Superintendent of Unatego Central School

From: Paul Willis,  
High School Science Teacher

RECEIVED  
JUN 28 2021

BY: .....

Dr. Richards,

Since all parties were in agreement to my proposal, and a MOA is now on file, I would like to hereby submit this as a letter of resignation, effective August 31<sup>st</sup>, 2021, for the purpose of retirement, from the Unatego Central School District and public education.

I appreciate all of the support from the District and UTA. I will miss all of the friends that I have acquired over my 20-year tenure at Unatego Central School.

Sincerely,



Paul M. Willis

High School Science Teacher



UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Kerri Frailey-Love

POSITION: Licensed Teaching Assistant (LTA)

REPLACES: Marie Simmons, retired

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: BA Degree - Human Services - 2012

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL \$ per contract - UTA LTA Rate

CERTIFICATION: Level 3 Licensed Teacher Assistant certification

COLLEGE: University of Phoenix and SUNY Cobleskill

REFERENCES CONTACTED:

1. Mike Snider
2. I've attached her previous recommendation for aide with references.

COMMENTS: Kerri has been a special needs aide for two years. She has done  
a great job in that role. I recommend her for an LTA position.  
She has previous experience as a teacher assistant at Springbrook.



ADMINISTRATOR SIGNATURE

07-01-2021

DATE

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Nicole Davis

POSITION: Licensed Teaching Assistant (LTA)

REPLACES: Sheri Baumes, retired

EFFECTIVE DATE: September 1, 2021

EDUCATION LEVEL: HS Diploma, Utica School of Commerce (Associates)

YEARS OF EXPERIENCE: 0

SALARY: STEP 1 LEVEL \$ per contract - UTA LTA Rate

CERTIFICATION: Level 1 Licensed Teacher Assistant certification

COLLEGE: Utica School of Commerce

REFERENCES CONTACTED:

1. Mike Snider
2. I've attached her previous recommendation for aide with references.

COMMENTS: Nicole has worked in multiple areas at the elementary school,  
most recently as an aide in Kindergarten. She will do a great  
job as an LTA.



ADMINISTRATOR SIGNATURE

07-01-2021

DATE

July 5, 2021

Julie Lambiaso  
Principal  
Unatego Central School District



BY: .....

Dear Julie and Unatego Central School District,

I am writing to notify you that I am resigning from my position as health teacher at the Unatego Central School District and will not be returning for the 2021/2022 school year.

I greatly appreciate the professional opportunities this school has provided me, as well as the professional guidance and support that has allowed me to grow in this role. Although I will miss this position, my colleagues, and this school community, I have found a new position which allows me to be closer to home.

I wish you and the Unatego CSD all the success in the future.

Sincerely,

Brandon Egan-Thorpe



## **DEPARTMENT CHAIRPERSONS APPOINTMENTS**

**2021-2022**

<b><u>TEACHER</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>APPT. DATE</u></b>	<b><u>EXP. DATE</u></b>
Jessica Strauss	Science	07/01/2020	06/30/2023
Jeanne Butler	English	07/01/2020	06/30/2023
Ann Nelson	Social Studies	07/01/2020	06/30/2023
Cheryl Nages	Fine Arts	07/01/2020	06/30/2023
Alysha Hoffman	Math	07/01/2021	06/30/2024
Kim Trask	Special Ed.	07/01/2021	06/30/2024

## **LEAD TEACHERS**

<b><u>TEACHER</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>APPT. DATE</u></b>	<b><u>EXP. DATE</u></b>
Sue Herodes	PE	07/01/2020	06/30/2023
John Pruskowski	Occ. Ed. Dept.	07/01/2020	06/30/2023
Beth-Ann Wiswell	Spanish	07/01/2021	06/30/2024

Updated: 07/08/2021