

6. Resolved that, upon the recommendation of the Superintendent of Schools, the Board of Education accept the resignation of Mrs. Kaela Storey, Special Education Teacher effective August 27, 2024.
7. Resolved that, upon the recommendation of the Superintendent of Schools, the Board of Education enter into agreements with the South Lewis Board of Education for the Adirondack CSD to contract with the South Lewis CSD and also the Town of Webb Board of Education for the Town of Webb UFSD to contract with the Adirondack CSD for instruction of students with disabilities in a program that is appropriate for the 2024-2025 school year.
8. Resolved that, upon the recommendation of the Committee on Special Education, approval be granted for placement of students.
9. Resolved that, upon the recommendation of the Superintendent of Schools, the Board of Education declare equipment and/or textbooks from the District as surplus and be disposed of in the most expedient manner as per the discretion of the Superintendent of Schools.
10. Resolved that, upon the recommendation of the Superintendent of Schools, the Board of Education adopt the following resolution regarding Cooperative Bidding:

WHEREAS, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the “BOCES”) during the 2024-2025 school year to bid jointly for the purchase of various types of computers and technology commodities (the “Commodities”); and

WHEREAS, the Adirondack Central School District (“the School District”) is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed the Cooperative Bid Procedures (“the Procedures”) governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

BE IT FURTHER RESOLVED, that in accordance with Cooperative Bid Procedures, the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

INFORMATION & DISCUSSION:

- Policy – 1st Reading:
 - Leaves of Absence – 6550

- Warrants & Receipts:

Warrants: April 2024	Receipts: March 2024
Federal Fund Warrant	Capital Fund Receipts
Scholarship Fund Warrant	General Receipts
Capital Fund Warrant	Federal Receipts
Lunch Fund Warrant	Lunch Fund Receipts
General Fund Warrant	Appropriation Status General Fund 3-31-24

- Treasurer’s Report – March 31, 2024
- Next Capital Project – Transportation & miscellaneous
- Reserve Balances
- Graduation – Friday, June 28, 2024 – 6:30 p.m.
- 2023-2024 End of Year Calendar

- Update on Pool
- Results of Jeff-Lewis-Hamilton-Herkimer-Oneida BOCES 2024-2025 Administrative Budget Vote & Election
- Thank you from Jeff-Lewis BOCES Board member Michael Young

HANDOUTS:

- Enrollment Figures as of May 1, 2024
- District Calendar, May 2024
- Claims Auditor Report – 4/1- 4/30/24
- Conference Report – *Phonological Awareness: Establishing Reading Foundations for Success* – Holly Sroka
- Technology Report – Dan Granato

EXECUTIVE SESSION: To discuss the employment history of particular personnel and non-instructional negotiations.

ADJOURNMENT

SUBJECT: LEAVES OF ABSENCE

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of Absence, Contractual, Et Al.

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of Absence, Unpaid, Not Covered Above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time to allow an employee to express breast milk for their nursing child each time the employee has reasonable need to express breast milk for up to three years following childbirth per New York State Labor Law Section 206-c.

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

At the employee's option, the District will allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising their rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

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SUBJECT: LEAVES OF ABSENCE (Cont'd.)

i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to their term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section 218d

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law Section 3-110

Executive Law Section 296(22)

General Municipal Law Sections 92, 92-c, and 92-d

Judiciary Law Sections 519 and 521

Labor Law Sections 202-a, 202-i, 202-j, 202-l, and 206-c

Military Law Sections 242 and 243

Penal Law Section 215.14

Adoption Date



Adirondack Central School District

Direction of the District - Next Elementary Capital Project - Frequently Asked Questions - May 2024

All calculations in this document are overarching estimates as of May 2024. No numbers or decisions are definitive, but this reflects the current information and status of this topic.

1-Why do we need an elementary capital project and plan? West Leyden Elementary and Boonville Elementary are both in need of substantial construction updates. West Leyden was built in 1929 (34,627 ft²), and Boonville was built in 1928 (43,573 ft²). Schools in NY are required to do building condition surveys by certified architects every 5 years. Some items marked are urgent and others are suggested to keep the facilities in good condition. Adirondack's architects are King and King, and the most recent building condition surveys were completed in 2022.

2-What is some of the major work that needs to be done at Boonville Elementary and West Leyden Elementary?

The following is a list of some of the urgent items identified in the Building Condition Surveys at each building.

<p>West Leyden Elementary</p> <ul style="list-style-type: none"> -Replace windows building wide. -Replace roof building wide. -Replace various interior doors and upgrade door hardware to ADA. -Replace boilers, unit vents, gym air handling unit. -Renovate 1970 toilet to ADA. -Replace fire alarm system and devices. -Provide new IP public address system and lock down notification. -Replacement of water lines in crawl spaces. 	<p>Boonville Elementary</p> <ul style="list-style-type: none"> -Replace 1950's building addition exterior brick walls. Signs of deteriorated masonry anchors. -Replace windows building wide. -Replace roof building wide. -Replace and upgrade doors/hardware to ADA. -Replace boilers from 1999. -Replace toilet room plumbing fixtures and renovate two toilet rooms that are not ADA accessible. -Replace fire alarm system and devices. -Replace PA system and sound system in Auditorium and Gym. -Replacement of water lines in crawl spaces.
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Please note that the public is invited to tour each building with our Superintendent of Buildings and Grounds and Architects from King and King at the following dates and times, to review some of the work needing to be done at each building. The community is welcome to attend:

- **West Leyden Elementary Tour - May 28th 6 PM (meet in cafeteria)**
- **Boonville Elementary Tour - May 29th 6 PM (meet in cafeteria)**

3-Why is this discussion becoming urgent right now? The Board of Education wanted to extensively study all potential options for our next elementary capital project, making a long-term plan for the direction of the district.

In 2021-22, 3 possible scenarios were identified:

Scenario 1-keep all of our buildings open as they are, with major construction/updates to West Leyden and Boonville

Scenario 2-close West Leyden, make Boonville UPK-4th gr, and 5th gr moves to the Middle School, with major construction/updates to Boonville El

Scenario 3-close West Leyden and Boonville and build an elementary addition onto the Middle/High School

We know what our state aid will be on our current buildings, so we have known all along the costs anticipated for 1 and 2. However, in order to find out state aid calculations on a new construction, we need the state to recalculate our aid for that scenario. We submitted the paperwork to the state to get this information in July 2022. In late March 2024, we finally received the response (it took over a year-and-a-half to get this information). The Board finally has the costs it needs to review all 3 scenarios, so we now need to get moving on a plan. The response we received from the state showed substantially less aid for scenario 3 than what we had anticipated (we expected to receive \$4.15 million more in aid from the state than what they responded with). There are very advanced formulas that include reviewing maximum cost allowances, incidental allowances, certain rooms do/don't get aid, enrollment, etc.

4-What are the aid and financial numbers to the 3 scenarios as of now? This chart was reviewed at the March and April 2024 Board of Education meetings. Please note that these are estimates provided by our architects and financial advisors (Fiscal Advisors), because once a scenario is selected, substantial work will go into finalizing and planning the exact work to be done (and work at the Middle School, High School or Bus Garage may be included), and inflation will need to get factored in, since the work won't take place for at least a year to two. However, these numbers allow the Board to analyze overall cost expectations for each scenario.

All estimated figures in black utilize \$2,500,000 of capital reserve fund.

All estimated figures in red utilize \$5,000,000 of capital reserve fund. *The Board anticipates being in a position to utilize \$5,000,000 in capital reserve fund.*

All estimated figures in blue utilize no capital reserve fund.

Scenario	Total Project Cost	Portion Aided	Portion Not Aided	Term of Borrowing/ Building Aid Payback	Estimated Avg Local Share for Proposed Project Per Year	Estimated Average Impact/ \$1,000 Full Value	Estimated Avg Impact/ \$100,000 Full Value Home	Total Estimated Cost to \$100,000 Full Value Home (over the term of borrowing)
1-to complete all items in the building condition surveys for W Leyden & Boonville	\$35,100,000	\$31,417,164 (89.5% aided)	\$3,682,836	15 years	\$569,198 \$388,343	\$0.6117 \$0.4174	\$61.17 \$41.74	\$917.55 \$626.10
2-to complete all items in the bldg cond survey for Boonville (and \$5 mill for reconstruction/alterations needed)	\$26,700,000	\$25,365,048 (95% aided)	\$1,334,952	15 years	\$306,771 \$125,858	\$0.3297 \$0.1353	\$32.97 \$13.53	\$494.55 \$202.95
3-build a UPK-5th gr addition onto the MS/HS	\$26,900,000	\$13,494,147 (50.2% aided)	\$13,405,853	20 years	\$1,047,771 \$861,052	\$1.1260 \$0.9250	\$112.60 \$92.50	\$2,252.00 \$1,850.00
3-necessary reconstruction of parking, fields, playgrounds, kitchen reno, etc.	\$10,000,000	\$9,700,000 (97% aided)	\$300,000	15 years	\$227,273	\$0.2440	\$24.40	\$366.00

5-In addition to the construction work of the buildings, what other cost estimates are being considered? Again, these are estimates as of this school year and were reviewed with the Board at the December 2023 meeting. The numbers are estimates, because it will be time before these changes take place, and therefore the numbers will change based on inflation and changing student enrollments/needs over time.

Annual Savings	
Scenario 2	Scenario 3
Includes: Transportation, Heating/Maintenance/Fees and Staffing	-\$645,000
	-\$433,000

6-What are the staffing cuts? The goal going into it is not to cut programs or offerings to students in the process of this, if scenario 2 or 3 are selected. The district will have the same number of children, it's just that they are organized in different locations. Again, the staffing estimate is based on current needs and student enrollment, and is an approximate number, but may alter over time. The cuts have to do with not needing double or triple positions, if we have fewer buildings, and once a scenario is definitely selected will be reviewed extensively with staff and approved by the Board. Examples include reduction in SROs, Connected Community Schools hubs, etc. but all positions will be analyzed. We currently have 4 classroom teachers at each grade, K-5 (and classes average 14-23 students). The goal is not cutting classroom teachers in scenario 2 and 3, but we would balance classes (for example we currently have 14 students at WL 2nd and 19 in BE, and 23 at WL K and 18/19 in BE).

7-What is the impact on busing? We will review routes based on current student enrollment at the May 2024 Board meeting. We expect Forestport and Boonville area runs to remain pretty much the same, because those students already come and go home on the same buses, UPK-12. We anticipate needing the same number of drivers and buses in all scenarios, although total transportation staffing is expected to be a few (approx. 4) hours less per day in scenario 2 and 3. In West Leyden, we currently have 4 buses that go out for runs to pick up 6-12 graders, and then 5 buses cover those areas again to pick up UPK-5th graders. In the afternoon, the buses load in Boonville at 2:20, then pick up at West Leyden Elementary at 3, before heading out on the routes. In Scenario 2 or 3, all West Leyden area buses will load all students in Boonville, and then head out to their routes (like we do currently for Forestport and Boonville). This means some West Leyden students who currently have shorter runs, may have longer runs. However, the West Leyden students who currently have the longest runs, will have shortened runs. Overall, the total travel time in scenario 2 or 3 for the West Leyden area is less, and the total miles traveled for busing each day is approximately 150 miles less in scenario 2 or 3.

8-Are we certain we have enough space in the schools for Scenario 2 and 3? Based on current numbers, to help quantify how many new students would be in each building, in Scenario 2, it would mean 55 additional students would be in Boonville Elementary and an additional 70 students would be in the Middle/High School. Our architects have reviewed all of our floor plans with us, and we have mapped out how/where all classrooms can fit. We currently have some empty classrooms, and we also have some spaces that could be more efficiently used (such as Resource Room, Counselors, or AIS teachers who currently have full-sized classrooms but who could be in smaller rooms). That is also why money is allocated for any reconstruction needs that would need to take place in Scenario 2, such as dividing large rooms to be shared with a wall and door added, for faculty who only meet with small groups of children. In addition, our enrollment is declining. As part of our research, we were required by the state to have a formal population study completed. Based on this study, the smaller class sizes that are currently in our elementary

schools will begin to stabilize (and not continue to decline). Below is our current (May 2024) enrollment. We have much smaller class sizes that will be moving up through the grades in the coming years.

K	1	2	3	4	5	6	7	8	9	10	11	12
78	71	81	67	69	78	91	74	101	101	86	94	82

Currently we have 129 students in UPK-5 at West Leyden, 411 students in UPK-5 at Boonville, 266 students in 6-8 at the Middle School, and 363 students in 9-12 at the High School. An interesting fact is that we have a policy to follow for elementary students zoned to one elementary who wish to attend the other building. For 2024-25, 15 West Leyden students have requested to attend Boonville, and 2 Boonville students have requested to attend West Leyden.

As an example of the impact of our declining enrollment, we currently have 363 students in 9-12. In 5 years from now (2028-29) there will be 312 students in 9-12 (current 4th-7th grades). That's 51 fewer students (14% decrease).

To help quantify building size and enrollment, below is the breakdown of current enrollment to the square footage of each building:

Middle/High School = 301.66 ft ² /student (includes pool, multi purpose room, auditorium, 2 gyms)	Boonville Elementary = 106 ft ² /student	West Leyden Elementary = 268.4 ft ² /student
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9-1 have heard that if we close West Leyden Elementary and no longer have a school open in Lewis County that we can no longer attend Glenfield BOCES or be part of the Jefferson-Lewis BOCES consortium, is this true? No, closing West Leyden has no impact on what BOCES we participate in. Adirondack is part of the Jefferson-Lewis consortium.

10-What is the timeline and next steps? The Board of Adirondack Central School District is reviewing this information to make a decision as to which scenario it wants to select to pursue. This decision should take place with the Board in the spring/summer 2024. The Board has the authority to decide to close a building, and this is not something that goes to voters. What will go to voters, is once the Board knows which scenario it is supporting, final plans for the construction work/capital project will take place (it will take months of in-depth planning). Once this is ready to go to voters, a public hearing will be held to explain the project, and a vote will take place. This is expected for the winter/spring 2025 for this vote. Voter approval is required for any capital project. The community will vote yes/no as to the cost of the capital project/construction work that is put forward by the Board.

For 2024-25 all buildings will remain exactly as they currently are. The budget going to voters in May 2024 doesn't include anything regarding a capital project.

The earliest that scenario 2 could happen is for the 2025-26 school year. The earliest that scenario 3 could happen is approximately 4-5 years out, at a minimum, for the new construction to take place.