

Tech Valley High School Operating Board

A Joint Venture of  
Capital Region BOCES and Questar III

Reorganization Meeting

Executive Officers: Anita Murphy and Gladys Cruz

September 24, 2020

6:15 pm, Tech Valley High School

AGENDA

1. Pledge of Allegiance – Gladys Cruz
2. Call to Order – Gladys Cruz
3. Election of President
4. Election of Vice President
5. Oaths of Office Administered to President and Vice President
6. Authorization for Board Members to Attend Conferences and Receive Reimbursement for Approved Expenses Associated with Performance of Board Duties
7. Authorization of Executive Officers and Staff to Attend Conferences and Receive Reimbursement for Approved Expenses Associated with Performance of Duties
8. Authorization to Establish Petty Cash Account
9. Appointment of Board Clerk, Board Treasurer, and Central Treasurer of the Petty Cash Account
10. Designation of Internal Auditor Services
11. Designation of Purchasing Agent and Claims Auditor Services
12. Oaths of Office
13. Designation of Depository
14. Designation of Official Newspapers
15. Adjournment

1. **Pledge of Allegiance** – Gladys Cruz
2. **Call to Order** – Gladys Cruz
3. **Election of President**
4. **Election of Vice President**
5. **Oaths of Office**

The Oath of Office will be administered by Gretchen Wukits, Clerk of the Board, to the President and Vice President.

6. **Authorization for Board Members to Attend Conferences and Receive Reimbursement for Approved Expenses Associated with Performance of Board Duties**

Recommend that the Board Members of the Tech Valley High School Board may attend conferences and shall be reimbursed for attendance at such conferences and for other expenses associated with the discharge of duties at Board expense when not reimbursed by the respective BOCES Boards, within budgetary allotments and subject to General Municipal Law 77-b.

7. **Authorization of Executive Officers and Staff to Attend Conferences and Receive Reimbursement for Approved Expenses Associated with Performance of Duties**

Recommend that the Executive Officers shall be authorized to approve conference attendance and expenses associated with the discharge of duties at Board expense within the budgetary allotments and subject to General Municipal Law 77-b.

8. **Authorization to Establish Petty Cash Account**

Recommend authorization to establish a Petty Cash account in the amount of \$100 for Tech Valley High School.

9. **Appointment of Board Clerk, Board Treasurer, and Central Treasurer of the Petty Cash Account**

Recommend that Gretchen E. Wukits of Capital Region BOCES be and hereby is appointed Clerk of the Board of Tech Valley High School, and that Kimberly A. Duran of Capital Region BOCES be and hereby is appointed Treasurer of the Tech Valley High School and Central Treasurer of the Petty Cash Account, both to serve at the pleasure of the Board for the year ending June 30, 2021 or until a successor is chosen.

10. **Designation of Internal Auditor Services**

Recommend that Questar III BOCES is designated to provide Internal Auditor services for the Board of Tech Valley High School, pursuant to Section 1950 of the Education Law for the ensuing year ending June 30, 2021 or until a successor is chosen.

11. **Designation of Purchasing Agent and Claims Auditor Services**

Recommend that Capital Region BOCES is designated to provide Purchasing Agent and Claims Auditor services for the Board of Tech Valley High School, both pursuant to Section 1950 of the Education Law for the ensuing year ending June 30, 2021 or until a successor is chosen.

12. **Oaths of Office**

The Oath of Office will be administered by Gretchen Wukits, Clerk of the Board, to the newly appointed officers.

13. **Designation of Depository**

Recommend that Key Bank is hereby designated as the official depository for the Tech Valley High School.

14. **Designation of Official Newspapers**

Recommend that the official newspapers of Capital Region BOCES and Questar III BOCES are hereby designated as the official newspapers for the Board of Tech Valley High School.

15. **Adjournment**

**Agenda – Regular Meeting**  
**Tech Valley High School Operating Board**  
**A Joint Venture of Capital Region BOCES and Questar III**

September 24, 2020 6:20 p.m. Tech Valley High School  
SUNY Polytechnic Institute  
College of Nanoscale Science and Engineering  
246 Tricentennial Drive  
Albany, New York 12203

District Superintendent: Ms. Anita Murphy, Capital Region BOCES  
District Superintendent: Dr. Gladys Cruz, Questar III BOCES

1. Approval of the Agenda and Waive 72 Hour Notice
2. Minutes
3. Recognition of Visitors
4. Privilege of the Floor
5. Review of the Financial Risk Assessment Report for Tech Valley High School
6. Personnel Considerations
  - a. Appointments
    1. Lynne Wells
    2. Sarah Fiess
    3. Per Diem Substitute
  - b. Amended Action
    1. Kim Whalen
7. Business Items
  - a. Approval of Codes of Conduct for Students, School District Employees and Visitors to Tech Valley High School
  - b. Internal Claims Auditor Report
  - c. Treasurer's Report
8. Changes to 2020-2021 TVHS Calendar

9. Principal's Report
10. District Superintendents' Report
11. Board Discussions
12. Summary Actions
13. Executive Session
14. Approval of Agreement with Guilderland Central School District to Provide Facilities and/or Transportation in the Event of Emergency Evacuation
15. Approval of Agreement with South Colonie Central School District to Provide Facilities and/or Transportation in the Event of Emergency Evacuation
16. Adjournment

1. **Approval of the Agenda**

RESOLVED: that the Tech Valley High School Operating Board approves the agenda as presented and add any items introduced by unanimous vote.

2. **Minutes**

RESOLVED: that the Tech Valley High School Operating Board approves Minutes from the July 23, 2020 Board Meeting. (copy attached)

3. **Recognition of Visitors**

4. **Privilege of the Floor**

5. **Review of the Financial Risk Assessment Report for Tech Valley High School**

Ms. Alexa Schaefer, Internal Auditor, Questar III BOCES, will present the Financial Risk Assessment Report pertaining to the Tech Valley High School.

RESOLVED: that the Tech Valley High School Operating Board accepts the Tech Valley High School Financial Risk Assessment Report for 2019-2020. (copy attached)

6. **Personnel Considerations**

a. Appointments

1. Lynne Wells

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the Tech Valley High School Operating Board approves the certification of Lynne Wells as a Lead Evaluator of Teachers.

2. Sarah Fiess

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the Tech Valley High School Operating Board approves the certification of Sarah Fiess as a Lead Evaluator of Teachers.

3. Per Diem Substitute

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following per diem substitutes be appointed:

<u>Name</u>	<u>Dates</u>	<u>Position</u>	<u>Rate</u>
Cyrus Rivet	August 24, 2020-June 30, 2021	Teacher	\$100/day

b. Amended Action

1. Kim Whalen

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Kim Whalen, School Nurse, be appointed on a per diem basis for up to 7 days during the period of July 13, 2020 to September 4, 2020, at 1/200<sup>th</sup> of her 2020-2021 salary.

7. Business Items

a. Approval of Codes of Conduct for Students, School District Employees and Visitors to Tech Valley High School

RESOLVED: that the Tech Valley High School Operating Board approves Policy 5000, Codes of Conduct for Students, School District Employees and Visitors to Tech Valley High School, for 2020-2021. (copy attached)

b. Internal Claims Auditor Report

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for July 1, 2020 through August 31, 2020. (copy attached)

c. Treasurer's Report

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending July 31, 2020 and August 31, 2020. (copies attached)

8. Changes to 2020-2021 TVHS Calendar

WHEREAS, the response to the COVID-19 Pandemic requires modification of the 2020-2021 school calendar; NOW THEREFORE BE IT RESOLVED, that the Operating Board of Tech Valley High School, upon the recommendation of its Principal and the District Superintendents from Questar III BOCES and Capital Region BOCES, and subject to any further modification as required by additional Executive Orders or government guidance, the 2020-2021 Tech Valley High School calendar is revised to reflect modifications to the beginning of the school year effective September 11, 2020. (copy attached)

9. Principal's Report

(copy attached)

10. District Superintendents' Report

11. Board Discussions

12. Summary Actions

13. **Executive Session**

RESOLVED: that the Tech Valley High School Operating Board enters into Executive Session to discuss matters which will imperil the public safety if disclosed.

14. **Approval of Agreement with Guilderland Central School District to Provide Facilities and/or Transportation in the Event of Emergency Evacuation**

RESOLVED: that the Tech Valley High School Operating Board hereby approves the agreement with the Guilderland Central School District to use its facilities and/or transportation services by Tech Valley High School in the event of emergency evacuation. (copy attached)

15. **Approval of Agreement with South Colonie Central School District to Provide Facilities and/or Transportation in the Event of Emergency Evacuation**

RESOLVED: that the Tech Valley High School Operating Board hereby approves the agreement with the South Colonie Central School District to use its facilities and/or transportation services by Tech Valley High School in the event of emergency evacuation. (copy attached)

16. **Adjournment**





## REGULAR MEETING – July 23, 2020

A Regular Meeting of the Tech Valley Regional Technology Institute (Tech Valley High School), a joint venture of the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York, and the Board of Cooperative Educational Services of Rensselaer-Columbia-Greene Counties, 10 Empire State Boulevard, Castleton, New York, was held on July 23, 2020 via Zoom, as directed in the Governor's Executive Order 202.1, due to the response to the COVID-19 Pandemic. The meeting was called to order at 6:15 p.m. by President Phelan.

### PRESENT

John Bergeron  
Lynn Clum  
Nancy delPrado  
Joseph Garland  
Kevin Kutzscher  
Lynne Lenhardt  
John Phelan  
Frank Zwack  
Gladys Cruz, Dist. Supt.  
Anita Murphy, Dist. Supt.  
Gretchen Wukits,  
Clerk of the Board

### ABSENT

Edmund Brooks  
John Hill

### STAFF

Lynne Wells  
Sarah Fiess

### GUESTS

Wendy Ashley  
Mike Buono  
Joe Dragone  
Lauren Gemmill

President Phelan led the Pledge of Allegiance.

### **PLEDGE OF ALLEGIANCE**

It was moved by Mr. Garland and seconded by Mrs. Lenhardt to accept the agenda and to waive the 72-hour notice to add items to the agenda by unanimous resolution. The motion passed unanimously.

### **AGENDA**

It was moved by Ms. Clum and seconded by Mrs. delPrado to accept the May 28, 2020 Board Meeting Minutes. The motion passed unanimously.

### **MINUTES**

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

### **PERSONNEL CONSIDERATIONS**

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the temporary appointment of Lynne Wells, Interim Principal (Per Diem), be rescinded effective July 1, 2020. The motion passed unanimously. (Rescindment)

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following: (Appointments)

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

Name:	Jean Kerr
Position:	Teacher, Special Education (0.6 FTE)
Effective:	July 1, 2020-June 30, 2021
Certification:	Special Education, K-12 (Permanent); Social Studies, 7-12 (Permanent)
Type of Appointment:	Part-time (non-probationary)
Tenure Area:	N/A
Probationary Period:	N/A
Annual Salary:	\$62,248.31 (prorated based upon FTE)
Benefits:	As set forth in the TVHS Teacher Association agreement (prorated based upon FTE)

The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

Name:	Scott O'Leary
Position:	School Social Worker (Part-time .6 FTE)
Effective:	July 1, 2020-June 30, 2021
Certification:	School Social Worker (Permanent)
Type of Appointment:	Part-time (non-probationary)
Tenure Area:	N/A
Probationary Period:	N/A
Annual Salary:	\$58,831.54 (prorated based on FTE)
Benefits:	As set forth in the TVHS Teacher Association agreement (prorated based on FTE)

The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Laura Lee, School Counselor, be appointed on a per diem basis for up to 7 days during the period of July 13, 2020 to August 31, 2020, at 1/200<sup>th</sup> of her 2020-2021 salary. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Kim Whalen, School Nurse, be appointed on a per diem basis for up to 7 days during the period of July 13, 2020 to August 31, 2020, at 1/200<sup>th</sup> of her 2020-2021 salary. The motion passed unanimously.

It was moved by Mr. Zwack and seconded by Mrs. Lenhardt to approve the following:

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for May 1, 2020 through June 30, 2020. The motion passed unanimously.

**INTERNAL CLAIMS AUDITOR REPORT**

It was moved by Mr. Zwack and seconded by Mrs. Lenhardt to approve the following:

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer’s Reports for the periods ending May 31, 2020 and June 30, 2020. The motion passed unanimously.

**TREASURER’S REPORTS**

Dr. Lynne Wells, Interim Principal, shared the plans for the start of school in September and explained the development of hybrid instructional options. She noted that Ms. Sarah Fiess, Interim Assistant Principal, was working on goals for the freshmen. In answer to a question, Dr. Wells replied that parents had not shown reluctance about sending students to TVHS. She indicated a survey would be sent out and an orientation via Zoom was planned.

**PRINCIPAL’S REPORT**

Dr. Gladys Cruz, District Superintendent, Questar III BOCES, and Ms. Anita Murphy, District Superintendent, Capital Region BOCES, updated Board members on their work with component school districts to ensure the safety of students returning to school. Ms. Murphy conveyed her appreciation to Dr. Wells for her preparations for the beginning of the school year under extraordinary circumstances. The concern about funding for TVHS during this unusual crisis was discussed. Dr. Cruz emphasized that TVHS could be identified as a professional development resource. The timeline and details for the search for the new Chief Academic Officer of TVHS were reviewed.

**DISTRICT SUPERINTENDENTS’ REPORT**

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to meet on the following dates with items as noted.

**REGULAR MEETING/ DATE AND TIME**

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 24, 2020	TVHS	6:15 p.m.
November 19, 2020*	TVHS	6:15 p.m.
January 28, 2021	TVHS	6:15 p.m.
March 25, 2021	TVHS	6:15 p.m.
May 27, 2021	TVHS	6:15 p.m.
July 22, 2021	TVHS	6:15 p.m.

\*Indicates change in normal schedule

It was noted that prior to the COVID-19 Pandemic there had been discussion of meeting more often. It was agreed that would be revisited when things returned to normal. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Ms. Clum to adjourn the meeting at 6:48 p.m. The motion passed unanimously.

**ADJOURNMENT**

September 15, 2020

Date

Gretchen E. Wukits

Gretchen E. Wukits  
Clerk of the Board



**QUESTAR III**  
PUTTING STUDENTS FIRST

Tech Valley High School:

FY 2019/20 Financial Risk Assessment

[www.questar.org](http://www.questar.org)



February 14, 2020

Board of Education  
Tech Valley High School  
246 Tricentennial Drive  
Albany NY, 12203

We have completed the initial financial risk assessment of Tech Valley High School (Tech Valley). The Intermunicipal Sharing Agreement Second Amendment states Questar III shall be responsible for performing the following administrative service for Tech Valley High School: internal audit services. Our engagement was designed to assess risk in the district's financial reporting process and to identify internal controls that mitigate those risks.

The purpose of the financial risk assessment was to review the internal controls that Tech Valley has in place to prevent errors, detect fraud and ensure that financial reporting is accurate and that Tech Valley assets are safeguarded. In conducting the financial risk assessment, we considered significant classes of assets and transactions. We interviewed key staff to obtain an understanding of the financial processes.

We noted some areas where Tech Valley could improve the internal control structure. Our recommendations follow in the attached report.

Should you need assistance in implementing our recommendations we will be glad to help.

#### RELIABILITY OF INFORMATION

As noted, the purpose of our engagement was to assist you in improving the process by which you monitor and manage the risks that face Tech Valley. However, it is ultimately your responsibility to assess the adequacy of your risk management system.

In performing our engagement, we relied on the accuracy and reliability of information provided by Tech Valley personnel. We have not audited, examined, or reviewed the information, and express no assurance on it.

DISTRIBUTION OF THE REPORT

This report is intended solely for the information and use of the Board of Education and management of Tech Valley High School and should not be used for any other purpose.

We appreciate the opportunity to serve you and thank the individuals in your organization for their cooperation. Over time, it will be necessary to reassess your risks to ensure that they have not changed and to ensure that your risk management system is functioning properly. Through our ongoing involvement with you as a client and our knowledge of Tech Valley and its processes, we are in a unique position to assist you with that process. Please contact us at any time should you desire such services.

Sincerely,

Mark Beaudette  
Internal Audit Manager  
Questar III

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DRAFT



### Inherent Risk Areas

Below are inherent risks that should be addressed as part of conducting the annual independent audit and the ongoing internal audit function:

RISK AREA	DESCRIPTION	RECOMMENDATION
<b>Changing Environment</b>	<p>Tech Valley operates in an environment of complex or frequently changing compliance requirements. The risk to Tech Valley is that as compliance regulations change complexities place task burdens on Tech Valley employees. The complexity of the tasks increases the risk that Tech Valley could feel adverse consequences if it were to lose a key person in the business office.</p>	<p>To mitigate this risk, Tech Valley should continue the process of documenting all critical financial processes, such as payroll, purchasing, accounts payable and IT processes. These documents should be reviewed, tested and updated as the processes change.</p> <p>In addition, employees should continue to be cross trained to cover all critical process during vacations, prolonged absences or vacancies in financial positions.</p>
<b>Complex Transactions</b>	<p>The entity has a mix of program types funded by third parties that could motivate management to shift costs or manipulate accounting transactions.</p>	<p>This is always an area of inherent risk. Tech Valley's Internal Audit function should monitor practices that ensure that funding regulations are understood and complied with.</p> <p>In addition, a properly functioning claims auditing procedure will review the appropriateness of costs charged to the various programs.</p>
<b>Segregation of Duties</b>	<p>The segregation of duties is an issue within schools primarily due to limited staffing and/or changes to employee responsibilities. There may be instances where Tech Valley has risk exposure and no mitigating controls.</p>	<p>Segregation of duties issues can be addressed in several ways:</p> <ul style="list-style-type: none"> <li>• Tech Valley could reassign work so that checks and balances are put in place and no one person has a span of control that is too extensive;</li> <li>• Additional review procedures could be developed and implemented either at the beginning or end of the process; or</li> <li>• The involvement of the claims auditor or internal audit function could be increased.</li> </ul>
<b>Prior Audits</b>	<p>Internal Audit has performed the following audits that will require a follow-up:</p> <ul style="list-style-type: none"> <li>• FY 2018/19 - Payroll</li> </ul>	<p>The Board of Education (BOE) should consider having Internal Audit perform follow-up audits to ensure management corrective actions to audit observations are working effectively and efficiently.</p>

### Assessment of Risk

Below is an assessment of Tech Valley's internal controls for each functional area which are classified as low; moderate; or high risk. The assessment is based on the likelihood and impact that an unfavorable event would have on Tech Valley. The functions that we deemed to be high risk areas are critical to the operation of Tech Valley or are assets susceptible to misappropriation. In addition, this information may be used by the Board of Education for developing an audit plan for the upcoming year.

Functional Area	Risk Classification	Comments
Cash – Business Office	Low	
Cash – Lunch Program	N/A	The Guilderland Central School District is the food service provider for Tech Valley for the fiscal year 2019/20 school year
Cash – Extraclassroom Activities	Moderate	
Cash – Petty Cash	Low	
Accounts Receivable – General	Moderate	
Accounts Receivable – Special Education	Moderate	
Accounts Receivable – Medicaid	N/A	Tech Valley is not involved in the Medicaid process
State Aid	N/A	Tech Valley does not receive state aid
Banking	Low	
Accounts Payable	Moderate	Segregation of duties issues
Payroll	Moderate	
Human Resources	Low/Moderate	
Purchasing	Low/Moderate	
Fixed Assets Accountability	Moderate/High	No physical inventory completed
Transportation Fuel	N/A	Tech Valley does not provide transportation services to students
Inventory – Transportation Parts & Supplies	N/A	Tech Valley does not have transportation services
Inventory – Lunch Program	N/A	Inventory provided by the Guilderland Central School District
Inventory – Operations & Maintenance	N/A	O&M is provided by the SUNY Polytechnic Institute
Inventory - Extraclassroom	Low	
Facilities Usage	N/A	Tech Valley does not rent out facilities
Employee Benefits	Low	
Employee Expense Reimbursements	Low	
Information Systems	Moderate/High	Changing complexity
Capital Projects	N/A	Tech Valley does not have capital projects
Budgeting	Low/Moderate	
Claims Auditing	Low/Moderate	

### Issues Identified in the Current Year

We noted the issues below within functional areas that could use improvement to their internal controls. The comments and recommendations provide a tool for management to assist in developing or maintaining a risk management system that mitigates risk to an acceptable level as determined by the Board of Education. The issues were identified from the **FY 2019/20** Risk Assessment and are summarized in the table below along with our recommendations.

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
<b>Accounts Payable</b>	The accounts payable clerk has the ability to add new vendors into the WinCap system.	Tech Valley should revise the permissions in the WinCap system to prevent the ability of the accounts payable clerks to be able to add new vendors. In addition, Tech Valley should develop a policy that details the separation of duties between the two BOCES that jointly operate Tech Valley (Questar III BOCES and Capital Region BOCES).
	There is no operational procedure in place for accounts payable process.	The business office should develop an operational procedure that outlines the responsibilities and identifying steps within the accounts payable process that should be documented to provide an audit trail.
<b>Banking</b>	Tech Valley currently does not have a system of positive pay in place.	Tech Valley should implement controls over cash that will limit threats from outside the organization by establishing a positive pay system with the bank. This would require that the organization instruct the bank regarding the checks that it has issued and has authorized the bank to pay. To accomplish this, the organization would create an electronic file of checks issued that would include the amount, and check number. The bank would be required to refer to this list before they could clear a check from the organization's account. This control would limit the District's exposure to check raising and fraudulent checks being paid from the organization's funds.

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
	The petty cash funds issued were not approved by the Board of Education in the reorganizational meeting minutes.	Petty cash fund amounts, and designations should be approved by the Board of Education on an annual basis. According to School Law section 25:22, a school board must designate the person responsible for the fund and specify the amount of the fund.
<b>Extraclassroom Activities</b>	Profit & Loss forms are not always utilized as recommended by NYSED for fundraising activities in Tech Valley.	Tech Valley's Extraclassroom clubs should ensure they are completing Profit & Loss statements as applicable.
	The Extraclassroom central treasurer is not approved by the Board of Education on an annual basis.	<p>The Extraclassroom central treasurer should be approved by the Board annually. According to the Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds 2019 pamphlet page 15, "it is suggested that the board of education appoint...members of the regular faculty and clerical staff to fill the following positions:</p> <ul style="list-style-type: none"> <li>• Central Treasurer</li> <li>• Faculty Auditor</li> <li>• Chief Faculty Counselors</li> <li>• Faculty Advisor</li> <li>• Student Activity Treasurer</li> <li>• Independent Auditor."</li> </ul>
<b>Fixed Assets</b>	There has not been a full physical inventory completed to account and track all fixed asset inventory. We noted assets are owned by either Questar III BOCES or Capital Region BOCES and each BOCES accounts for their assets on their own databases. There is no combined inventory listing of all inventory. In addition, a fixed asset listing is not provided to the principal of Tech Valley. The list of fixed asset items Tech Valley possess should be provided to the Principal, so the Principal is aware of the items on hand.	Tech Valley should complete a full physical inventory to account and track all inventory. Once there is a complete inventory listing of items, the list should be provided to the Principal.

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
<b>Information Technology</b>	Tech Valley does not have a formal cybersecurity awareness training that is provided to all non-instructional and instructional staff. As a result, High School staff have limited knowledge regarding potential exposure to cyber threats or attacks.	Tech Valley should consider developing a comprehensive cybersecurity training program that would be available to all instructional and non-instructional employees as part of on-going professional development.
	Tech Valley has not established a formal process in the event of a breach and/or unauthorized use of Personal Identifiable Information (PII).	Tech Valley should devise a formal process in the event a data breach of PII were to occur.
	The backup procedures for the WinCap system have not been tested by NERIC staff.	NERIC staff should test the backup procedures for WinCap to ensure information is being backed up correctly.



Date: 9/3/2020

To: Alexa Schaefer, Questar III Internal Auditor

From: Kimberly Duran, TVHS Treasurer

Subject: Response to the FY 2019/20 Risk Assessment

## **Inherent Risk Area**

### **Changing Environment**

**Recommendation:** *To mitigate this risk, Tech Valley should continue the process of documenting all critical processes, such as payroll, purchasing, accounts payable and IT processes. These documents should be reviewed, tested and updated as the processes change.*

*In addition, employees should continue to be cross trained to cover all critical process during vacations, prolonged absences or vacancies in financial positions.*

**Management's Response:** The procedures used to process the payroll, purchasing, accounts payable, Information Technology, and other business office function are the same as Capital Region BOCES. Employee are cross-trained to cover vacations and prolonged absences.

### **Complex Transactions**

**Recommendation:** *This is always an area of inherent risk. Tech Valley's Internal Audit Function should monitor practices that ensure that funding regulations are understood and complied with.*

*In addition, a properly functioning claims auditor procedure will review the appropriateness of cost charged to the various programs.*

**Managements Response:** Tech Valley High School is just that, a high school. It does not have the same inherent risks as a normal K-12 school district has. A majority of the revenue is through student tuition paid by the home BOCES and a NYS Grant.

Tech Valley High School has a properly functioning claims auditing process.

### **Segregation of Duties**

**Recommendation:** *Segregation of duties issues can be addressed in several ways:*

- *Tech Valley could reassign work so that checks and balances are put in place and no one person has a span of control that is too extensive:*

- *Additional review procedures could be developed and implemented either at the beginning or the end of the process; or internal audit function could be increased.*

**Management's Response:** Tech Valley High School does have checks and balances to monitor all aspects of business office functions.

#### **Prior Audits**

**Recommendation:** *The Board of Education should consider having the Internal Audit perform follow-up audits to ensure management corrective actions to audit observations are working effectively and efficiently*

### **Issues identified in the Current Year:**

#### **Accounts Payable:**

**Recommendation:** *Tech Valley should revise the permissions in the WinCap system to prevent the ability of the accounts payable clerks to be able to add new vendors.*

**Management's Response:** We can use a compensating control with a quarterly review by our Claims Auditor of the "Vendor Record Change Report" to reduce the risk of vendor information being changed.

**Recommendation:** *The business office should develop an operational procedure that outlines the responsibilities and identifying steps within the accounts payable process that should be documented to provide an audit trail.*

**Management's Response:** Tech Valley High School business office procedures are the same as Capital Region BOCES. The account payable procedures are documented.

#### **Banking:**

**Recommendation:** *Tech Valley should implement controls over cash that will limit threats from outside the organization by establishing a positive pay system with the bank. This would require that the organization instruct the bank regarding the checks that it has issued and has authorized the bank to pay. To accomplish this, the organization would create an electronic file of checks issued that would include the amount, and check number. The bank would be required to refer to this list before they could clear a check from the organization's account. This control would limit the District's exposure to check raising and fraudulent checks being paid from the organization's funds.*

Tech Valley does not have positive pay because of the monthly banking fees of \$109.00 or \$1,308.00 per year were too high. They issued 375 checks this year, costing \$3.52 per check for this service. It was one of the services, we stop doing to lower the bank fees. We verify on-line each morning the checks presented to the bank were issued at TVHS at no cost from the bank.

**Recommendation:** *Petty cash fund amounts, and designations should be approved by the Board of Education on an annual basis. According to School Law section 25:22, a school board must designate the person responsible for the fund and specify the amount of the fund.*

**Management's Response:** The petty cash amount and designation will be on the reorganization meeting for Tech Valley High School.

**ExtraClassroom Activity Fund:**

**Recommendation:** *Tech Valley's Extraclassroom clubs should ensure they are completing Profit & Loss statements as applicable.*

**Management's Response:** This is a good practice and will be reviewed for each club, however not required under the Regulations of the Commissioner. ( 8 NYCRR Part 172 )

**Recommendation:** *The Extraclassroom central treasurer should be approved by the Board annually. According to the Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds 2019 pamphlet page 15, "it is suggested that the board of education appoint...members of the regular faculty and clerical staff to fill the following positions:*

- Central Treasurer
- Faculty Auditor
- Chief Faculty Counselors
- Faculty Advisor
- Student Activity Treasurer
- Independent Auditor."

The Central Treasurer should be appointed at the reorganizational meeting.

**Management's Response:** The Central Treasurer will be appointed at the reorganizational meeting. Faculty Advisors will be appointed annually.

Student Treasurer will either be elected by the club members or appointed by the faculty advisor.

The material presented in this pamphlet (*Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds 2019*) is offered as a guide to boards of education and schools of the State in setting up accounting procedures that conform to the Regulations of the Commissioner of Education (8 NYCRR Part 172) for the control of extraclassroom activity funds.

**Fixed Assets:**

**Recommendation:** *Tech Valley should complete a full physical inventory to account and track all inventory. Once there is a complete inventory listing of items, the list should be provided to the Principal.*

**Management's Response:** Capital Region BOCES and Questar BOCES agreed that as of July 1, 2020 all TVHS assets on CR BOCES books will be transferred to TVHS. We will have a complete fixed asset list, and a full physical inventory this year. We will provide the Principal the complete inventory listing going forward.



**Information Technology:**

**Recommendation:** *Tech Valley should consider developing a comprehensive cybersecurity training program that would be available to all instructional and non-instructional employees as part of on-going professional development.*

*Tech Valley should devise a formal process in the event a data breach of PII were to occur. NERIC staff should test the backup procedures for WinCap to ensure information is being backed up correctly.*

**Management's Response:** Tech Valley HS follows Capital Region BOCES policies in absence of their own specific policy.

TVHS is backed up nightly by both Northeastern Regional Information Center (NERIC) and Harris School Solutions (Harris). NERIC is back up nightly by the Lower Hudson Regional Informational Center (LHRIC). In our professional opinion, it is not advisable to test the restoration process and override the residual (live) data.

**TECH VALLEY HIGH SCHOOL PROJECT SAVE POLICY  
Codes of Conduct for Students, School District Employees and  
Visitors to TECH VALLEY HIGH SCHOOL**

**Philosophy and Goals**

Tech Valley High School hereby adopt the following philosophy, goals and policies:

- The mission of Tech Valley High is to provide a unique, innovative and student-centered educational opportunity, engage students in current emerging technologies and support the growth and economy of the region.
- Tech Valley High School is a community rooted in Trust, Respect, Responsibility and Stewardship, because we believe these values create a place where all feel they belong, where all are valued for what makes them unique, and where all can shine. As a member of the TVHS community we accept my role in promoting these qualities, as follows:
  - In order to promote Trust, we will honor others' privacy, fulfill my obligations to others in this community, and strive to support their success.
  - In order to promote Respect, we will work hard, and try to be patient, understanding and considerate of myself and others because we understand that nobody is perfect and that mistakes and missteps are part of the learning process.
  - In order to promote Responsibility, we will take an active role in our own learning, and help others do the same; we will hold others accountable for their part, and encourage them to do the same; we will take as much interest in the good of my community as we take in ourselves.
  - In order to promote Stewardship, knowing that we have an obligation to those who will come after me, we will care for our space and our learning tools so that they will know the pride we took in our school, and so they will have the same opportunities that we had.

**PREFACE TO DISTRICT BILL OF RIGHTS AND CODE OF CONDUCT**

The majority of TVHS coursework is completed through a collaborative process that teaches students how to lead, manage and support team goals. TVHS students need to be open-minded and ready to work with business leaders, educators and other students in a professional, collaborative learning environment.

It is the philosophy of the staff, faculty and administration of Tech Valley High School (TVHS) that all people be treated with respect. Our students are responsible individuals, each with rights that deserve consideration and deference. Our students also have responsibilities to themselves, each other and to all members of the community.

It is the policy of TVHS to foster civility in its schools and to afford all students an environment free of discrimination and harassment.

The premise of this code of conduct is that only the consideration and protection of the rights of all persons preserve the rights of individuals.

It is the intent of the TVHS Operating Board that this code of conduct establishes minimum standards of behavior for students and all others who occupy, use or visit TVHS.

The Student Bill of Rights and Code of Conduct and the Code of Conduct for TVHS Property are applicable on all TVHS grounds and premises; parking lots; land contained within the real property boundary line of any premises owned or leased by TVHS; in all buildings, structures, vehicles, facilities and work sites owned, operated, leased or otherwise utilized by TVHS; and at any function sponsored by TVHS regardless of its location. School function includes a school-sponsored extracurricular event or activity. The Student Code of Conduct also recognizes that some behaviors which occur outside of TVHS grounds and premises may still have a harmful effect on TVHS students at school and on TVHS programs. Where TVHS is leasing classrooms in a component school district, the policies, rules and regulations adopted by the board of education of that district shall apply to TVHS students, employees and visitors.

All students and employees of TVHS are expected to report violations of these codes of conduct to a teacher, counselor, assistant principal, principal or other school personnel as appropriate. All employees of TVHS are expected to take appropriate action in response to violations they observe or those that are reported to them. Appropriate action may include a direct response or reporting the alleged violation to the school administration. Students and employees must immediately report possession of a weapon, harassment, vandalism, the use or possession of drugs or alcohol or threats of violence on school premises or at a school sponsored event.

## NEW YORK STATE LAW

### **New York Codes Rules and Regulations (NYCRR Section 100.2 - Policy on School Conduct and Discipline)**

Provides that Districts must develop and adopt new codes of conduct on or before **July 1, 2001**.

The new codes of conduct shall govern the conduct of students, teachers, other school personnel and visitors to the school. The code must be developed in collaboration with student, teacher, administrator and parent organizations and school safety personnel. The new code is to be approved by the board of education of the school district or BOCES. The code may be adopted only after the conduct of at least one public hearing that provides for participation of school personnel, parents, students and the public.

The required elements of the code include:

- ✓ Description of appropriate and inappropriate dress, language and conduct.
- ✓ Requirement for civil and respectful treatment of teachers, administrators, students and others.
- ✓ The appropriate range of disciplinary measures for violations of the code.
- ✓ The roles of teachers, administrators, school personnel and the board of education.
- ✓ Standards and procedures for ensuring security and safety of students and school personnel.
- ✓ Provisions related to removal of students from the classroom by teachers and from school property and functions for violators of the code.
- ✓ Provisions prescribing a period for which a disruptive pupil may be removed from the classroom for each incident subject to the principal making a final determination or expiration of the period of removal.
- ✓ Disciplinary measures for serious incidents – those involving illegal substances, weapons, and the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence.
- ✓ Provision for detention, suspension and removal consistent with state and federal law.
- ✓ Provision for continued educational programming and activities, including "alternative educational programs appropriate to individual student needs" for students removed from the classroom, in detention or on suspension.
- ✓ Procedures for reporting and determining violations, imposing discipline and carrying out such discipline.
- ✓ Provision for ensuring compliance with state and federal laws concerning students with disabilities.
- ✓ Provision for notifying local law enforcement agencies of violations constituting a crime.
- ✓ Provision for notifying persons in parental relation of code violations.
- ✓ Provisions describing the circumstances in which a complaint in criminal court, a juvenile delinquency petition or PINS petition will be filed.
- ✓ Circumstances under which a matter will be referred to human service agencies.

- ✓ Minimum suspension periods for those who are "repeatedly substantially disruptive of the educational process" or "substantially interfere with teacher's authority over the classroom" or those who have committed acts of violence.
- ✓ A bill of rights and responsibilities of students that focus on positive student behavior; publicized and explained to students annually.
- ✓ Guidelines and programs for in-service training for staff to ensure successful implementation.
- ✓ Provisions prohibiting discrimination and harassment against any student by students or employees; provisions for responding to acts of discrimination or harassment; and guidelines for educational programs for staff to promote a safe and supportive school climate and discouraging discrimination and harassment, in conformance with the Dignity for All Students Act.

Annual review and update of the Code and adoption by Board of Education is required. A copy of the Code and any amendments to it must be filed with the commissioner within 30 days of adoption.

Each Board of Education or BOCES is required to ensure community awareness of its code as follows:

- ✓ Provide copies to all students at a general assembly at the beginning of each school year.
- ✓ Mail a plain language summary of the code to all persons in parental relation at the beginning of the school year.
- ✓ Provide each teacher and staff person with a copy of the code and a copy of any amendments as soon as practicable following enactment.
- ✓ New teachers must be provided with a copy upon employment.
- ✓ Community awareness steps include the making a copy of the code available upon request.
- ✓ Publication of the Code of Conduct on the TVHS website.

When a decision is made to propose suspension of a student, pursuant to the Section 3214 (3), those in parental relation must be notified in writing within 24 hours of the decision. Telephone contact should also occur where possible. The notice shall inform those in parental relation to their right to an immediate informal conference with the principal. This conference must take place prior to the suspension unless "the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process," in which case the conference will take place as soon after the suspension as possible.

**TVHS  
STUDENT RIGHTS AND RESPONSIBILITIES****Student Bill of Rights**

- Students have the right to pursue their education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
- Students have the right to pursue a particular course of study, which is developed with the guidance and assistance of their parents and school personnel as best meeting their educational needs and potential.
- Students have the right to be respected as individuals.
- Students have the right to procedural due process guaranteed by the United States Constitution and New York State Education Law prior to disciplinary action being taken against them.
- Students have the right to freedom of speech and expression, which does not interfere with the educational process or infringe upon the rights of others in accordance with the United States Constitution and the laws of the United States and the State of New York.
- Students have the right to freedom from discrimination relative to participation in curriculum offerings and extracurricular activities.
- Students have the right to have rules clearly stated, explained and distributed at the beginning of every school year or at the start of their enrollment in TVHS.
- Students have the right to freedom from unreasonable search and seizure.
- Students with special needs have the right to have their educational needs and their behavior evaluated on the basis of their special needs.

**Student Responsibilities**

- Students will conduct themselves with respect for themselves, fellow students, teachers and others.
- Students will strive to achieve their potential in all areas.
- Students will follow the directions of the staff, faculty and administration.
- Students will fulfill all classroom and other educational obligations.
- Students will show respect for TVHS property and for the property of others.

- Students will strive to demonstrate good conduct and positive attitude at all times in all TVHS activities.
- Students are an integral part of the school community and have the responsibility to conduct themselves in a way that fosters a safe school environment for themselves and others, while at school and outside of school. Students are expected to report inappropriate or potentially dangerous behavior to school staff and to cooperate with school staff members.
- In the real world, people dress according to what is appropriate for the activity or job they will be performing. As guests on the SUNY Polytechnic CNSE Campus, students should show an awareness of our role as neighbors and guests by acting and dressing appropriately. Such guidelines take into account the environment and interpersonal exchanges that occur in the workplace. Tech Valley High students should dress in a manner suitable for the activities and needs of the day. To that end, students are expected to be aware of the school calendar and know what clothing appropriately corresponds to the day's activities. The four settings described below provide guidelines for how to dress for the different kinds of activities that will be part of school life. Issues involving attire that rise to violations of the Code of Conduct will be handled as described therein. If attire is inappropriate, the student may be asked to change or issued a shirt or sweatpants to cover, and parents may be contacted.
  - *Regular School Day Attire.* Tech Valley High prides itself on trusting and respecting its students. Students are trusted to ensure that appropriate attire is worn at all times. Generally, attire should not be distracting, offensive or inappropriate. In addition, there are some general guidelines for all students:
    - Clothing that is overly revealing or offensive in its message is inappropriate for the school environment.
    - Pajamas are not appropriate.
    - Hats and hoods are only allowed to be worn in the classroom with the permission of the teacher unless for a medical or religious purpose.
    - Students should refrain from wearing sunglasses inside the building.
    - Students will wear footwear at all times.
    - *Workplace Attire.* Some school days student work will require students to interact with members of the public, workplace professionals, and/or participating community members. This includes days where students present projects, invite guests to speak or work with us, or visit businesses, public buildings or workplace environments. Appropriate attire on these days might be a collared shirt with khakis or more formal attire as needed or a business-style dress or skirt, or dress pants and a blouse. *EYP Fab Lab Attire.* **For health and safety reasons, students must have available every day, a pair of closed-toe shoes** appropriate for work in the Laboratory and/or the EYP Fab Lab on their feet or in their

locker. If students do not have appropriate shoes for an activity, they may lose credit for that day's activity.

- *Physical Education Attire.* Students must be prepared with proper attire for athletic/ fitness activities. This includes but is not limited to: clean sneakers, t-shirts, dry-fit clothing, sweatpants, and similar type clothing. Inappropriate clothing includes: clothing worn during the school day, open-toed shoes, and sleeveless shirts.
- *Fieldwork.* On certain days students will visits to the outdoors for exploration, data collection or experimentation. Appropriate attire for these days means wearing clothes that students are comfortable getting dirty and that allows students to move around in easily. Sturdy, comfortable shoes are important to wear on these days. Do not wear shorts or sandals on field workdays, as the natural environments students visit require coverage of arms, legs, and feet to the extent possible.
- Students are financially responsible for replacement of texts, tools, or any other TVHS or school district property or equipment provided to them if they become damaged due to their own negligence.

## SCHOOL RESPONSE TO STUDENT BEHAVIOR

TVHS subscribes to the philosophy that student behavior management is best-focused on behavioral change rather than punishment. Punishment merely perpetuates the misbehavior / punishment cycle.

By enhancing anger and frustration which merely precipitates additional misbehavior. Not only does punishment not achieve desired behavioral changes, it can harm a student's self-concept and reduce the student's ability to maintain self-control over the long-term. None of these outcomes are conducive to creating a learning environment.

The best form of behavior management advocates self-discipline. Administrators and teachers will strive to develop a school environment that fosters the development of self-discipline in our students.

Addressing student behavior issues is primarily the responsibility of the classroom teacher. Consistent and fair response to student behavior issues is critical to maintaining an appropriate learning environment. Teachers must routinely document their efforts to address student behavior issues. When a teacher has exhausted all reasonable efforts to address a particular student behavior without desired results, s/he should refer the student to the appropriate building administrator.

The challenge of addressing student behavior issues in a learning environment is to develop a school response that: encourages and allows students to accept responsibility for their actions;



places importance on the value of maintaining academic participation and achievement; builds positive self-image and teaches appropriate methods of dealing with problems. Students need to know that the school response to inappropriate behavior will be fair and consistent and that the school will hold them accountable for such behavior.

### **ADDRESSING STUDENT BEHAVIOR ISSUES**

Any student who violates the student code of conduct shall be subject to immediate and appropriate school response which may include one or more of the following: positive behavior incentives, warning, reprimand, parental notification, counseling (not psychiatric counseling), loss of privileges, compulsory restitution, temporary removal from class, suspension or exclusion and/or police involvement in accordance with provisions and proceedings of the Education Law and/or the Student Guidelines for adult students where applicable. School responses will be coordinated with the student's home school district.

Some school buildings have surveillance cameras in hallways and common areas. The school administration may view videos while investigating a suspected violation of this Policy.

A student will not be subject to lower grades as a result of inappropriate behavior unless such behavior is related to his or her academic performance, such as cheating on an exam, failing to turn in homework or assigned papers or being illegally absent.

Out of school suspension is to be used judiciously and only when other responses would be ineffective in addressing student behavior. The provisions of Section 3214 of the Education Law shall be followed when suspension occurs.

Students returning to school after suspensions may have re-entry meetings and/or re-entry plans that may address expectations for behaviors and/or identify safety measures, where appropriate.

Law enforcement authorities will be informed about any activity constituting a crime, including:

- Persons participating in unlawful activities in or on any TVHS building, facility, vehicle, property, premises, or online.
- Persons threatening, planning or attempting to damage or destroy or damaging or destroying TVHS property.
- Persons selling, offering for sale, purchasing, possessing, or using drugs, alcohol or illegal substances in or on any TVHS building, facility, vehicle, property, premises, or online.
- Persons or situations posing a significant threat to the health, safety or welfare of the occupants of TVHS buildings, facilities, vehicles, property or premises.

### **Restorative Practices**

Restorative Practices may be utilized by TVHS academy based settings. Restorative practices invite everyone impacted by a conflict to develop a shared understanding of both the root causes and the effects. Restorative practices seek to address the needs of those who have been harmed, while encouraging those who have caused harm to take responsibility. Restorative practices emphasize the capacity of all people for healing, growth, and transformation and in this way it encourages accountability, self-determination, healing, and interconnection.

### **Progressive Response to Behavior Issues**

The code of conduct is designed to provide for a progressive school response to student behavior issues. The code of conduct recognizes that certain inappropriate behavior is more serious and presents a greater disruption to the educational process. The code describes inappropriate behaviors in three categories and offers a range of school responses for implementation by teachers and / or administrators for each category. This will encourage and facilitate the application of the code to inappropriate student behavior by teachers and administrators in proportion to the severity of the behavior. Generally, the categories are as follows:

- Category I prohibits certain student behaviors. Teachers are primarily responsible for addressing these behaviors with their students. Teachers are responsible for documenting an incident and the school response, which must be consistent with the range of responses authorized in the code of conduct for this category. Documentation about such incidents should be sent to the building administration office to keep the building administration informed. Forms are available in the principal administrator's office.
- Category II prohibits certain other student behaviors and addresses situations of repeated Category I behavior. Teachers are primarily responsible for initiating response to such behaviors but will introduce the guidance counselor, parents and guardians and appropriate building administrators into the response.
- Category III prohibits certain serious or threatening behaviors and situations where a student persists in exhibiting certain Category I and II behaviors. It also includes students who are "repeatedly substantially disruptive of the educational process," those who "substantially interfere with a teacher's authority over the classroom" or those who have committed acts of violence. Students engaging in Category III behaviors are immediately referred to building administrators who will confer with parents / guardians, teachers and the student and implement an appropriate Category III school response. Students who are "repeatedly substantially disruptive of the educational process," those who "substantially interfere with a teacher's authority over the classroom" and those who have committed acts of violence are subject to minimum periods of out of school suspension.

### **Corporal Punishment and Physical Restraint**

**TVHS does not permit the use of corporal punishment under any circumstances.**

Corporal punishment is any act of physical force against a student for the purpose of punishing that student.

Corporal punishment is distinguished from the act of exercising reasonable physical force to protect oneself from imminent injury, to protect another from imminent physical injury, to protect the property of TVHS or of others from destruction,, or to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school functions and the educational process, if a student has refused to comply with a request to refrain from further disruptive acts.

Some TVHS educational programs employ therapeutic programs with protocols for de-escalation and physical restraints. For students in such programs, physical intervention, including restraint, are intended to contain or control student behavior and are used only as a safety response to behavior likely to result in physical injury to self or others. Physical interventions are authorized when and to the extent allowed by the applicable therapeutic program and the student's behavior intervention plan, if any.

### **Reporting Requirements**

By July 15 and January 15 of each year, the District Superintendent is required to file a report with the Commissioner of Education detailing each complaint about the use of corporal punishment, the results of the investigation of that complaint and the action, if any, taken in that particular case. Each building principal shall maintain records related to such complaints and shall forward copies to the District Superintendent immediately upon receipt. 8 NYCRR Sections 19.5 and 100.2 (1).

### **Harassment, Bullying and Discrimination Prohibited**

The New York State Dignity for All Students Act finds that students' ability to learn and to meet high academic standards, and a school's ability to educate its students are compromised by incidents of harassment, bullying and/or discrimination which includes cyberbullying, taunting or intimidation. Discrimination or harassment can take many forms and may be called labels which tend to minimize the impact these behaviors have on students (for example, "hazing," "name-calling"). In fact, harassment and bullying may severely impact the targeted student, including:

- Lowered academic achievement and aspirations
- Increased anxiety
- Loss of self-esteem and confidence
- Depression and post-traumatic stress
- General deterioration in physical health
- Self-harm and suicidal thinking
- Feelings of alienation in the school environment
- Absenteeism from school

Harassment, bullying or discrimination may be, but isn't limited to, being based on the targeted student's:

- Actual or perceived race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability (physical, mental, medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or having a record of such condition; or a condition regarded by others as an impairment)
- Sexual orientation (actual or perceived heterosexuality, homosexuality or bisexuality)
- Gender or sex
- Gender or sexual identity
- Associations or friendships
- Socio-economic status

It is the goal of TVHS to create school environments which recognize and promote tolerance, respect for others, and awareness and sensitivity of harassment, bullying or discrimination, and promotes civility among people of all kinds.

#### Harassment, Bullying and/or Discrimination is Prohibited

Harassment, bullying and/or discrimination of any student by another student or employees is prohibited. Harassment, bullying and/or discrimination creates a hostile environment by conduct or by threats, intimidation or abuse - including cyberbullying - that either:

- (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, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm. Emotional harm in this context means creation of hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education; or
- (2) Reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety.

Threats, intimidation or abuse includes verbal and non-verbal actions...

Harassment, bullying and/or discrimination includes conduct that occurs:

- (1) On school property;
- (2) At a school function;
- (3) Off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

#### Responding to Harassment, Bullying and Discrimination

All TVHS staff members who have reasonable cause to suspect that a student has been subjected to harassment, bullying and/ or discrimination by an employee or student on school grounds, at a school function, or off school property where there is foreseeable risk of disruption within school, shall promptly report such matter to the school principal or another TVHS administrator. Any such reported matter will be investigated promptly in accordance with TVHS policies.

Nothing in this Code of Conduct shall be construed to prohibit denial of admission into or exclusion from a course of instruction based on a person's gender that would be permissible under Education Law section 3201-a or section 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 U.S.C. section 1681, *et seq.*) or to prohibit, as discrimination based upon disability, actions that would be permissible under section 504 of the Rehabilitation Act of 1973.

Acts of harassment, bullying, and/or discrimination against students by students will be addressed in accordance with the progressive discipline policies set forth in this Code of Conduct and the Responses to Student Behaviors, set forth below. Responses will consider the age of the students; the nature and severity of the behavior(s); the developmental age of the student; previous disciplinary record of the student; and the impact of the actions on the targeted student. Responses shall be reasonably calculated to end the harassment, bullying and/or discrimination; prevent recurrence; and eliminate the hostile environment. Measures to correct the behavior may include: behavioral assessment or evaluation; establishment of behavioral management plans, where appropriate; student counseling; parent conferences; relevant learning; peer support groups; other supportive interventions.

Acts of harassment, bullying, and/or discrimination against students by a school employee will be addressed in accordance with TVHS employment policies and applicable law.

Retaliation against any individual who, in good faith, reports or assists the investigation of harassment, bullying and/or discrimination is prohibited.

Underlying this Code of Conduct is the philosophy that all members of the TVHS school community be provided a safe haven for learning and growing, a secure, orderly and nurturing environment in which to achieve their full potential. Instances of harassment or discrimination additionally may call for building-wide remediation and education.

#### Training for Staff Members and Dignity Act Coordinators

TVHS shall provide training for staff members to ensure effective implementation of school policy on promoting a safe and supportive school climate while discouraging harassment, bullying and/or discrimination of students by other students or staff members. Training may take place at faculty meetings, staff meetings, at the annual orientation day, during professional development days, on-line, among other venues and/or modalities.

Dignity Act coordinators shall be designated annually for each TVHS building or, when applicable, educational program. Coordinators shall be trained to appropriately consult staff and students and to provide an initial response to reports of harassment or discrimination. Training may take place at faculty meetings, staff meetings, at the annual orientation day, during professional development days, on-line, among other venues and/or modalities.

### Reporting

Students are expected to report incidents of discrimination, harassment and bullying to a teacher, principal, or another staff member.

All TVHS staff members are required to report incidents of discrimination, harassment and bullying - whether directly observed or reported to them by others - to the principal, who also acts as the Dignity Act coordinator for the building. All reports of discrimination, harassment and bullying shall be investigated by the principal, who shall seek assistance from the Director of Human Resources or the School Attorney as appropriate.

Material incidents of harassment or discrimination on school grounds or at school functions shall be reported to the NYS Department of Education as required by the Commissioner of Education.

### **Search and Seizure**

Students may be assigned lockers or other areas in which to maintain their personal belongings. These areas are school properties and may be searched at any time.

School officials may search a student's personal property (including, but not limited to backpacks, jackets, pockets) only when there is reasonable suspicion to conduct the search. This standard is a lower standard than that required of law enforcement.

The reasonable suspicion standard requires that the search is justified at its inception and that the scope of the search, as actually conducted, is reasonably related to the circumstances that justified the search. A search is justified at its inception if the school officials have reasonable grounds to suspect that the search would produce evidence that the student had violated or was violating law or the Code of Conduct or other school rules. The scope of the search must be related to the objectives of the search and not excessively intrusive.

**Student Right to Procedural Due Process, Generally**

Students will be afforded procedural due process in all instances where student behavior in violation of this code of conduct may result in the imposition of a school response.

Generally, such due process shall include the following:

- a. The student must be given notice verbally or in writing of the specific behavior in question and how it violates this code of conduct.
- b. The student must be given the opportunity to appear informally before the person authorized to impose a school response to the alleged behavior in order to discuss the allegation. The student must be given an opportunity to address the allegation.
- c. After consideration of all the facts, the person authorized to impose a school response to the alleged behavior shall determine whether a school response is in order. If so, the response shall be consistent with the range of responses prescribed for the inappropriate behavior in the code of conduct. In determining the school response, the following factors shall be taken into consideration: any mitigating or aggravating circumstances surrounding the behavior; the student's prior record of conduct; the student's age; the student's intent; and other information deemed pertinent.

**Student Right to Procedural Due Process, Removal from the Classroom**

A teacher may remove a student from the classroom for disciplinary and non-disciplinary reasons. Non-disciplinary removal would include a visit to the principal's office, guidance or counselor's office to discuss inappropriate behavior or a "time-out" in the hallway to enable a student to regain control or composure.

Disciplinary removal will constitute removal by a teacher from the classroom of a disruptive student as a response to a violation of the student code of conduct. A student removed from a classroom for disciplinary reasons shall be placed in an alternative classroom where educational programming shall be provided. A teacher may remove a disruptive student from his / her classroom for the remainder of the class period and up to one additional day. In the event a teacher wishes to remove a student from the classroom the student shall be afforded procedural due process as follows:

1. The teacher must inform the student that s/he is going to be removed from the classroom.
2. The teacher must specifically explain to the student why s/he is to be removed.
3. The teacher must give the student an opportunity to explain or respond.
4. The teacher may then decide to remove the student from the classroom.

A teacher may remove a student who poses a danger or ongoing threat of disruption from his / her classroom immediately. In the event of such removal, the following procedures must be

followed within 24 hours of the removal:

1. The teacher must explain to the student why s/he was removed from the classroom.
2. The teacher must give the student the opportunity to provide an explanation of the incident(s) that led to the removal.

When a teacher removes a student from the classroom, the teacher must immediately notify the principal administrator of the school. The student must be sent to the principal's office or an alternative work location designated for the purpose of receiving students who have been removed from class.

As soon as possible and no later than 24 hours after the removal, the principal must provide telephonic and written notification to the student's home school district and the student's parents or guardian of the removal and the circumstances that led to the removal. The notice must inform the parents of their right to request an informal meeting with the principal to discuss the reasons for the removal. Written notice must be by personal delivery, express mail or some other means to reasonably ensure parental notification within 24 hours. If requested by the parents, the informal meeting must be held within 48 hours of the removal. If the parents agree, the meeting may be held at another mutually convenient time. The principal may require the teacher who removed the student from the classroom to be present at the informal conference with the parents.

A principal or designee may overturn a teacher's removal of a student from the classroom upon a finding that:

1. The charges against the student are not supported by substantial evidence;
2. The removal is in violation of the law or TVHS's policies, regulations or procedures; or
3. The conduct warrants suspension from school pursuant to a superintendent's hearing (Education Law Section 3214) and such suspension will be pursued.

Such determination may be made at any time from the principal's receipt of the student removal form to the close of the business day following the 48-hour period for the informal conference.

A disruptive student removed from the classroom by a teacher shall be provided continued educational programming and activities until allowed back into the classroom.

TVHS shall prescribe forms upon which each teacher shall maintain a record of all cases of removal of a student from their classroom and upon which each principal shall maintain a record of each removal of a student from a classroom in the school for which s/he is responsible.

No teacher may remove a student with a disability from a classroom without first consulting with the principal or the chair of the committee on special education to ensure that such removal will not constitute a change in placement.



**Student Right to Procedural Due Process, Suspension from School**

A home school superintendent or a home school principal may suspend a student from school for a period not to exceed five days. In the event of suspension of a student for a period not to exceed five days, the student shall be afforded procedural due process follows:

1. The student must be verbally notified.
2. If the student denies the allegations, s/he must be provided with an explanation of the rationale for the suspension.
3. As soon as possible and within 24 hours of the decision to propose suspension, the TVHS principal administrator must provide telephonic and written notification to the student's home school district and parents or guardian of the proposed suspension and the circumstances that led to the decision. The notice must include the specific charges against the student and a description of the incident that led to the charges. It shall also provide notification of the parent's / guardian's right to request an informal meeting with the principal / superintendent to discuss the reasons for the suspension. Written notice must be by personal delivery, express mail or some other means to reasonably ensure parental notification within 24 hours.
4. If requested by the parents, the informal meeting must be held within 48 hours of the removal. If the parents agree, the meeting may be held at another mutually convenient time. The principal / superintendent may require the teacher who removed the student from the classroom to be present at the informal conference with the parents. The parents shall have the opportunity to ask questions of complaining witnesses at such informal conference subject to procedures established by the principal / superintendent.
5. The student shall not be suspended until after the informal conference unless the student poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such case, the notice and the informal conference shall take place as soon as is reasonably possible after the suspension is imposed.
6. After the conference, the parents will be provided with a written decision on the matter.
7. The parents may appeal such decision to the superintendent of schools within 5 business days.
8. The superintendent shall hear such appeal and issue a written decision regarding the matter.
9. If the parents are not satisfied with the decision of the superintendent, they may file an appeal with the board of education within 5 days of receipt of the superintendent's decision. Only upon a final decision of the board of education may the parents appeal

a decision to the Commissioner of Education.

In the event the school response to student behavior may result in suspension of the student for a period in excess of 5 school days, the student and his or her parents must be given an opportunity for a hearing on reasonable notice. The notice shall advise the student of the behavior that gives rise to the proceeding. Parents may attend the hearing and the student has a right to be represented by an attorney, to testify on his or her own behalf, to present witnesses and evidence and to cross-examine witnesses against the student.

Notice of such charges and hearing shall be provided to the parents / guardians of the student by hand or by express mail or other means reasonably calculated to assure the parent receives the notice.

The Superintendent of Schools may preside at the hearing or designate a hearing officer who will render a recommendation to the Superintendent, which s/he is free to accept or reject in whole or in part. The decision of the Superintendent in such matters may be appealed to the Board of Education within 5 days in accordance with the rules and procedures established by the Board. The Board may accept or reject the superintendent's decision in whole or in part. Only upon a final decision of the board of education may the parents appeal a decision to the Commissioner of Education.

### **Student Right to Procedural Due Process, Students with Disabilities**

#### **General Principles and Definitions**

A disciplinary change in placement shall mean a suspension or removal from a student's current educational placement that is either:

for more than 10 consecutive school days; or

for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because: (1) they cumulate to more than 10 school days in a school year; and (2) the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another, as well as other factors, create a pattern.

Placement in an interim alternative educational setting shall mean a temporary educational placement for a period of up to forty-five school days that is different from the student's current placement at the time the behavior occurred. An interim alternative educational setting shall enable the student to continue to progress in the general curriculum and to continue to receive those special education services and modifications, including those described in the student's current IEP that will enable the student to meet the goals set out in his or her IEP. At the same time, the interim alternative educational setting shall include services and modifications to address the behavior that precipitated such placement, which are designed to prevent the behavior from recurring.

The duration of any suspension or removal will not exceed the amount of time that a non-disabled student would be suspended or removed for the same behavior.

Removal shall mean a removal from the student's current educational placement for disciplinary reasons other than a suspension, a removal to an interim alternative educational setting, or a change in placement due to a drugs or weapons violation or expedited proceeding because of dangerous situation.

For purposes of this section of the policy, rules and procedures, "student" refers to a student with a disability, unless otherwise noted.

When required by law and the terms of this policy, manifestation team determinations shall be conducted to review the relationship between the student's disability and the behavior subject to disciplinary action to determine if the behavior at issue is a manifestation of the disability. Manifestation determinations shall be conducted according Federal and State laws and regulations. Where it is determined that the behavior is a manifestation of the disability, a disciplinary change in placement shall not be imposed, unless there is an appropriate placement in an interim alternative educational setting.

#### **Suspension or Removal for 5 Days or Less, Students with Disabilities**

Authority to Suspend or Remove. Each building principal has the authority to order a student to be placed into an appropriate interim alternative educational setting or another setting or to be suspended for a period not to exceed 5 consecutive school days.

Procedures for Suspensions (5 days or less). Where a principal has imposed a suspension, the student's parents shall have the opportunity for an informal conference with the principal. At such conference, the parents may ask questions of complaining witnesses, and the principal will follow the Board's policy and procedures for suspending non-disabled students for 5 days or less.

Procedures for Removals. A student may be removed for 5 days or less and such removal shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students.

#### **Suspensions or Removals for More than 5 Days, Students with Disabilities**

Authority to Impose Suspension or Removal (more than 5 days). A superintendent of schools, either directly or upon the recommendation of a hearing officer designated to conduct a §3214 hearing, may order the placement of a student with a disability into an interim alternative educational setting, another setting, or suspension for up to 10 consecutive school days without a manifestation determination conducted by the CSE. Any suspension for more than 5 consecutive school days will not be imposed unless a §3214 hearing has been conducted.

Additional Suspensions or Removals. The superintendent may order additional suspensions or removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, so long as a disciplinary change in placement does not result.

Procedures for §3214 Hearings (suspensions of more than 5 days). For suspensions of more than 5 consecutive school days, a §3214 hearing will be conducted. Similar to §3214 hearings for non-disabled students, this hearing shall be bifurcated and conducted by the superintendent or a designated hearing officer, and the same notification procedures for parents shall apply.

In addition, the following procedures will be followed:

- As soon as notice is given to the student's parents, the CSE will be requested to compose the manifestation team which will make a manifestation determination. This request will be withdrawn if the student is found to be not guilty or if a suspension of more than 10 days is not considered.
- If the student is found guilty, the superintendent/hearing officer will determine if a suspension or removal in excess of 10 consecutive school days (i.e., a disciplinary change in placement) should be considered.
  - a. If the superintendent/hearing officer determines that a suspension or removal in excess of 10 days should be considered, the §3214 hearing will be adjourned until the manifestation determination is completed by the manifestation team.
    - i. If the CSE determines that the student's behavior was not a manifestation of his or her disability, such student may be disciplined in the same manner as a non-disabled student.
    - ii. If the CSE determines that the student's behavior was a manifestation of his or her disability, the superintendent/hearing officer shall dismiss the §3214 hearing (except where the superintendent/hearing officer determines that the student should be placed in an interim alternative educational setting).
  - b. If it is determined that a suspension or removal in excess of 10 days should not be considered, the hearing shall proceed to the penalty phase, and referral to the CSE for a manifestation determination will be withdrawn.
- The penalty phase of the hearing will follow the procedures for §3214 hearings for non-disabled students, including the admission of anecdotal evidence of past instances of misconduct.

**Placement of Students with Disabilities in Interim Alternative Education Setting for Not More Than 45 School Days.**

Weapons or Illegal Drugs/Controlled Substances. A superintendent may order the change in placement of a student with a disability to an appropriate interim alternative educational setting for up to 45 days, but not to exceed the period of suspension ordered pursuant to a §3214 hearing, where the student (1) has inflicted serious bodily injury, as defined in section 201.2(m) of this Part, upon another person while at school, on school premises or at a school function under the jurisdiction of TVHS, (2) carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the TVHS; or (3) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the jurisdiction of TVHS.

Upon a determination that a student is guilty of the alleged misconduct at the §3214 hearing, the superintendent or hearing officer may order a change in placement to an interim alternative educational setting for up to 45 school days. Such placement must be determined by the CSE and cannot exceed the length of time that a non-disabled student would be suspended for the same misconduct under the school district's student discipline policy. The superintendent may order such change in placement, even where the CSE determines that the student's behavior is a manifestation of the student's disability.

Dangerous Conduct An impartial hearing officer in an expedited due process hearing may order a change in placement to an appropriate interim alternative educational setting for not more than 45 school days, if the hearing officer: (1) determines that TVHS has demonstrated by substantial evidence that the student's current placement is substantially likely to result in injury to the student or to others; (2) considers the appropriateness of the student's current placement; (3) considers whether TVHS has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and (4) determines that the proposed interim alternative educational setting meets requirements of 8 NYCRR 201.2(k). The impartial hearing officer may order such change in placement, even where the CSE determines that the student's behavior is a manifestation of the student's disability.

### **Expedited Due Process Hearings, Students with Disabilities**

Expedited due process hearings shall be conducted by an impartial hearing officer under the following circumstances: (1) TVHS requests one in order to place the student in an interim alternative educational setting because TVHS feels that it is dangerous to keep the student in his or her current educational setting in general or during the pendency of a §3214 hearing; (2) the parent requests one to appeal a determination that the student's behavior was not a manifestation of his or her disability; or (3) the parent requests one due to any decision related to the student's placement.

Such expedited due process hearings shall follow the procedures required by law.

### **CSE Functional Behavioral Assessments and Behavioral Intervention Plans**

No later than 10 business days after first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes

a disciplinary change in placement, including a change in placement to an interim alternative educational setting, the CSE shall meet to review, develop and/or implement a functional behavioral assessment and behavioral intervention plan in order to address the behavior that the student is being disciplined for.

### **Provision of Services during Suspensions, Students with Disabilities**

Initial suspension or removal for up to 10 days: If a suspension or removal for up to 10 school days does not constitute a disciplinary change in placement, the following will occur:

- Students of compulsory attendance age will be provided with alternative instruction on the same basis as non-disabled students.
- Students not of compulsory attendance age will be entitled to receive alternative instruction during such suspension or removal only to the extent that alternative instruction is provided to non-disabled students of the same age who have been similarly suspended or removed.

Subsequent suspensions or removals for up to 10 days: If subsequent suspensions or removals for periods of 10 consecutive school days or less, which in aggregate total more than 10 school days in a school year (but do not constitute a disciplinary change in placement), the following will occur:

- Students will be provided with alternative instruction and special education services necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP; and
- The building principal or superintendent shall determine, in consultation with the student's special education teacher, the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

Disciplinary Change in Placement: During any period of suspension for more than 10 consecutive school days, and/or during any other disciplinary change in placement, the following will occur:

- The student will be provided with alternative instruction and special education services necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP; and
- The CSE shall determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

Placement in interim alternative educational setting: If the student has been placed in an interim alternative educational setting for up to 45 school days because he or she has engaged in

conduct that involves a weapon or illegal drugs/controlled substances, the CSE will determine the services to be provided.

If the student has been placed in an interim alternative educational setting for up to 45 school days because an impartial hearing officer has determined in an expedited due process hearing that the student presents a threat of dangerous conduct, the impartial hearing officer will determine the services to be provided after reviewing a proposed setting determined by school personnel and the student's special education teacher. Such setting will:

- Enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those modifications, including those described in the student's current IEP, that will enable the child to meet the goals set out in that IEP; and
- Include services and modifications to address the behavior that is subject to disciplinary action, which are designed to prevent the behavior from recurring.

## STUDENT CODE OF CONDUCT

### CATEGORY I

#### STUDENT BEHAVIOR

Category I behavior is activity on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school and shall include the following:

- Behavior which interferes with the educational program and normal operation of the school community.
- Inappropriate language, gestures or symbols (obscene, profane, vulgar, abusive).
- Violation of the dress code.
- Tardiness to school or class.
- Leaving class without permission.
- Excessive or offensive public displays of affection.
- Inappropriate use of the school computer network or failure to follow the Acceptable Use Policy.
- Insubordination or disrespect, including the failure to follow the reasonable and lawful directions of school personnel.
- Taking OTC or prescribed medications without appropriate medical authorization.
- Behavior which interferes with a student's educational program and/or therapeutic well-being through the inappropriate or excessive ingestion of "energy" drinks, "power" drinks, or muscle-enhancing drinks.
- Use of radios, headphones, multi-media devices (e.g. videos, audio recorders,

telecommunication devices, iPods, MP3 players, handheld games, PSPs) beeper, cell phone or other disruptive device or equipment unless used for instructional and educational purposes under the direction of a teacher or other employee of TVHS or a school district or unless used at a time and place designated by the building administrator for allowed use of such devices or equipment.

## **SCHOOL RESPONSE**

Category One behavior will usually be addressed by an individual staff member but may, at times, require the intervention of other school support personnel.

There will be immediate intervention by the staff member who is supervising the student or who observes the behavior.

Repeated behavior requires a parent / teacher conference; conference with the counselor and or administrators.

The staff member will maintain a proper and accurate written record of student actions and school response.

The range of possible school responses includes:

- A warning.
- Staff will discuss behavior with student.
- Written behavioral agreement.
- Parent / guardian contact.
- Verbal or written referral to principal, counselor or social worker.
- Removal from classroom for the remainder of the class period, to another location with continued educational programming and activities when practicable. Prior to the student's return to the classroom the principal, in consultation with the teacher, shall determine whether the parent shall be contacted and what additional steps should be taken to successfully re-integrate the student into the classroom.
- Verbal reprimand.
- Reduction in classroom privileges.
- Restorative Practices, where appropriate.



**CATEGORY II****STUDENT BEHAVIOR**

Behavior, overt or otherwise, whose frequency or seriousness tends to disrupt the learning climate of the school shall include:

- Repeated incidents of Category I prohibited behavior.
- Abusive or hateful language, gestures or symbols involving the use of slurs regarding ethnicity, disability, religion, race, sexual orientation or physical condition of another.
- Any form of sexual harassment.
- Leaving school and/or school grounds without permission.
- Use or possession of obscene or offensive materials.
- The possession, smoking or other use of any tobacco or nicotine product (including but not limited to cigarettes, cigars, electronic cigarettes, E-cigarettes, vaporizers, chewing tobacco) at any time of day on school property including all school grounds, facilities, vehicles or property or at any school sponsored activity.
- Possession or use of matches, lighters or any incendiary device.
- Inappropriate use of the school computer network or failure to follow the Acceptable Use Policy resulting in more serious harm to students, TVHS resources, or the TVHS Network.
- Unauthorized driving or riding to or from school premises, facilities or property.
- Violation of school parking or driving regulations.
- Unauthorized retail activities or bartering.
- Possession, use or flying of any drone or radio-controlled device on or over school grounds except as may be authorized in advance by the principal.
- Possession of a knife or blade that is other than a dangerous weapon (see Category III, below).

**SCHOOL RESPONSE**

The school response to Category II prohibited behavior shall include one or more of the following:

A teacher may initiate a meeting with the student and his / her guidance counselor to discuss the situation. Teachers must notify the building administrator and the student's parent / guardian.

The building administrator may initiate an investigation of the allegation and confer with staff on the appropriate school response, which shall be based upon, among other relevant factors, a threat assessment (see the BOCESWide School Safety Plan, Policy 7-100).

The building administrator may meet with the student and confer with his / her parent / guardian about the student's conduct and resulting school response.

The building administrator will maintain a proper and accurate written record of student behaviors and school response.

The range of possible school responses includes:

- Written behavioral agreement.
- Parent conference.
- Written referral to guidance counselor and/or school social worker and/or school psychologist.
- Reduction of privileges
- Referral to administration.
- Home school contact.
- Restorative practices, where appropriate.
- In school suspension.
- Out of school suspension.
- Removal from work-based learning internship site
- A teacher may remove a "disruptive student" from the classroom, for a period not to exceed one day, to another location with continued educational programming and activities when practicable. Prior to the student's return to the classroom the principal, in consultation with the teacher, shall determine whether the parent shall be contacted, whether suspension is warranted, and what additional steps should be taken to successfully re-integrate the student into the classroom.
- In any instance where a knife, blade, matches, lighter, incendiary device or other prohibited item is obtained from a student, the administrator shall either turn the object over to law enforcement, if called, or maintain the object in the office until the parent or guardian takes possession of it.

### CATEGORY III

#### STUDENT BEHAVIOR

Category III behavior is demonstrated when a student shows no sign of modifying prohibited behavior after having been requested to do so by school personnel. Such behavior also includes that which constitutes academic dishonesty and misconduct or poses a direct threat to the emotional and physical well being of others, or is in violation of the law. Category III prohibited behavior includes:

- Chronic incidents of Category I behavior and repeated or chronic incidents of category II behavior.
- Exposure of the private parts of the human body.
- Illegal gambling in or on school premises or property.

- Selling, using, possessing, or sharing obscene materials.
- Making false or misleading statements about another individual or group of individuals.
- Discrimination or harassment based upon race, sex, religion, national origin, disability, sexual orientation or physical condition.
- Hazing, including intentional or reckless acts directed against another for the purpose of obtaining or maintaining membership on a team or in a club, activity or organization sponsored by TVHS.
- Lying to school personnel during an inquiry or investigation.
- Forgery.
- Academic dishonesty and misconduct, including plagiarism, cheating and alteration of academic records.
- Use or attempted use of physical force on another person.
- Stealing, larceny or petty theft.
- Trespassing (entering or remaining on school property without authorization, license or invitation).
- Possession and/or transfer of firearms or dangerous weapons in or on school premises, facilities, vehicles or property. Dangerous weapons include any rifle, shotgun, pistol, revolver, other firearm, dangerous chemicals, explosives, any object capable of firing a projectile, the frame or receiver of any weapon, firearm muffler or silencer, any explosive device, blade in excess of 2 and ½ inches, or any other instrument capable of inflicting bodily harm.
- Possession of what appears to be a weapon.
- Speeding or reckless driving on school premises or property.
- Vandalism or destruction of private or public property.
- Sale, attempted sale, or gift of legal prescription medications to another.
- Use (including but not limited to inhalation, smoking, ingesting, “vaping”), possession, sale, attempted sale or attending school under the influence of illegal drugs, alcohol, any synthetic cannabinoid, any unauthorized controlled substances, or any other substance used to intoxicate.
- Possession, sale or attempted sale of substances represented to be illegal drugs, alcohol or other controlled substances.
- Possession of pipes or paraphernalia associated with controlled substances. Assault or battery.
- Violent behavior of any kind or the threat of such behavior.
- Harassment, intimidation, bullying in any form, threats or threatening language.
- Cyber bullying of another student or staff member, including but not limited to threats, regardless of the location or site where communication is initiated.
- “Sexting” or any lewd or obscene electronic transmission, whether initiated or received at a TVHS facility or elsewhere.
- Electronic transmission to another student or staff member of violent images, whether initiated or received at a TVHS facility or elsewhere.
- Threats or perceived threats of harm to the school or students including but not

limited to verbal threats, written threats, electronically transmitted threats (including but not limited to depictions of weapons) whether initiated or received at a TVHS facility or elsewhere..

- Any intentional and unauthorized physical or electronic contact with another to intimidate or cause physical or emotional harm.
- Creating false emergency alarms.
- Failing to comply with emergency directions or procedures.
- Endangering the health, safety or welfare of another.
- Use of social media applications in a disruptive manner (for example, yikyak; whisper; kick).
- Failing to comply with behavior requirements of the student's work-based learning internship site.

Category III behavior also includes students who are "repeatedly substantially disruptive of the educational process," those who "substantially interfere with a teacher's authority over the classroom," those who substantially interfere with staff authority or those who have committed acts of violence.

### **SCHOOL RESPONSE**

The school response to Category III prohibited behavior shall include one or more of the following:

The building administrator will investigate the allegations and consult with staff as to the appropriate consequences if the allegations are supported by substantial and credible evidence. The school response shall be based upon, among other relevant factors, a threat assessment (see the BOCES-Wide School Safety Plan, Policy 7-100).

The building administrator will meet with the student and confer with the parent / guardian about the student's conduct and the resulting school response.

The building administrator will maintain a proper and accurate written record of student behavior and school response.

Unless otherwise provided by law, the range of possible school responses may include:

- |  |   |
|--|---|
| ▪ In-school suspension.                  | ▪ Conference with staff member.             |
| ▪ Out of school suspension.              | ▪ Superintendent's hearing.                 |
| ▪ Conference with home school principal. | ▪ Parent conference.                        |
| ▪ Mediation.                             | ▪ Restorative practices, where appropriate. |
| ▪ Restitution.                           | ▪ Police notification.                      |
| ▪ Loss of privileges.                    | ▪ Criminal charges.                         |

- Confiscation of contraband.
  - Removal from work-based learning internship site.
  - Recommend Persons in Need of Supervision (PINS) Diversion.
  - A teacher may remove a “disruptive student” from the classroom for a period not to exceed one day to another location with continued educational programming and activities when practicable. Prior to the student’s return to the classroom the principal, in consultation with the teacher, shall determine whether the parent shall be contacted, whether suspension is warranted, and what additional steps should be taken to successfully re-integrate the student into the classroom.
  - In any instance where a firearm, dangerous weapon, or any prohibited object is obtained from a student, the administrator shall either turn such object over to law enforcement, if called, or maintain the object in the office until the parent or guardian takes possession of it.
  - Expulsion.
- Minimum Periods of Out of School Suspension: Act(s) of violence – minimum 5 days out of school suspension
  - Weapons on school property - minimum one-year out of school suspension (subject to superintendents hearing and determination by home school district).
  - Development of a written school safety plan, when appropriate, describing student’s expectations upon return from out of school suspension.

Additionally, unless otherwise provided by law, the school response may include:

ofSupervision (PINS) Diversion.

- Recommend Persons in Need

**CODE OF CONDUCT FOR PERSONS ON TVHS PROPERTY**

The primary purpose of TVHS is to provide an optimal environment for learning and education. Integral to that purpose is the maintenance of an environment that establishes a model of civility and respect in the interactions of individuals and serves as a constructive model for our students. Any action by an individual or group that is inconsistent with this purpose or is aimed at disrupting, interfering with, or delaying the educational process, or any action having such effect, is hereby declared to be in violation of Board policy.

Additionally, the Board also has a responsibility to protect school property. TVHS shall take any and all legal action to prevent the damage or destruction of TVHS property. In addition, TVHS will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

It is not the intent of this policy to limit or inhibit freedom of speech or freedom to assemble peaceably. Free inquiry and free expression are indispensable to the objectives of a school district, and is a fundamental feature of our national life. The sole purpose of this policy, and of such rules and regulations as may be required to implement it, is to prevent abuse or inhibition of the rights of others and to maintain the educational enterprise and public order on school premises and property.

These rules govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons upon property of TVHS, and any other premises or property under the control of TVHS and used in its teaching programs and activities, and in its administrative, cultural, recreational, athletic, and other programs and activities.

Any use of the buildings and grounds under the control of TVHS must be preceded by notification of the following information: location of fire exits; form of notification of the need to exit (e.g., alarm, announcement etc.); reminder of the need to exit in a calm and orderly manner and prohibition on parking of motor vehicles in designated fire lanes or spaces for the disabled.

Individuals on or entering TVHS school grounds or buildings may be under electronic video surveillance.

**PROHIBITED BEHAVIOR**

No person, acting either alone or in concert with others, shall:

1. Intentionally cause physical injury to any other person or threaten to do so.
2. Physically restrain or detain any other person, nor remove such person from any place where she/he is authorized to remain;

3. Intentionally damage or destroy property of TVHS or property under its jurisdiction, or the property of an administrator, teacher or other officer or employee of TVHS or remove or use such property without authorization;
4. Enter into the school building or premises or any private office of an administrative officer, member of the faculty, or staff member without permission;
5. Enter and remain in any school building, facility or premises for any purpose other than authorized uses or in a manner obstructing its authorized use by others;
6. Remain in any school building, facility or premises after it is normally closed, without authorization by TVHS;
7. Fail or refuse to leave any school building, facility or premises after being requested to do so by an authorized administrative officer, member of the faculty, or staff member;
8. Fail to comply with written or verbal direction to sign a visitor's log, be issued a visitor's pass, or to fail to conform with any other security measures upon entry to any school building, facility or premises.
9. Obstruct the free movement of persons or vehicles in any school building, facility or premises;
10. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings, or deliberately interfere with the freedom of any person to express her/his views, including invited speakers in any school building, facility or premises;
11. Possess any rifle, shotgun, pistol, revolver, or other firearm, knife or blade, or a device intended for use as a weapon, in any school building, facility or premises, without the express written authorization of the Superintendent of Schools;
12. Incite others to engage in or commit any prohibited conduct with specific intent to procure them to do so;
13. Engage in smoking, use any tobacco product, electronic cigarettes ("e-cigarettes," "vaping" ) overtly display any tobacco product, or sell any tobacco product on school property including all school grounds, facilities, vehicles or property or at any school sponsored activity.
14. Use, consume, sell, distribute, under the influence of, or offer for sale alcoholic beverages;

15. Possess, use, consume, sell, distribute or offer for sale, distribution, use or consumption illegal drugs or controlled substances without written authorization of a physician, or under the influence of illegal drugs or controlled substances;
16. Use, possess, wear or in any way depict or demonstrate obscene materials or engage in or present obscene conduct or behavior. The term "obscene" refers to verbal, written, graphic, pictorial, and other means of presenting materials, when such materials violate generally accepted social and community standards. Obscene material appeals to prurient interest, is utterly without redeeming social importance, goes beyond customary limits of candor in description or representation, is characterized by patent offensiveness and is pornographic, indecent, vulgar and salacious;
17. Park a motor vehicle in any fire lane or other no parking zone or park in any parking space designated for use by the disabled without a valid permit visibly displayed on or in the vehicle.
18. Use or display inappropriate language, gestures or symbols (obscene, profane, vulgar, abusive).
19. Engage in excessive or offensive public displays of affection.
20. Use or display abusive or hateful language involving the use of slurs regarding ethnicity, disability, religion, race, sexual orientation, perceived sexual orientation or physical condition of another.
21. Engage in any form of sexual harassment or any harassment prohibited by this policy (see "Discrimination and Harassment Prohibited").
22. Engage in discrimination as prohibited by this policy (see "Discrimination and Harassment Prohibited").
23. Otherwise engage in any behavior which interferes with the educational program.

## **PENALTIES AND PROCEDURES**

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

**If a visitor (member of the public, licensee)** her/his authorization to remain upon the grounds or other property shall be withdrawn and she/he shall be directed to leave the premises. In the event of failure to do so, she/he shall be subject to removal from the premises by law enforcement officials.



**If a trespasser** (one without authorization or invitation) she/he shall be subject to removal from the premises by law enforcement officials.

**If a student** she/he shall be subject to disciplinary action as the facts of the case may warrant. This may include suspension, probation, loss of privileges, reprimand, or warning, as prescribed by Section 3214 of the Education Law of the State of New York and the policies, rules and regulations of TVHS. She/he shall also be subject to removal from the premises.

**If a tenured faculty member**, she/he shall be subject to ejection, warning, reprimand, suspension, or other disciplinary action or combination of such actions, as prescribed by and in accordance with Section 3020-a of the Education Law.

**If a staff member** in the classified service of the civil service, she/he shall be subject to the penalties and procedures prescribed in Section 75 of the Civil Service Law, where applicable, or such other penalties allowed by law or negotiated by the parties and be subject to ejection.

**If an officer or administrator**, s/he shall be subject to ejection, warning, reprimand, suspension, other disciplinary action or a combination of such actions as provided by law, an individual employment agreement.

If a staff member other than those described above, she/he shall be subject to dismissal, suspension without pay, or censure, and be subject to ejection.

### **Enforcement Program**

The District Superintendent shall be responsible for enforcement of these rules, and she/he shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent or her/his designee, does not pose any immediate threat of injury to person or property, such school official may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues that may be presented. In doing so such school official shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any District properties where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning, and in other cases of willful violation of such rules, the Superintendent or her/his designee shall cause the removal of the violator from any premises which she/he occupies in such violation or, if appropriate, make recourse to police authorities, or both.

The Superintendent or her/his designee may apply to the public authorities for any aid that she/he deems necessary in causing the ejection of any violator of these rules and she/he deems necessary in causing the ejection of any violator of these rules, and she/he may request the school attorney to apply to any court of proper jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

## **RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

### **Board of Education and Superintendent of Schools**

The District Superintendent and Board of Cooperative Educational Services shall provide full support to the administration and staff charged with the responsibility for implementing and administering this Code of Conduct. Administration of this Code of Conduct shall at all times, be consistent with the policies of TVHS and the laws of the State of New York and the United States of America.

### **Administrator and Faculty**

Administrators and faculty shall:

- Provide information about this code of conduct and associated procedures to parents, students, home school districts and the community.
- Support and enforce this code of conduct and implement prescribed procedures and school responses in a reasonable, fair and consistent manner.
- Protect and uphold the rights of students, parents, faculty, and community in all matters related to student behavior.
- Promptly notify parents of student behavior that is inconsistent with this code of conduct.
- Seek educational approaches to addressing student conduct issues in an effort to promote positive and constructive behavior that enhances learning, citizenship and mutual respect in the TVHS community.
- Periodically review and evaluate this code of conduct as it relates to community and school goals.

### **All TVHS Staff Members**

All TVHS staff members shall wear SUNY Polytechnic Institute identification badges at all times while in TVHS instructional facilities. TVHS shall provide all staff members with

identification badges at no charge.

**Parent(s) / Guardian(s)**

The support of parents and guardians of students is critical to encouraging and achieving positive behavior by students in the school environment. Parents and guardians are asked to take this responsibility seriously and to fulfill it as follows:

- Be aware and supportive of the student code of conduct and the rights and responsibilities of students and their families.
- Discuss the student code of conduct with students and reinforce the importance of compliance as a way to enrich the educational and social experiences of all students.
- Be an active participant in the efforts of TVHS administrators, faculty and students to resolve student behavior issues.
- Participate in efforts to evaluate the effectiveness of this code of conduct and make suggestions for improvements.
- Monitor student attendance at school, ensuring that it is regular and punctual and that all absences are properly excused as required by New York State Law.
- Accept their financial responsibility for texts, tools, locks or any other TVHS equipment assigned to the student.

**Student(s)**

Each student of TVHS shall:

- Achieve an understanding of the student code of conduct and associated procedures.
- Comply with the code of conduct at all times.
- Seek help from teachers and school administrators in resolving questions about the requirements of the code of conduct or to discuss issues that might lead to behavior problems
- Accept responsibility for personal behavior at all times.
- Assist teachers and administrators in maintaining the school environment as a safe haven for learning by reporting any behavior that may disrupt learning or threaten the safety of the school community.

**GUIDELINES FOR DISTRIBUTION OF AND EDUCATION ABOUT THE CODE OF CONDUCT**

To ensure school community awareness of this Code of Conduct, the District Superintendent shall direct appropriate staff members to:

- ✓ Provide plain language copies to all students at a general assembly at the beginning of each school year and to new students upon enrollment.
- ✓ Post a copy on the TVHS website.
- ✓ Mail a plain language summary of the code to all persons in parental relation at the beginning of the school year.
- ✓ Provide each teacher and staff person with a copy of the code and a copy of any amendments as soon as practicable following enactment.
- ✓ New teachers must be provided with a copy upon employment.
- ✓ Community awareness steps include the making a copy of the code available upon request.
- ✓ Advise students at a general assembly at the beginning of each school year and to new students after enrollment of the expectations for their behavior as set forth in the Code of Conduct.

**PROVISIONS FOR ANNUAL REVIEW AND REVISION OF THE CODE OF CONDUCT**

A TVHS Code of Conduct and School Safety Committee shall be established by the principal to conduct an annual review and make recommendations concerning this code of conduct.

The recommendations will be reviewed and the District Superintendents will determine whether to make a recommendation to the TVHS Operating Board concerning the student code of conduct.

A copy of the recommendations will be maintained on file with the Clerk of the Board and shall be available for review by any interested individual(s).

ADOPTED: 11/22/2019



TECH VALLEY HIGH SCHOOL  
INTERNAL CLAIMS AUDIT REPORT  
July - August 2020

Warrant #	Description	Check Dates	Amount	Checks Issued	EFT's	Check Series
1	General Payables	7/1/2020	\$ 6,886.67	1	0	4384
2	Payroll Deduction	7/8/2020	\$ 15,668.41	1	7	11199
3	Payroll Deduction	7/22/2020	\$ 15,668.41	1	7	11200
4	General Payables	7/27/2020	\$ 23,916.39	9	0	4385 - 4393
5	General Payables	7/29/2020	\$ 51,352.06	5	0	4394 - 4395
6	T&A Misc	7/29/2020	\$ 5,057.18	1	0	11201
7	Payroll Deduction	8/5/2020	\$ 16,137.56	1	7	11202
8	Payroll Deduction	8/19/2020	\$ 15,851.28	1	7	11203
9	General Payables	8/20/2020	\$ 69,265.41	9	0	4396 - 4404
10	General Payables	8/26/2020	\$ 89,989.94	4	0	4405 - 4408
11	T&A Misc	8/26/2020	\$ 5,057.18	1	0	11204

<b>Period Totals</b>	<b>\$ 314,850.49</b>	<b>34</b>	<b>28</b>
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	<u>Exceptions:</u>	<u>Warrant</u>	<u>Amount</u>	<u>Vendor</u>	<u>Explanation</u>
1	Confirming PO	9	\$157.00	K. Whelan	Request was made by Jim but the paperwork was never processed.

*Michael Wolff*  
 Michael T. Wolff, C.I.A.  
 Internal Claims Auditor  
 Tech Valley High School

September 8, 2020

**TECH VALLEY HIGH SCHOOL**  
**CONSOLIDATED REVENUE STATUS REPORT**  
as of 08/31/2020

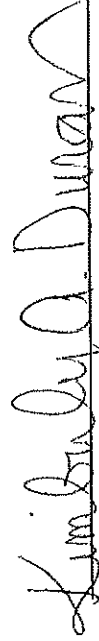
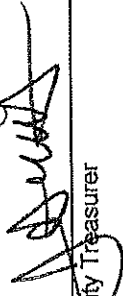
	Original Estimate	Adjustments	Current Estimate	Year-to-Date Revenues	Anticipated Balance
<b>Anticipated Revenues</b>					
Tuition A455	1,855,000.00		1,855,000.00		1,855,000.00
Tuition Other BOCES A455	0.00		0.00		0.00
Tuition Non Component A455	31,082.00		31,082.00		31,082.00
Special Education Billing	232,000.00		232,000.00		232,000.00
Legislative Grant 2017/2018 F904	460,666.00		460,666.00		460,666.00
TVHS Foundation	15,000.00		15,000.00	-100.00	15,100.00
Revenue for Carry Over Encumbrance	0.00	73,052.00	73,052.00	73,052.00	0.00
Refunds of Prior Years Expense	0.00		0.00		0.00
Gifts and Donations	0.00		0.00		0.00
Miscellaneous Revenue	25,000.00		25,000.00		25,000.00
Interest Income	1,000.00		1,000.00	17.33	982.67
<b>Total Anticipated Revenues</b>	<b>2,619,748.00</b>	<b>73,052.00</b>	<b>2,692,800.00</b>	<b>72,969.33</b>	<b>2,619,830.67</b>

**HIGHLIGHTS/CHANGES**

Received \$100.00 bounced check after date of report.

9/11/20  
Date

9/14/2020  
Date

  
Treasurer  
  
Deputy Treasurer

**TECH VALLEY HIGH SCHOOL**  
**CONSOLIDATED BUDGET STATUS REPORT**  
as of 08/31/2020

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
<b>150 CERTIFIED SALARIES</b>						
TEACHER SALARIES	1,057,486.00	8,750.00	1,066,236.00	160,232.97	895,423.35	10,579.68
ADMINISTRATIVE SALARIES	316,591.00	(126,283.00)	190,308.00	27,555.04	149,802.36	12,950.60
150 Subtotal Certified Salaries	1,374,077.00	(117,533.00)	1,256,544.00	187,788.01	1,045,225.71	23,530.28
<b>160 SUPPORT SALARIES</b>						
160 Subtotal Support Salaries	95,797.00	2,250.00	98,047.00	8,044.92	89,466.43	535.65
<b>200 EQUIPMENT</b>						
200 Subtotal Equipment	80,000.00	72,582.00	152,582.00	72,582.00	15,996.20	64,003.80
<b>300 SUPPLIES &amp; MATERIALS</b>						
GENERAL SUPPLIES	38,000.00	470.00	38,470.00	3,385.46	15,890.12	19,194.42
TEXTBOOKS	16,500.00	0.00	16,500.00	0.00	0.00	16,500.00
Periodicals	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
Assets under \$500	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
CAFETERIA (FRL)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
SUBSCRIPTIONS	350.00	0.00	350.00	0.00	0.00	350.00
COMPUTER SOFTWARE PURCH	13,500.00	1,100.00	14,600.00	4,650.00	1,740.00	8,210.00
300 Subtotal Supplies & Materials	72,350.00	1,570.00	73,920.00	8,035.46	17,630.12	48,254.42
<b>400 CONTRACTUAL &amp; OTHER</b>						
TELEPHONE	6,238.00	1,000.00	7,238.00	1,007.50	5,997.50	233.00
DATA COMMUNICATIONS	8,755.00	100.00	8,855.00	4,734.91	4,100.00	20.09
INSURANCE	45,466.00	0.00	45,466.00	43,537.00	550.00	1,379.00
EQUIP RENTALS & LEASES	8,500.00	0.00	8,500.00	0.00	4,840.00	3,660.00
POSTAGE	2,500.00	0.00	2,500.00	0.00	2,000.00	500.00
TRAVEL-IN DISTRICT	3,000.00	0.00	3,000.00	0.00	1,700.00	1,300.00
CONFERENCE & OTHER TRAVEL	8,000.00	0.00	8,000.00	0.00	135.00	7,865.00
ASSOC DUES & MEMBERSHIPS	20,500.00	0.00	20,500.00	(550.00)	9,354.00	11,696.00
Physical Ed Related Exp	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
FIELD TRIPS	5,200.00	0.00	5,200.00	0.00	0.00	5,200.00
Workshop Related Costs	250.00	0.00	250.00	0.00	0.00	250.00
ADMISSIONS Transportation	15,000.00	0.00	15,000.00	0.00	6,500.00	8,500.00
PRINTING & COPYING	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
OTHER MISC EXPENSE	35,000.00	(2,700.00)	32,300.00	180.00	4,909.00	27,211.00
FACILITY PAYMENTS	85,000.00	0.00	85,000.00	20,928.95	63,190.32	890.73
400 Subtotal Contractual & Other	248,909.00	(1,600.00)	247,309.00	69,838.36	103,275.82	74,194.82



**TECH VALLEY HIGH SCHOOL**  
**CONSOLIDATED BUDGET STATUS REPORT**  
 as of 08/31/2020

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
<b>440 CONTRACTED PROFESSIONAL SERVICES</b>						
Funding Initiatives	17,292.00	0.00	17,292.00	0.00	17,292.00	0.00
CONSULTANTS & OTH PERS SRV	9,500.00	0.00	9,500.00	0.00	0.00	9,500.00
Other Professional & Tech	0.00	0.00	0.00	0.00	0.00	0.00
<b>440 Subtotal Contracted Professional Services</b>	<b>26,792.00</b>	<b>0.00</b>	<b>26,792.00</b>	<b>0.00</b>	<b>17,292.00</b>	<b>9,500.00</b>
<b>470 Rental of Facilities</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>490 Subtotal Services From Rental of Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>490 SERVICES FROM SCH DIST &amp; BOCES</b>	58,680.00	176,969.00	234,749.00	33,162.38	139,750.40	61,836.22
<b>800 EMPLOYEE BENEFITS</b>	366,733.00	(31,662.00)	335,071.00	52,399.54	263,344.58	19,326.88
HEALTH INSURANCE	14,370.00	675.00	15,045.00	1,392.32	13,103.88	548.80
EMPLOYEES' RETIREMENT	140,330.00	(12,944.00)	127,386.00	17,778.35	99,426.75	10,180.90
TEACHERS' RETIREMENT	112,063.00	(9,661.00)	102,402.00	14,162.16	86,803.95	1,435.89
SOCIAL SECURITY	2,930.00	(242.00)	2,688.00	391.66	2,269.38	26.96
UNEMPLOYMENT INSURANCE	3,812.00	(1,122.00)	2,690.00	0.00	2,475.00	215.00
WORKERS' COMPENSATION	8,256.00	(480.00)	7,776.00	1,200.00	6,000.00	576.00
DENTAL INSURANCE	9,649.00	150.00	9,799.00	457.48	2,289.86	7,051.66
DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
Employee Tuition	5,000.00	(5,000.00)	0.00	0.00	0.00	0.00
<b>EMPLOYEE BENEFITS</b>	<b>663,143.00</b>	<b>(60,286.00)</b>	<b>602,857.00</b>	<b>87,781.51</b>	<b>475,713.40</b>	<b>39,362.09</b>
<b>800 Subtotal Employee Benefits</b>	<b>663,143.00</b>	<b>(60,286.00)</b>	<b>602,857.00</b>	<b>87,781.51</b>	<b>475,713.40</b>	<b>39,362.09</b>
<b>TOTAL CURRENT EXPENDITURES BUDGET</b>	<b>2,619,748.00</b>	<b>73,052.00</b>	<b>2,692,800.00</b>	<b>467,232.64</b>	<b>1,904,350.08</b>	<b>321,217.28</b>

*Kimberly A. Duman*  
 Treasurer

*[Signature]*  
 Deputy Treasurer

9/11/20  
 Date

9/14/2020  
 Date

## TECH VALLEY HIGH SCHOOL

### 2020-2021 BUDGET

as of August 31, 2020  
Presented on the Accrual Basis

ACTUAL RESULTS 2019/2020	APPROVED BUDGET 2020/2021	ACTUAL Budget 2020/2021
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#### REVENUES

	135	142	133
Estimated Number of Students			
Tuition	1,785,000	1,855,000	1,855,000
Tuition Other BOCES	0	-	-
Tuition Non-Component	30,030	31,082	31,082
Special Education Billing	231,800	232,000	232,000
Legislative Grant #1	460,666	460,666	460,666
Revenue for Carry Over Encumbrance	-	-	73,052
Refunds Prior Years Expenses	5,601	-	-
Gifts and Donations	8,500	-	-
Tech Valley High School Foundation	17,095	15,000	15,000
Miscellaneous Revenue	38,106	25,000	25,000
Interest Income	1,030	1,000	1,000
<b>TOTAL REVENUES</b>	<b>2,577,828</b>	<b>2,619,748</b>	<b>2,692,800</b>

**TECH VALLEY HIGH SCHOOL**  
**2020-2021 BUDGET**  
as of August 31, 2020  
Presented on the Accrual Basis

ACTUAL RESULTS 2019/2020	APPROVED BUDGET 2020/2021	ACTUAL Budget 2020/2021
--------------------------------	---------------------------------	-------------------------------

**EXPENSES****ADMINISTRATIVE****Personnel**

Administrative Salaries	126,723	126,283	-
Support & Clerical Salaries	53,635	52,040	52,540
Fringe Benefits	82,553	87,570	37,784
	<u>262,911</u>	<u>265,893</u>	<u>90,324</u>

**Equipment**

Equipment	25,017	20,000	36,500
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**Materials & Supplies**

General Supplies	10,093	15,000	15,000
Periodicals		1,000	1,000
Assets under \$500		1,000	1,000
Meeting Expenses/Food & Grocery	242	1,000	1,000
Subscriptions	13,108	350	350
Software Licenses	608	4,500	6,600
	<u>24,051</u>	<u>22,850</u>	<u>23,950</u>

**Contractual**

Telephone	6,045	6,238	7,238
Insurance	44,142	45,468	45,468
Equip Rentals & Leases	2,231	8,500	8,500
Postage	1,336	1,500	1,500
Travel-In-District	1,613	3,000	3,000
Conference & Other Travel	6,070	8,000	8,000
Assoc Dues & Memberships	12,587	13,000	13,000
Printing & Copying	-	3,500	3,500
Fieldtrips	-	2,000	2,000
Workshop Related Costs	-	250	250
Other Misc Expense	3,120	30,000	27,300
Facility Payment	82,182	85,000	85,000
	<u>159,326</u>	<u>206,454</u>	<u>204,754</u>

**Contract Prof Service**

Accountants & Auditors	8,900	9,500	9,500
Funding Initiatives	17,292	17,292	17,292
Other Prof & Tech	-	-	-
	<u>26,192</u>	<u>26,792</u>	<u>26,792</u>

**School Districts & Other BOCES**

BOCES/SCH DST -OTHER SRV	59,448	35,500	211,569
	<u>59,448</u>	<u>35,500</u>	<u>211,569</u>

**Occupancy**

Data Communications	5,950	8,755	8,855
Cleaning/Ancillary Lease costs	-	-	-
	<u>5,950</u>	<u>8,755</u>	<u>8,855</u>

**TOTAL ADMINISTRATIVE**

	<u>562,895</u>	<u>586,244</u>	<u>602,744</u>
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**TECH VALLEY HIGH SCHOOL**  
**2020-2021 BUDGET**  
as of August 31, 2020  
Presented on the Accrual Basis

ACTUAL RESULTS 2019/2020	APPROVED BUDGET 2020/2021	ACTUAL Budget 2020/2021
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**INSTRUCTIONAL****Personnel**

Instructional Salaries	1,027,153	1,028,611	1,037,361
Instructional Support Salaries	185,048	214,183	214,183
Non-Instructional Salaries	43,733	43,757	45,507
Substitute Teacher Salaries	8,830	5,000	5,000
Fringe Benefits	493,864	575,573	565,073
	<u>1,768,428</u>	<u>1,867,124</u>	<u>1,867,124</u>

**Equipment**

Equipment	57,581	60,000	116,082
Furniture	-	-	-
	<u>57,581</u>	<u>60,000</u>	<u>116,082</u>

**Materials & Supplies**

Supplies	22,712	23,000	23,470
Textbooks	6,082	18,500	16,500
Assets under \$500	168	1,000	1,000
Software Licenses	1,730	9,000	9,000
	<u>30,692</u>	<u>49,500</u>	<u>49,970</u>

**Contractual**

Postage	-	1,000	1,000
Staff Development & Conferences	5,114	7,500	7,500
Admissions	1,787	3,200	3,200
Transportation	10,549	15,000	15,000
Physical Education-Related Expenditures	-	2,000	2,000
Online Tuition	-	-	-
Other Professional & Tech Services	2,000	-	-
Software Licenses	-	-	-
Misc	1,734	5,000	5,000
	<u>21,184</u>	<u>33,700</u>	<u>33,700</u>

BOCES/SCH DST -OTHER SRV	4,765	23,180	23,180
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<b>TOTAL INSTRUCTIONAL</b>	<u>1,872,650</u>	<u>2,033,504</u>	<u>2,080,056</u>
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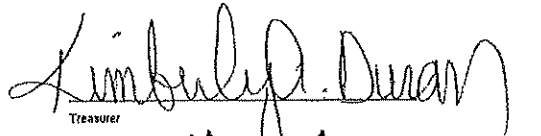
<b>TOTAL PROGRAM COSTS</b>	<u>2,436,544</u>	<u>2,619,748</u>	<u>2,692,800</u>
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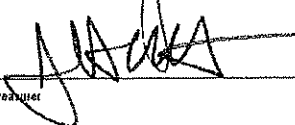
<b>COST PER STUDENT</b>	<u>\$ 18,041</u>	<u>\$ 18,449</u>	<u>\$ 20,247</u>
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<b>SURPLUS OR (DEFICIT)</b>	<u>\$ 142,284</u>	<u>\$ -</u>	<u>\$ -</u>
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9/11/20  
Date

9/04/2020  
Date

  
Treasurer

  
Deputy Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF August 31, 2020**

**Cash Balance as of July 30, 2020**

General Fund - Key Bank	775,885.83
Special Aid Fund - Key	92,382.28
T&A Fund - Key	(53.73)
Capital Fund - Key	<u>130,641.99</u>

TOTAL BEGINNING CASH: \$ 998,856.37

**RECEIPTS:**

General Fund - Key	4,512.93
Special Aid Fund - Key	332.83
Trust & Agency Fund - Key	104,870.73
Capital Fund - Key	-
Interest on Investments & Savings	<u>7.80</u>

TOTAL RECEIPTS: 109,724.29

**DISBURSEMENTS:**

General Fund - Key	(240,877.88)
Special Aid Fund - Key	(27,543.96)
Trust & Agency Fund - Key	(104,983.76)
Capital Fund - Key	-

TOTAL DISBURSEMENTS: (373,405.60)

**Cash Balance as of August 31, 2020**

General Fund - Key	539,528.68
Special Aid Fund - Key	65,171.15
T&A Fund - Key	(166.76)
Capital Fund - Key	<u>130,641.99</u>

TOTAL ENDING CASH: \$ 735,175.06

**BANK BALANCES**

Balance per Key Bank Statement:	\$ 736,252.37
Less: Outstanding Checks- Key Checking	\$ (1,077.31)
	<u>(1,077.31)</u>
Add: Deposits in Transit	\$ -
	<u>-</u>
<b>TOTAL</b>	<b>\$ <u>735,175.06</u></b>

Verified By Deputy Treasurer

Prepared By Treasurer

TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT

MONTH OF August 31, 2020

Cash Balance as of: July 31, 2020

Extra Classroom- Key Bank 8,724.60

TOTAL BEGINNING CASH: \$ 8,724.60

RECEIPTS:

Extra Classroom- Key Bank -

TOTAL RECEIPTS: -

DISBURSEMENTS:

Extra Classroom- Key Bank -

TOTAL DISBURSEMENTS: -

Extra Classroom- Key Bank 8,724.60

TOTAL ENDING CASH: \$ 8,724.60

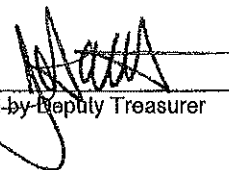
**BANK BALANCES**

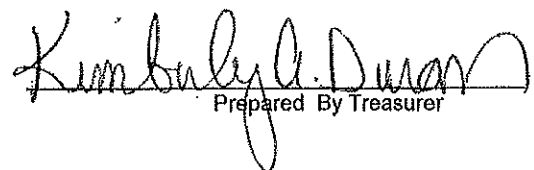
Balance per Key Bank Statement: \$ 8,782.05

Less: Outstanding Checks- Key Checking \$ (57.45) (57.45)

Add: Deposits in Transit \$ -

TOTAL \$ 8,724.60

  
Verified by Deputy Treasurer

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF July 31, 2020**

Cash Balance as of June 30, 2020

General Fund - Key Bank	1,044,772.58
Special Aid Fund - Key	
T&A Fund - Key	199.45
Capital Fund - Key	<u>130,641.99</u>

TOTAL BEGINNING CASH: \$ 1,175,614.02

RECEIPTS:

General Fund - Key	14,390.67
Special Aid Fund - Key	128,112.71
Trust & Agency Fund - Key	102,758.88
Capital Fund - Key	-
Interest on Investments & Savings	<u>9.53</u>

TOTAL RECEIPTS: 245,271.79

DISBURSEMENTS:

General Fund - Key	(283,286.95)
Special Aid Fund - Key	(35,730.43)
Trust & Agency Fund - Key	(103,012.06)
Capital Fund - Key	

TOTAL DISBURSEMENTS: (422,029.44)

Cash Balance as of July 31, 2020

General Fund - Key	775,885.83
Special Aid Fund - Key	92,382.28
T&A Fund - Key	(53.73)
Capital Fund - Key	<u>130,641.99</u>

TOTAL ENDING CASH: \$ 998,856.37

**BANK BALANCES**

Balance per Key Bank Statement:	\$ 1,056,909.45
Less: Outstanding Checks- Key Checking	\$ (58,053.08)
	<u>(58,053.08)</u>
Add: Deposits In Transit	\$ -
	<u>-</u>
<b>TOTAL</b>	<b>\$ <u>998,856.37</u></b>

Verified By Deputy Treasurer

Prepared By Treasurer

*Kimbulya Duman*

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

MONTH OF July 31, 2020

**Cash Balance as of: June 30, 2020**

Extra Classroom- Key Bank

8,724.60

TOTAL BEGINNING CASH:

\$ 8,724.60

**RECEIPTS:**

Extra Classroom- Key Bank

-

TOTAL RECEIPTS:

-

**DISBURSEMENTS:**

Extra Classroom- Key Bank

-

TOTAL DISBURSEMENTS:

-

Extra Classroom- Key Bank

8,724.60

TOTAL ENDING CASH:

\$ 8,724.60

**BANK BALANCES**

Balance per Key Bank Statement:

\$ 8,782.05

Less: Outstanding Checks- Key Checking

\$ (57.45)

(57.45)

Add: Deposits in Transit

\$ -

-

**TOTAL**

\$ 8,724.60

Verified by Deputy Treasurer

Prepared By Treasurer



### 2020 - SUBJECT TO CHANGE

July 3 ..... Fourth of July (Observed)  
 July 6-10 ..... Summer Staff Work Days  
 Aug. 24-Sept. 4 ..... Staff Summer Work Days  
 September 7 ..... Labor Day  
 September 8-10 ..... Superintendent Conferences  
 September 11 ..... First Day for Freshmen In-Person  
 September 14 ..... First Day for Grades 9 and 11 In-Person  
 September 15 .... Remote Learning Begins for Grades 10 and 12  
 Sept. 15-18 . Full Implementation of Cohorts in School and Online  
 September 21 ..... First Day for Grades 10 and 12 In-Person  
 September 22 .... Remote Learning Begins for Grades 9 and 11  
 September 22-25 .. Full Implementation of All Cohorts in School  
 ..... and Online  
 October 12 ..... Columbus Day  
 November 3 ..... Election Day - Distance Learning Day  
 November 11 ..... Veterans Day  
 November 13 ..... End of Marking Period 1  
 November 18 ... SLT 1 Conference Day - Distance Learning Day  
 November 25-27 ..... Thanksgiving Recess  
 November 26 ..... Thanksgiving Day  
 December 24 ..... Holiday Recess Begins  
 December 25 ..... Christmas Day

### 2021 - SUBJECT TO CHANGE

January 4 ..... Classes Resume  
 January 18 ..... Marlin Luther King Jr. Day  
 January 26-29 ..... Regents Testing  
 January 29 ..... End of Marking Period 2  
 February 1-12 ..... I-Term  
 February 15 ..... Presidents Day  
 February 15-19 ..... Winter Break  
 March 5 ..... SLT 2 Conference Day - Distance Learning Day  
 April 2-9 ..... Spring Break  
 April 16 ..... End of Marking Period 3  
 May 19 ..... TVHS Expo  
 May 31 ..... Memorial Day  
 June 4 ..... Awards Ceremony  
 June 14-15 ..... Reading Days  
 June 16-24 ..... Regents Testing (Not Confirmed)  
 June 24 ..... Graduation (Tentative)  
 June 25 ..... End of Marking Period 4  
 June 25 ..... Rating Day (Not Confirmed)

### INSTRUCTIONAL DAYS:






September ..... 17	February ..... 15
October ..... 21	March ..... 23
November ..... 16	April ..... 16
December ..... 17	May ..... 20
January ..... 19	June ..... 18

**TOTAL ..... 182**

**Staff Development ..... 16**

**TOTAL ..... 198**

### KEY:

-  Offices Closed/Classes Not in Session
-  Orientation Day/Staff Development
-  Classes Not in Session
-  Regents Testing Days
-  No TVHS Transportation

# 2020-2021 Calendar Draft

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

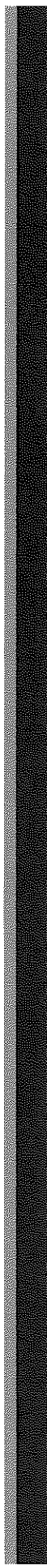
MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# Tech Valley High School

Principal's Report  
Operating Board  
September 24,  
2020

Tech Valley High School provides a unique and innovative student-centered educational opportunity, engages students in current emerging technologies, and supports the growth and economy of the region.



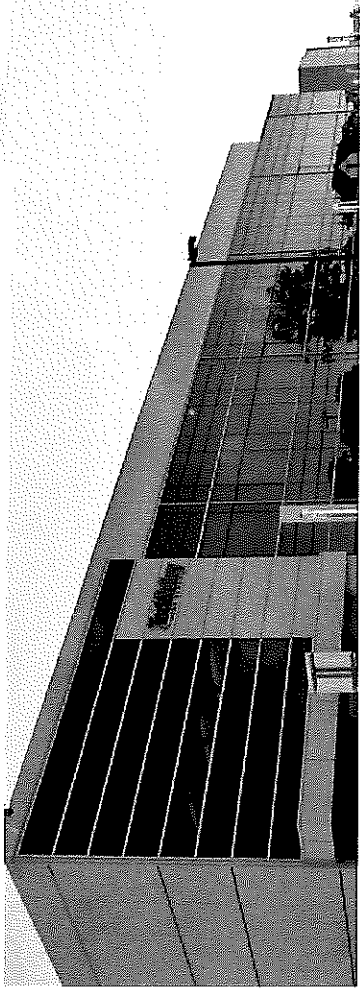
**133 Students**  
**54 CR BOCES | 79 Q3 BOCES**

**28**

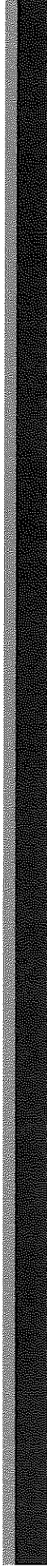
Districts currently attending TVHS.  
**13 CR BOCES | 15 Q3 BOCES\***

\*For purposes of graphic, Hoosick Falls is considered Q3 and Albany is CR

9th	10th	11th	12th
<b>32</b>	<b>35</b>	<b>40</b>	<b>26</b>



**TechValley**  
 HIGH SCHOOL



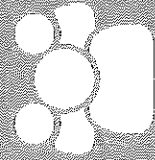
## Hybrid Schedule Rollout

### A Week: Grades 9 &

- 65 In-person
- 7 CVL

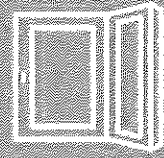
### B Week: Grades 10 & 12

- 49 In-person
- 12 CVL



### 50/50 Blend

- A/B Schedule
- 50% building capacity
- Socially distanced classrooms
- Minimal mixing



### 100% Remote

- A/B Schedule
- Blend of synchronous and asynchronous learning

4 students  
Entered 12th grade with

# 30+

college credit hours  
On track for A.S.

10 students  
Entered 11th grade with

# 10-20

college credit hours

Transfer Guide  
Tech Valley High School Collegeready Program  
To Excelsior College A.S. Liberal Arts  
Revision: August 2019

This program plan outlines how students can transfer from the Tech Valley High School Collegeready Program to the Excelsior College A.S. Liberal Arts program. The following credits will apply for students enrolling in the A.S. Liberal Arts program.










Student: \_\_\_\_\_  
Home District: \_\_\_\_\_  
Graduation Year: \_\_\_\_\_

Enrollment	Suggested Year	Tech Valley High School	Semester Hours	Excelsior College Requirements	Semester Hours	Grade	Credits Earned
<input type="checkbox"/>	9-11		0	Natural Sciences/Mathematics AND Arts & Sciences	6		0
<input type="checkbox"/>	12	BIO 175 Principles of Biology (Albany)	3-4	Natural Sciences	4		
<input type="checkbox"/>	10-12	Art 120 Intro to Drawing (St. Rose)	3	Applied Professional	3		
<input type="checkbox"/>	10-12	MATH 100 Elementary Algebra II (PVCC)	3	Mathematics	3		
<input type="checkbox"/>	9-10	CHNG 200. Chinese Language and Culture II (PVCC)	3	Arts & Sciences	3		
<input type="checkbox"/>	11	HIST 100 Explorations of American History I (PVCC)	3	Social Sciences/History Requirement	3		
<input type="checkbox"/>	11	HIST 111 Interpretations of American History II (PVCC)	3	Social Sciences/History Requirement	3		
<input type="checkbox"/>	10-12	NGCI 101 Nanotechnology Survey (GURN Poly)	3	Applied Professional/Free Elective	3		
<input type="checkbox"/>	10-12	POL 205 Business Ethics (St. Rose)	3	Arts & Sciences	3		
<input type="checkbox"/>	11-12	AAANT 160 Cultural Anthropology	3	Arts & Sciences	3		
<input type="checkbox"/>	11-12	ACAC 301 Intermediate Chemistry (Albany)	3	Arts & Sciences	3		
<input type="checkbox"/>	12		3-4		3		
<input type="checkbox"/>	10-12		6		6		
				<b>TOTAL CREDITS REQUIRED FOR THIS</b>	<b>59</b>		<b>0</b>
<b>Courses to be taken at Excelsior</b>							
<input type="checkbox"/>	10	IND 101 CORNERSTONE A (FOUNDATIONS)	Information		3		
<input type="checkbox"/>	10	INA 102 INFORMATION LITERACY	Information		1		
<input type="checkbox"/>	12	ENG110 COLLEGE WRITING (Local Exam)	Information		3		
<input type="checkbox"/>	12	LA 299 ASSOCIATE DEGREE LIBERAL ARTS CAPSTONE	Information		3		
				<b>TOTAL ADDITIONAL CREDITS</b>	<b>10</b>		<b>0</b>
				<b>TOTAL CREDITS ACCEPTED FROM THIS</b>	<b>3</b>		<b>0</b>

**Excelsior Summary**

Credits Accepted from TVHS Collegeready Program	Credits Accepted from Excelsior	Credits Awarded	Credits Earned
47	10	47	0
TOTAL CREDITS REQUIRED FOR ASSOCIATE'S DEGREE	60	60	0



<p>Foundations of STEAM</p>	<p>Geometry/DDP</p> 	<p>Computer Science I</p> <p>7 Cr Hrs.</p> 	<p>Computer Science II</p> 
<p>Robotics and Electronics</p> 	<p>Forensics</p> 	<p>Survey of Nanotechnology</p> 	<p>Bioengineering</p> <p>8 Cr Hrs.</p> 
<p>Physics</p> <p>8 Cr Hrs.</p> 	<p>Statistics</p> 	<p>AP Calc AB</p> 	<p>Chemistry</p> 
<p>Public Speaking</p> 	<p>2019-20: <b>613</b> credits earned @ TVHS</p> 		<p>US History</p> <p>6 Cr Hrs.</p> 

## Summer WorkAugust

*What strategies can we use to engage students in meaningful learning experiences this year whether we are in-person, hybrid, or remote?*

### Faculty Collaboration

Prioritized goals based on Hybrid Schedule 2020-21

- Safety Committee
- On-boarding Committee
- Technology Integration for CVL - Distance Learning
- Critical Friends - Senior Project

### New Hires

- Cyrus Rivet
- Chris Futia

### New Partners

- Kayla Thorsey (QIII Communications)
- Claire Groudine (CR Food Service)



**Guilderland Central School District**

www.guilderlandschools.org

**Administration Offices**

P. O. Box 18, 8 School Road, Guilderland Center, NY 12085 (518) 456-6200 FAX (518) 456-1152

MARIE WILES, Ph.D., *Superintendent of Schools*  
 NEIL T. SANDERS, *Assistant Superintendent for Business*  
 REGAN D. JOHNSON, *Assistant Superintendent for Human Resources*  
 DEMIAN J. SINGLETON, Ed.D., *Assistant Superintendent for Instruction*

**BOARD OF EDUCATION**

SEEMA RIVERA, *President*  
 GLORIA M. TOWLE-HILT, *Vice-President*  
 LUCIANO ALONZI  
 REBECCA BUTTERFIELD  
 BARBARA FRATERRIGO  
 BENJAMIN GOES  
 BLANCA GONZALEZ-PARKER  
 KELLY PERSON  
 JUDY SLACK

August 26, 2020

Anita Murphy  
 Capital Region BOCES  
 900 Watervliet-Shaker Road  
 Albany, NY 12205

Re: Emergency Preparedness Sheltering Agreement

Dear Anita,

Enclosed are two copies of the an emergency preparedness sheltering agreement for the use of the Guilderland Central School District facilities by Tech Valley High School in the event of an emergency evacuation.

In accordance with the Tech Valley High School bylaws, please have the Tech Valley High School Board President sign and return one copy to me along with an emergency contact list. I am requesting the Board President sign the agreement rather than the District Superintendent as the agreement is intended to have a term greater than one year and the potential liability or claim for damages could exceed the \$10,000 maximum authority threshold.

Please contact me at 456-6200 ext 3125 should you have any questions.

Sincerely,



Neil T. Sanders  
 Assistant Superintendent for Business

C: Timothy Murphy  
 Encs



87

87 7663

**STATEMENT OF AGREEMENT  
CONCERNING THE USE OF FACILITIES  
BY TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

This agreement is made and entered into between the  
**GUILDERLAND CENTRAL SCHOOL DISTRICT**  
And  
**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

**RECITALS**

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE is required by New York State and Federal Regulations to identify potential resources and assets to care for its students and staff as part of the facilities Emergency Preparedness Plan. This includes the need for shelter and/or transportation of students, staff and equipment necessary for their care and well being in a situation that requires the quick evacuation of TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE.

THE GUILDERLAND CENTRAL SCHOOL DISTRICT is authorized to permit TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE to use property, grounds, and equipment for the sheltering of students and staff and to provide transportation services in the event of an internal or external emergency requiring the evacuation of TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE as part of its Emergency Preparedness Plan and wishes to cooperate with TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE for such purpose.


The parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities and transportation services GUILDERLAND CENTRAL SCHOOL DISTRICT available to TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE for the aforesaid use.

Now therefore, it is mutually agreed between the parties as follows:

1. GUILDERLAND CENTRAL SCHOOL DISTRICT agrees that it will permit, to the extent of its ability, and upon request of TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE, the use of its facilities and/or transportation services by TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE as a shelter for victims of disasters.
2. TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE agrees that it shall exercise reasonable care in the conduct of its activities and further agrees to replace or reimburse GUILDERLAND CENTRAL SCHOOL DISTRICT for any supplies and/or equipment used by TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE in the conduct of its relief activities related to the emergency situation activating this agreement. TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE will also reimburse GUILDERLAND CENTRAL SCHOOL DISTRICT for any labor costs associated with activation of this agreement.
3. TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE shall indemnify and hold harmless the GUILDERLAND CENTRAL SCHOOL DISTRICT, its governing board, and all other elected, appointed, employed or volunteer representatives of the GUILDERLAND CENTRAL SCHOOL DISTRICT from any and all claims, liability, judgments, costs, attorney's fees charges and expenses whatsoever, arising from the acts and omissions of the TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE arising as a result of the activation and implementation of this Agreement, except to the extent that the GUILDERLAND CENTRAL SCHOOL DISTRICT causes such claims, liability, judgments, costs, attorney's fees, charges or expenses by their own intentional neglect or default

In witness thereof the governing board of the GUILDERLAND CENTRAL SCHOOL DISTRICT has caused this agreement to be executed by the President of the Governing Board, and TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE has caused this agreement to be executed by the President of the Governing Board, said agreement to become effective and operative upon fixing of the last signature hereto.

**SIGNATURES TO THE AGREEMENT:**

  
\_\_\_\_\_  
Signature and Date

*Seema Rivera*  
\_\_\_\_\_  
Board President  
Guilderland Central School District

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Board President  
Tech Valley High School



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
**09/16/2020**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dignum & Bame Insurance 98 B Troy Road East Greenbush, NY 12061 Bob Dignum	<b>518-479-2004</b>  CONTACT NAME: <b>Bob Dignum</b> PHONE (A/C, No, Ext): <b>518-479-2004</b> FAX (A/C, No): <b>518-479-2012</b> E-MAIL ADDRESS: <b>bob@dignuminc.com</b>
INSURER(S) AFFORDING COVERAGE	
INSURER A : <b>Utica National Insurance</b>	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

**INSURED**  
 Tech Valley High School  
 900 Waltervilet-Shaker Ste102  
 Albany, NY 12205

**COVERAGES**                                      **CERTIFICATE NUMBER:**                                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																					
<b>A</b>	<b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>CPP4052740</b>	<b>07/01/2020</b>	<b>07/01/2021</b>	<table style="width:100%;"> <tr><td>EACH OCCURRENCE</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>1,000,000</b></td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>100,000</b></td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>10,000</b></td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>1,000,000</b></td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>3,000,000</b></td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>3,000,000</b></td></tr> <tr><td></td><td style="text-align:right;">\$</td><td></td></tr> </table>	EACH OCCURRENCE	\$	<b>1,000,000</b>	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	<b>100,000</b>	MED EXP (Any one person)	\$	<b>10,000</b>	PERSONAL & ADV INJURY	\$	<b>1,000,000</b>	GENERAL AGGREGATE	\$	<b>3,000,000</b>	PRODUCTS - COMP/OP AGG	\$	<b>3,000,000</b>		\$	
EACH OCCURRENCE	\$	<b>1,000,000</b>																										
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	<b>100,000</b>																										
MED EXP (Any one person)	\$	<b>10,000</b>																										
PERSONAL & ADV INJURY	\$	<b>1,000,000</b>																										
GENERAL AGGREGATE	\$	<b>3,000,000</b>																										
PRODUCTS - COMP/OP AGG	\$	<b>3,000,000</b>																										
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<b>A</b>	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			<b>BAC5059886</b>	<b>07/01/2020</b>	<b>07/01/2021</b>	<table style="width:100%;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>1,000,000</b></td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align:right;">\$</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align:right;">\$</td><td></td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align:right;">\$</td><td></td></tr> <tr><td></td><td style="text-align:right;">\$</td><td></td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	<b>1,000,000</b>	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
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<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> <b>N/A</b> If yes, describe under DESCRIPTION OF OPERATIONS below			<b>4450360</b>	<b>07/01/2020</b>	<b>07/01/2021</b>	<table style="width:100%;"> <tr><td><input checked="" type="checkbox"/> PER STATUTE    <input type="checkbox"/> OTH-ER</td><td></td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>100,000</b></td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>100,000</b></td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align:right;">\$</td><td style="text-align:right;"><b>500,000</b></td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER			E.L. EACH ACCIDENT	\$	<b>100,000</b>	E.L. DISEASE - EA EMPLOYEE	\$	<b>100,000</b>	E.L. DISEASE - POLICY LIMIT	\$	<b>500,000</b>									
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**AS EVIDENCE OF INSURANCE**

<b>CERTIFICATE HOLDER</b>  GUILDER  Guilderland Central School District PO Box 18 8 School Road Guilderland Center, NY 12085	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
TECH VALLEY HIGH SCHOOL  
AND  
SOUTH COLONIE CENTRAL SCHOOL DISTRICT

This Memorandum of Agreement is entered into by and between Tech Valley High School, a charter school existing by and under the laws of the state of New York (hereinafter referred to as "TVHS") and South Colonie Central School District, a municipal corporation existing by and under the laws of the state of New York and having its principal place of business located at 102 Loralee Drive, Albany, New York 12205 (hereinafter referred to as the "District").

WHEREAS, TVHS may have occasion to use District facilities located at Colonie Central High School, 1 Raider Boulevard, Albany, New York 12205; and

WHEREAS, the use of the District facilities by TVHS would be for temporary space for the Tech Valley High School program to shelter students and faculty during an emergency; and

WHEREAS, both parties agree that unexpected emergencies can and will occur with little or no warning; and

WHEREAS, both parties are committed to serving the children of our community.

NOW, THEREFORE, the parties agree as follows:

1. The District agrees to provide bus transportation and shelter to TVHS students, faculty, and staff, during an emergency should TVHS unexpectedly need to evacuate its students or staff.
2. TVHS agrees to give the District as much notice of the need for bus transportation and shelter as possible given the nature of the emergency.
3. TVHS agrees to use the District facility as a temporary shelter for as short a time as possible and TVHS will make arrangements for food/water as necessary for its students and staff.
4. The District will make every effort to have bus transportation and its facility available to TVHS during an emergency causing TVHS to evacuate its students and staff.
5. The District on an annual basis will provide plans to the TVHS Principal and to exchange the name of a contact person, and emergency contact number that may be utilized in addition to the standard 9-1-1 emergency response system.
6. TVHS will remain responsible for the care and safety of its staff and students while using the District's buses and while using the District's facility as a temporary shelter.
7. Any costs associated with the temporary use of District facilities shall be paid by TVHS.
8. TVHS agrees to provide liability insurance coverage from an insurance company licensed to conduct business within the state of New York naming the District as an insured in the amounts of \$1,000,000 individual/ \$3,000,000 aggregate.

IN WITNESS WHEREOF, the parties hereto have executed this MEMORANDUM OF AGREEMENT on the day and year written below.

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

TVHS

By: \_\_\_\_\_

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

South Colonie Central School District

By: \_\_\_\_\_

DRAFT



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dignum & Bame Insurance 98 B Troy Road East Greenbush, NY 12061 Bob Dignum	<b>518-479-2004</b>	<b>CONTACT NAME:</b> Bob Dignum <b>PHONE (A/C, No, Ext):</b> 518-479-2004 <b>FAX (A/C, No):</b> 518-479-2012 <b>E-MAIL ADDRESS:</b> bob@dignuminc.com
<b>INSURED</b> Tech Valley High School 900 Watteryliet-Shaker Ste102 Albany, NY 12205		INSURER(S) AFFORDING COVERAGE INSURER A: Utica National Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**    **CERTIFICATE NUMBER:**    **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	CPP4052740	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAC5059886	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CULP4052745	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	4450360	07/01/2020	07/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

South Colonie CSD is additional insured regarding Commercial General Liability coverage when required by direct written contract (per form 8E3042NY 07/20)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
SOUTHCO	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
South Colonie CSD 102 Loralie Dr Albany, NY 12205	AUTHORIZED REPRESENTATIVE 