

**SCHROON LAKE CENTRAL SCHOOL
BOARD OF EDUCATION MEETING AGENDA
November 16, 2021
7:00 PM SCHOOL AUDITORIUM**

- I. Call the meeting to order
- II. Pledge of Allegiance
- III. Approval of the Minutes of the Board Meetings
 - A. October 28, 2021
- IV. Public Participation
- V. Financial Reports
 - A. Approval of Warrant # 4
 - B. Treasurer's Report/Budget Status
 - C. Extra-Curricular Report
 - D. Tax Collectors Report 2021-2022
- VI. Superintendent's Report
 - A. December meeting date- Wednesday Dec. 15
 - B. Site Supervisors
 - C. Proposed Budget Calendar
- VII. Board Discussion and Action Items
 - A. Approval of CSE,CPSE, 504 recommendations
 - B. Appoint part time cafeteria position
 - C. Appoint substitutes
 - D. Set Tuition and Family stipends for international students
 - E. Approve Paternity Leave
 - F. Adjust Teacher/ Teacher Assistant assignment
 - G. Appoint volunteer basketball assistants
- IX. POLICY- 2nd read
 - District Level Safety Plan
- X. Public Participation
- XI. Executive Session (if needed and called)
- XII. Adjournment

DRAFT

SCHROON LAKE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
Auditorium
October 28, 2021

BOARD MEMBERS PRESENT:

Bruce Murdock
Susan Repko
Kevin Kelly
Jared Whitley
Codie Aiken (Facetime)

BOARD CLERK

Lisa DeZalia

OTHERS PRESENT:

Supt. Gratto
Danielle Fosella
Christian Gratto
Ben Lynk
Shelbie Rice
Madison Prikryl
Kaylee Frasier
Natalie Royer Loiselle

Sarah Behm
Beth Root
Laura Corey
Lee Silvernail
Julie Dunkley
Jeanette Weber
Melissa Whitley

MEETING
TO ORDER

President Jared Whitley called the meeting to order at 7:00 pm

Those present pledged allegiance to the flag

OATH
ADMINISTERED

Bruce Murdock was administer the oath of office as Board Member

PREVIOUS
MINUTES

A motion was made by Susan Repko, second by Kevin Kelly to accept minutes of September 23, 2021 as presented. All Board members voted Yes-5 No-0 motion carried

BOE
APPRECIATION

On behalf of the SLTA, Lee Silvernail thanked the Board for their service and dedication to our students. Student Council members Madison Prikryl and Christian Gratto stated that the student body whole heartedly appreciate all the support the Board gives the students at Schroon Lake Central. Student Council recently sponsored a Unity Day to help stomp out bullying. Students in grades 6-12 participated in a speed conversation game and many students got to converse with students they normally would not have the opportunity to speak with.

PUBLIC
PARTICIPATION

There were no concerns at this time

CERTIFICATION OF WARRANT A motion was made by Susan Repko, second by Bruce Murdock to approve Warrant # 3 dated 10-25- 21. All Board members voted Yes-5 No-0 motion carried

TREASURER’S REPORT A motion was made by Kevin Kelly, second by Susan Repko to accept the Treasurer’s Report dated 10/26/21 as presented. All Board Members voted Yes- 5 No- 0 motion carried.

EXTRA CURRICULAR REPORT A motion was made by Kevin Kelly, second by Susan Repko to accept the Extra Curricular Report dated 9/30/21 as presented. All Board Members voted Yes-5 No- 0 motion carried.

AUDITORS REPORT All Board members acknowledged receipt of the Auditor’s Report completed by Telling and Associates. There were no major findings in the report. A motion was made by Bruce Murdock, second by Susan Repko to acknowledge the auditor’s report for the 2020-2021 school year. All Board members voted Yes- 5 No-0 motion carried

TITLE I,II &IV FUNDS Mrs. Fosella stated that Title 1 funding money will be used to pay 50% of two teachers salary \$103,144.00, 03 % of the Guidance Counselor Salary \$1400.00, and supplies for homeless students in need \$500.00. for a total of \$105, 044.00

SUPT REPORT Supt. Gratto recognized the Board for their efforts and appreciates all that they do for the students of Schroon Lake Central. The November Board meeting will take place on Tuesday November 16, 2021. The December meeting will take place on December 15, 2021.

MIDDLE SCHOOL RETREAT The Middle school retreat was discussed and the Board agreed to the retreat being scheduled for 6, 7 and 8th graders on June 21, 22 & 23. A grant was received in the amount of \$2500.00 to defray the cost. A motion was made by Susan Repko, second by Kevin Kelly to approve the 2022 Middle School retreat. All Board members voted Yes-5 No-0 motion carried

INTERNATIONAL STUDENT PROGRAM Every two years, it is necessary to pay a \$1200.00 fee to remain certified as a F-1 Visa International Student School. Although we have not had a student enroll recently, it must be decided if we would recertify as

the fee will be due for the next school year. If we do not continue to certify, we have to start the paperwork over in the event we have host families that might like to host a student. Mr. Silvernail suggested that the stipend for host families be examined as Newcomb is quite successful and pays host families \$7000. They have been quite successful in the past getting families to host. After some discussion, a motion was made by Bruce Murdock, second by Susan Repko to recertify the F-1 Visa International Student program in the amount of \$1200.00
All Board members voted Yes- 5 No-0 motion carried

NEGOTIATION
COMMITTEES

Board representatives for the three contracts that are up this year were established.
SLTA- Bruce Murdock & Susan Repko
CSEA- Bruce Murdock & Kevin Kelly
Support Staff Supervisors- Jared Whitley & Susan Repko

TRAP
SHOOTING
DISCUSSED

The possibility of a trap shooting team was discussed as a new extra curricular activity. The program would be run in Hudson Falls on Sunday afternoon at the cost of \$250.00 per student. This would cover the cost of targets, shells and insurance. Parents would be responsible for transportation. A motion was made by Susan Repko, second by Bruce Murdock to support a trap shooting team.
All Board members voted Yes-5 No-0 motion carried.

PERMANENT
SUB

The district is very short on subs this year and Supt Gratto suggested the Board consider an additional building sub. There is rarely a day that the district does not need two substitutes. He would recommend that an additional full time building sub be hired at the rate of \$110.00 per day, no benefits or sick and personal time would be paid for this position.
A motion was made by Susan Repko, second by Kevin Kelly to approve an additional building sub for the 2021-2022 school year.
All Board members voted Yes- 5 No-0 motion carried

CSE
RECS
APPROVED

A motion was made by Susan Repko, second by Codie Aiken to approve the CSE recommendations for #40173, 40166, 10295 40202 and 201210 as presented.
All Board members voted – Yes- 5 No-0 motion carried

BOE
APPOINTS
AIDE

Upon the recommendation of Supt. Gratto, a motion was made by Bruce Murdock, second by Susan Repko to recertify Brooke Clark as a non certified substitute teacher. Ms. Clark will be compensated \$100.00 per day
All Board members voted Yes- 5 No-0 motion carried

BOE APPOINTS AIDE Upon the recommendation of Supt. Gratto, a motion was made by Codie Aiken, second by Susan Repko to recertify Carissa Mangan as a non certified substitute teacher. Ms. Mangan will be compensated \$100.00 per day
All Board members voted Yes- 5 No-0 motion carried

SUB APPOINTED Upon the recommendation of Supt. Gratto, a motion was made by Susan Repko, second by Kevin Kelly to appoint Gabriel Gratto as a non certified substitute. Mr. Gratto will be compensated \$100.00 per day. This position is contingent upon clearance of NYSED fingerprints
All Board members voted Yes- 5 No-0 motion carried

WINTER SPORTS Upon the recommendation of Supt. Gratto, a motion was made by Bruce Murdock, second by Kevin Kelly to appoint the following coaches and assistants for the 2021-2022 season

Boys Varsity Basketball-	Lee Silvernail	\$5547.00
Boys Varsity Assistant-	Rick Dumolin	
Girls Varsity Basketball-	Jeff Cutting	\$5547.00
Girls Varsity Assistant-	Brian Baker	
Boys Modified Basketball-	Lyle Hartwell	\$3614.00
Boys Modified Assistant-	Micah Melville	
Girls Modified Basketball-	Corrine Pelkey	\$3614.00
Cheerleading Coach-	Alexandria Poynor-	\$2936.00
Timekeeper-	Pricilla Gould	\$1668.00

All Board members voted Yes- 5 No-0 motion carried

PARENT REPS Upon the recommendation of Supt Gratto, a motion was made by Bruce Murdock second by Codie Aiken to appoint Amy VanGorp and Peggy Hart as CSE/CPSE Parent representatives for the 2021-2022 school year.
All Board members voted Yes- 5 No-0 motion carried

LEAVE APPROVED Upon the recommendation of Supt. Gratto, a motion was made by Kevin Kelly, second by Susan Repko to approve Mike Tracy's paternity leave request to use 20 sick days beginning during the month of January.
All Board members voted Yes- 5 No-0- motion carried

LETTER OF RESIGNATION Upon the recommendation of Supt Gratto, a motion was made by Bruce Murdock, second by Kevin Kelly to accept the resignation of Julie Studnický as cafeteria worker effective October 15, 2021.
All Board members voted Yes- 5 No-0 motion carried

NON INSTRUCTIUNAL PAY RATE Upon the recommendation of Supt. Gratto the non instructional pay rate for after school extra curricular activities was set at \$23.00 All Board members voted Yes- 5 No-0 motion carried

AFTER SCHOOL PROGRAM Upon the recommendation of Supt. Gratto, a motion was made by Susan Repko, second by Codie Aiken to approve the rates for the afterschool program. The After school coordinator rate of pay will be set at \$23.00 per hour and additional staff will receive \$20.00 per hour. All Board members voted Yes- 5 No-0 motion carried

WATER TANK BID Three bids were received for the replacement of the oil hot water heater. A motion was made by Bruce Murdock, second by Susan Repko to award the bid to K&L Plumbing and Heating in the amount of \$25,700.00 All Board members voted Yes- 5 No-0 motion carried

TEACHING ASSISTANT Upon the recommendation of Supt. Gratto, a motion was made by Bruce Murdock, second by Susan Repko to appoint Melissa Whitley as a teacher's assistant for the remainder of the 2021-2022 school year. Ms. Whitley's annual salary of \$25,822.00 will be prorated effective October 18, 2021 in the amount of \$21,948.70. All Board members voted Yes-4 No-0 Abstain-1 (Jared Whitley) motion carried

TA STIPEND Upon the recommendation of Supt. Gratto, a motion was made by Susan Repko, second by Bruce Murdock to approve a \$1000.00 stipend to be paid to Melissa Whitley for services associated with remote instruction. The Board appreciates the excellent work she has put in to make the remote instruction successful. All Board members voted Yes-4 No-1 Abstain- 1 (Jared Whitley)

DISTRICT SAFETY PLAN 1st Read The first read of the District Safety Plan was completed by the Board This plan is on the school web site and available for public comment for 30 days.

DISTRICT BUILDING WIDE SAFETY PLAN 2nd Read The second read of the District Building Wide Safety Plan was completed by the Board.

PUBLIC PARTICPATION There were no concerns at this time

EXECUTIVE SESSION A motion was made by Susan Repko, second by Bruce Murdock to go into executive session at 7:52 pm for collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law).
All Board members Voted Yes- 5 No-0 Motion carried

EXECUTIVE SESSION A motion was made by Susan Repko, second by Codie Aiken to move out of executive session at 8:37 pm.
All Board members voted Yes -5 No-0 Motion Carried

ADJOURNMENT A motion was made by Bruce Murdock, second by Susan Repko to adjourn at 8:38 pm.
All Board members voted Yes – 5 No-0 Motion Carried

District Clerk

2022-2023 BUDGET CALENDAR

Budget Guidelines and Overview

January 27, 2022	7:00 p.m.	Regular Meeting Budget Meeting
February 24, 2022	7:00 p.m.	Regular Meeting Budget Meeting
March 24, 2022	7:00 p.m.	Regular Meeting Full Budget Review
April 1, 2022	First date	The Sun & The Post Star April 2nd Publication date for Legal Notice April 15 th , April 29 th , May 13 th
April 18, 2022		School Board Petition Due by 5:00 p.m.
April 21, 2022	7:00 p.m.	Board Adoption of the 2022-23 District Budget (April 22 th is the deadline to do so.)
April 22, 2022		Property tax report card submitted to SED
April 28, 2022		Regular Board Meeting
May 5, 2022		Copy of Budget made available
April 18 -May 12, 2022 (Mail Ballots)		Absentee Ballot available not earlier than 30 days Or later than 7 days prior to the election day
May 10, 2022	7:00 p.m.	BUDGET HEARING
May 11, 2022		Mail budget notice to eligible voters
May 17, 2022	12:00 p.m. to 8:00 p.m.	Budget Vote – Board of Education Election
May 26, 2022	7:00 p.m.	Regular Meeting

BOE APPOINTMENTS

CAFETERIA APPOINTMENT

Upon the recommendation of Supt Gratto, a motion was made by _____
_____, second by _____ to appoint Laura Orr as a part time cafeteria
worker effective November 17, 2022. Ms. Orr will be compensated \$13.20 per
hour and will be placed on a six month probationary period ending on May 17,
2022.

All Board members voted Yes- No- motion carried

SUBSTITUTE APPOINTMENTS

Upon the recommendation of Supt Gratto, a motion was made by _____
_____, second by _____ to reinstate Molly Wisser as a non certified
substitute for the 2021-2022 school year. Ms. Wisser will be compensated
\$100.00 per day

All Board members voted Yes- No- motion carried

Upon the recommendation of Supt. Gratto, a motion was made by
_____, second by _____ to appoint Megan
Lawless a certified substitute teacher. Ms. Lawless will be compensated \$110 .00
for the first ten days of employment and them \$115.00 per day for each day after
during the 2021-2022 school year. This position is contingent upon clearance of
NYSED fingerprints.

All Board members voted Yes- No- motion carried

Upon the recommendation of Supt. Gratto, a motion was made by _____, second by _____ to appoint Kevin Doherty as a non certified substitute teacher. Mr. Doherty will be compensated \$100 .00 per day during the 2021-2022 school year. This position is contingent upon clearance of NYSED fingerprints.

All Board members voted Yes- No- motion carried

Upon the recommendation of Supt. Gratto, a motion was made by _____, second by _____ to appoint Isaac Trimble as a substitute cleaner and substitute cafeteria worker. Mr. Trimble will be compensated \$13.20 per hour during the 2021-2022 school year. This position is contingent upon clearance of NYSED fingerprints.

All Board members voted Yes- No- motion carried

DETERMINE TUTION AND HOST FAMILY STIPEND

Currently \$5000- Tuition and \$5000 for the Host Family

LEAVE APPROVED

Upon the recommendation of Supt. Gratto, a motion was made by _____, second by _____ to approve the paternity leave requested by Mat Riddle to begin on or around February 16, 2022.

All Board members voted Yes- No- motion carried

TEACHER ASSISTANT APPOINTMENT

Upon the recommendation of Supt. Gratto, a motion was made by _____, second by _____ to approve an additional teaching period for Melissa Whitley for the remainder of the 2021-2022 school year. Ms. Whitley's annual salary will increase by \$2741.36 for a total of \$32,647.

All Board members voted Yes- No motion carried

VOLUNTEER BASKETBALL ASSISTANTS

Upon the recommendation of Supt. Gratto, a motion was made by _____ second by _____ to approve Katie Jenks as a volunteer basketball assistant for the girls varisty program and David Pelkey for the boys varsity program.

All Board members voted Yes No motion carried

November 6, 2021

SLCS Board of Education

1125 US Rte. 9 PO Box 338

Schroon Lake, NY 12870

To the SLCS Board of Education,

I am writing to inform you of my intention to take leave to care for the mother of my soon to be child, during her child-birth related disability. I anticipate the leave beginning on or around February 16th 2022 and continuing through April 14th 2022. My intention would be to return on April 25th after the scheduled spring break.

From February 16th through April 14th is a total of 37 school days. I understand that due dates are unpredictable. This number could change depending on the actual day of birth. I understand that this leave is considered to be a paid leave through the use of accrued sick leave time and should not affect the reporting of retirement credit for the 2021-2022 school year as a full year or service credit for salary step and retirement purposes.

Thank you for your time and consideration regarding this decision. If you have any questions or concerns regarding this request, please notify me in writing as soon as possible.

Mathew Riddle

SLCS Science Teacher

SCHROON LAKE CENTRAL SCHOOL

DISTRICT-WIDE SCHOOL SAFETY PLAN

2021-2022 School Year

Reviewed/Revised:

Schroon Lake Central School District District-Wide School Safety Plan

The Schroon Lake Central School District consists of one instructional facility:

Schroon Lake Central School

1125 U.S. Route 9

Schroon Lake, New York 12870

Phone: (518) 532-7164

Stephen Gratto: Superintendent

Tamara Belanger: Principal

District-Wide School Safety Plan Table of Contents

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Schroon Lake Central School District
DISTRICT-WIDE SCHOOL SAFETY PLAN
PROJECT SAVE (Safe Schools Against Violence in Education)
Commissioner's Regulation 155.17

Introduction

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

The Schroon Lake Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. *Purpose*

The Schroon Lake Central School District district-wide school safety plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Schroon Lake Central School District Board of Education, the Superintendent of the Schroon Lake Central School District appointed a district-wide school safety team and charged it with the development and maintenance of the district-wide school safety plan.

B. *Identification of Chief Emergency Officer*

The Schroon Lake Central School District designates the School Superintendent as the district's Chief Emergency Officer, whose duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1st, of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plan;
- Ensure staff understanding of the district-wide school safety plan;
- Ensure the completion and yearly update by September 1st, of building-level emergency response plans for each school building;
- Assist in the selection of security related technology and development of policies for the use of such technology;

- Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15th;
 - Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.
- C. *Identification of School Teams***
- The Schroon Lake Central School District has created a district-wide school safety team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. The members of the team by title are as follows:
 - Stephen Gratto, Superintendent
 - Tamara Belanger, Principal
 - Michele Crandall, School Psychologist
 - Dan Grey, Head Custodian
 - Mattalyn Carolllo, Guidance
 - Brent DeZalia, Transportation Director
 - Sharon Kelly, School Nurse
 - Lee Silvernail Athletic Director and teacher
- D. *Concept of Operations***
- The district-wide school safety plan is directly linked to the individual building-level emergency response plan for the school. Protocols reflected in the district-wide school safety plan guide the development and implementation of individual building-level emergency response plan.
 - In the event of an emergency or violent incident, the initial response to all emergencies at an individual school is by the building-level emergency response team. (BERT)
 - Upon the activation of the building-level emergency response team (BERT), the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified.
 - Efforts may be supplemented by County and State resources through existing protocols.
- E. *Plan review and public comment***
- This plan shall be reviewed and maintained by the Schroon Lake Central School District districtwide school safety team and reviewed on an annual basis on or before September 1st of each year. A copy of the plan is available in the Superintendent's office.
 - Pursuant to Commissioner's Regulation 155.17(e)(3), this plan is available for public comment in October for a 30-day period prior to adoption. The district-wide and building-level plan will be adopted by the School Board after the public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
 - While linked to the district-wide school safety plan, the building-level emergency response plan **shall be confidential** and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. The building-level emergency response plan shall be kept

confidential and shall not be disclosed except to authorized department or school staff and law enforcement officers.

- Full copies of the district-wide school safety plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this public plan on the district's website. The building-level emergency response plan is supplied to law enforcement agencies in Essex County and the NYS State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The district-wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders in learning one system that can be used in the Schroon Lake Central School District.

A. Identification of sites of potential emergency, including:

- A list of areas has been identified as having the potential to impact within the district. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building-level emergency response plan
- A list of potential internal and external hazards or emergency situations has been noted in the building-level emergency response plan.

The district has developed multi-hazard response procedures. These procedures are located in the building-level emergency response plan. They may be in response to such things as severe weather, bomb threat, missing student, weapons on campus, fire emergency, infectious disease, energy loss, structural failure, chemical spill, bus accident, and medical emergency

B. Plans for taking the following actions in response to an emergency where appropriate include, but are not limited to:

- 1. Shelter in Place: Used to shelter students/staff inside the school**
- 2. Emergency Lock-Down and Secure Response**
- 3. Emergency Lock-Out Response**
- 4. Evacuation: Used to evacuate students/staff from the school**
 - Before, during and after school hours, including security during evacuation and evacuation routes
 - Early Dismissal Emergencies include, but are not limited to:

Air Pollution	Epidemic	Medical Emergency
Anthrax/Biological	Explosion	Natural Gas Leak
Aviation Crash	Fire Alarm Activation	Radiological
Bldg. Structural Failure	Flood	Roof Leak/ Failure
Bomb Threat	Heating System Failure	School Bus Accident
Civil Disturbance	Hostage Situation	Severe Weather Emergency
Crimes Against People	Intruder Situation	Threats of Violence
Earthquake	Loss of Building	Water Emergency
Elec. System Failure	Loss of Buses	
Energy Supply Loss	Mass Casualty	

C. The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

D. Using the building level plan the district has identified the school officials authorized to make decisions during an emergency. Through the building level plan, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. The building plan also identifies the staff members and their backups assigned to provide assistance during emergencies.

E. The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All staff will undergo annual training by September 15 on the building-level emergency response plan which includes components on violence prevention and mental health. New employees hired after the start of the school year receive this training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner. The district certifies that this training is completed during the October NYSED BEDS data collection. The following procedures, which have been established to provide this training on an annual basis, include but are not limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, and lockdown.

F. The district conducts drills to test components of the emergency response plan. A debriefing concludes each test to determine if changes to the plan are necessary.

Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills

The July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lockdown drills, the remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. Other protective actions such as lockout or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the

immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

Section III: Responding to Threats and Acts of Violence

- A. ***Crisis Intervention in the building-level emergency response plan.*** This is reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:
- Informing the Superintendent or designee of implied or direct threats.
 - Determining the level of threat with the Superintendent and building-level emergency response team members.
 - Contacting appropriate law enforcement agency, if necessary.
 - Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.
 - Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the school's Superintendent directly contacts the respective parents/guardians.
- B. ***The Multi-Hazard Emergency Response*** in the building-level emergency response plan and/or the district code of conduct provides guidance on the district's policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the plans:
- Inform the Superintendent/designee
 - Determine the level of threat with the superintendent/designee and the building-level emergency response team.
 - Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
 - Contact appropriate law enforcement agency. NOTE: The Schroon Lake Central School District's "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.
 - Record the name(s) of person(s) who reported seeing a weapon and provide information to Law Enforcement.
 - The Superintendent will assess the situation to determine follow-up steps.
- C. ***The following protocols for appropriate responses to emergencies*** are provided as examples of responses to dangerous situations:
- Identification of decision-makers.
 - Plans to safeguard students and staff.
 - Procedures to provide transportation, if necessary.

- Procedures to notify parents.
- Procedures to notify media.

- D. ***The district has established policies and procedures to contact parents,*** guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the Schroon Lake Central School District, the following communication methods are used:
- Individual contact with parents/guardians
 - Written, video, audio or other electronic methods.

Section IV: Communication with Others

- A. ***The Schroon Lake Central School District is fortunate to have substantial ties*** to the community of Schroon Lake and Essex County. If there were an emergency within our facility, we would call 911 for emergency assistance. If involvement is needed from other local government agencies, the Superintendent or designee would act as the contact person. Additional procedures for communications can be found in the Building-level Emergency Response Plan including local emergency contacts and phone numbers. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government.

Section V: Prevention and Intervention Strategies

- A. ***The district has developed policies and procedures related to school building security,*** including a secure entrance wherein visitors are observed and buzzed in, and must sign in and obtain a badge.
- B. ***Schroon Lake Central School District has implemented procedures for the dissemination of*** informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information. The district has and continues to participate in programs such as:
- Announcements from the Nurse
 - Counseling Groups
 - Athletic programs
 - Student Government
 - New York State Police - Safe Schools Program concerned with bullying and violence prevention (when available)
 - New York State Police - DARE Program (when available)
 - DASA Policy (Incorporated in the Code of Conduct)
- C. ***The district has created and supported strategies*** for improving communication among students and between students and staff and reporting of potentially violent incidents as noted above.

- D. *The Schroon Lake Central School District will create descriptions of duties***, hiring and screening processes, and requirements for the training of school safety personnel if the district hires such persons in the future. In accordance with Project SAVE, after July 1, 2001, all new full and part-time employees were finger-printed and had background checks completed.

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The District Plan supports the school building plan by deploying district resources that support the school’s building-level emergency response team.

- A. *District Support for the Schroon Lake Central School District*** the Building-level Emergency Response Plan provides resources for supporting the building level emergency response team. This provides team members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The district realizes that some emergencies may overwhelm an individual school’s ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents; the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.
 - Assisting in determining the level of threat and appropriate response.
 - Monitoring the situation and adjusting the district’s response as appropriate.
 - Assisting in coordinating building and grounds security in conjunction with local and State Police.
 - Assisting with offering a backup post-incident response team (i.e., another school district’s team and/or an outside group) as needed, if needed.
 - Offering debriefing sessions as needed working in conjunction with local, Essex County and/or State emergency responders.
- B. *Disaster Mental Health Services*** If/when a building-level emergency response team is faced with an emergency that may overwhelm the school’s ability to manage an extreme crisis, the district-wide school safety team assists as follows:
- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
 - Assisting with parent/guardian, student, and faculty/staff debriefing and/or post incident crisis intervention. The debriefing is also used in part to evaluate the district’s plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-trynova; www.try-nova.org).

- **Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the Superintendent. The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.**