

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING

February 8, 2024

6:00 PM

Auditorium of the Leavenworth Middle School

**AGENDA**

**1. Call to Order/Pledge of Allegiance**

Approval of Agenda

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of February 8, 2024.

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, all in favor \_\_\_-\_\_\_.

**2. Presentations:**

- Student Presentation – NRWE – Trenton Brown, 3<sup>rd</sup> Grade
- Superintendent Update – Michael Pullen

**3. Reports and Correspondence:**

- Board of Education Building Liaisons
  - Elementary School – John Boogaard
  - Middle School – Shelly Cahoon
  - High School – Linda Eygnor
  - Cougar Ops – Tina Reed
- Four County Board of Directors – Linda Eygnor
- Four County Legislative Committee – Linda Eygnor
- Handbook Committee – Lucinda Collier, Jasen Sloan, Paul Statskey
- Audit Committee – John Boogaard, Shelly Cahoon, Paul Statskey
- District Safety Committee – Jasen Sloan
- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
- Personnel & Negotiations Committee – Tina Reed, John Boogaard, Lucinda Collier

**4. Public Access to the Board:**

This time is provided for residents of the District to address the Board of Education. Persons wishing to speak must complete the sign in sheet and be recognized by the President. The speaker will be allowed three minutes to address the Board of Education.

**5. Consent Agenda:**

*A motion for approval of items as listed under the CONSENT AGENDA ITEMS is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ any discussion- All in favor \_\_\_-\_\_\_.*

a. Board of Education Meeting Minutes

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the meeting minutes of January 25, 2024.

b. Recommendations from CSE and CPSE

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated November 29, December 13, 2023 and January 3, 5, 11, 18, 2024; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

13897	12537	12457	14263	14264	13780	14657	13449	13840	15026
IEP Amendments:									
13856									

c. Substitute Teachers and Substitute Service Personnel

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the individuals named on the substitute lists, which are on file with the District Clerk.

d. Appoint Legal Counsel

**RESOLUTION**

Resolved, that the Board of Education appoints the law firm of Bond, Schoeneck & King PLLC as legal counsel, effective immediately.

e. Establish Scholarship – Robert “Bob” Monroe Memorial Scholarship

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of School and pursuant to Education Law, approves the establishment of Robert “Bob” Monroe Memorial Scholarship Award, which will give a cash award to a High School senior on a yearly basis who meets the criteria set forth by the donor. The Treasurer will hold the funds in an interest-bearing trust account for distribution according to written criteria established for the fund.

f. Donation to the District

**RESOLUTION**

BE IT RESOLVED, the Board of Education hereby accepts the donation of (1) conference table and (8) chairs from the North Rose United Methodist Church, who originally received the table and chairs from Marshall Farms.

g. Personnel Items:

1. Letter of Resignation – Michael Zerniak

Michael Zerniak has submitted a letter of resignation as School Bus Driver Trainee.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Michael Zerniak as School Bus Driver Trainee, effective January 30, 2024.

2. Appoint Bus Driver – Christopher Zerniak

Todd Henry recommends Christopher Zerniak to the position of Bus Driver.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 52 week probationary appointment of Christopher Zerniak as Bus Driver, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87 as follows:

Probationary Period: January 29, 2024-January 28, 2025

Salary: \$22.00/hr.

3. Appoint Bus Driver – Todd Montondo

Todd Henry recommends Todd Montondo to the position of Bus Driver.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 52 week probationary appointment of Todd Montondo as Bus Driver, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87 as follows:

Probationary Period: December 27, 2023-December 26, 2024  
Salary: \$22.00/hr.

4. Appoint Bus Driver – Gregory Wild

Todd Henry recommends Gregory Wild to the position of Bus Driver.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 52 week probationary appointment of Gregory Wild as Bus Driver, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87 as follows:

Probationary Period: February 9, 2024-February 8, 2025  
Salary: \$25.00/hr.

5. Appoint Long Term Substitute Teacher – Sarah Maring

Nicole Sinclair recommends Sarah Maring to fill a Math Teacher position.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the appointment of Sarah Maring as a Long-Term Substitute Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: Mathematics 7-12, Initial  
Appointment Dates: January 25, 2024-June 30, 2024  
Salary: \$247.27/day

6. Appoint Long Term Substitute Teacher – Tyler Norris

Nicole Sinclair recommends Tyler Norris to fill a Spanish Teacher position.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the appointment of Tyler Norris as a Long-Term Substitute Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Appointment Dates: January 22, 2024-June 30, 2024  
Salary: \$247.27/day

7. Temporarily Provisionally Appoint School Bus Driver Trainee – Tanya Tack

Todd Henry recommends Tanya Tack as a School Bus Driver Trainee.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the temporary provisional appointment of Tanya Tack as a School Bus Driver Trainee, conditional upon a criminal history check according to Commissioners Regulation

§80-1.11 and Part 87 at a rate of pay of \$20.00/hr. effective February 12, 2024-May 11, 2024.

8. Co-Curricular Appointments

The following individuals are being recommended to fill co-curricular positions.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2023-24 school year.

Name	Bldg.	Title	Step	Year	Salary
Jessica Lapp		Athletic Event Staff			Per NRWTA contract
Kathleen Vona-Winters	MS	Yearbook Advisor	1	1	\$1,131 prorated effective 1/25/24

9. Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2023-24 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Baseball Coach	Varsity	Brandon Kapcinzki	3	8	\$5,493
Baseball Coach	JV	William McDermott	2	6	\$3,453
Baseball Coach	Modified	Brad LeFevre	1	2	\$2,478
Volunteer Assistant Baseball Coach	Varsity	Paul Statskey			Volunteer
Softball Coach	Varsity	Rob Yarrow	4	17	\$6,042
Softball Coach	JV	Whitney Markwica	2	4	\$3,453
Boys Tennis Coach	Varsity	Zachary Norris	2	4	\$4,132
Boys Track Coach	Modified	Alex Richwalder	4	10	\$4,089
Boys Trach Coach	Varsity	Michael Flaherty	3	7	\$5,493
Girls Track Coach	Varsity	George Mitchell	4	34	\$6,042
Ski Club Advisor		Tyler Norris			Volunteer
Boys Tennis Coach	Modified	Ryan Haskins	1	3	\$2,558

10. Program Appointment

The following individual is being recommended to work in enrichment programs that are funded by grants.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various enrichment programs during the 2023-2024 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Brenda Mitchell	Grant Program Teacher	\$35.00/hr.



**Contractor**

Alpha Iron Works, LLC  
Base Bid Contract Sum \$62,625

**RESOLUTION**

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding bids as follows to:

<u>Contractor</u>	<u>Items</u>	<u>Amount</u>
Alpha Iron Works, LLC	High School Auditorium Railings	\$62,625

**8. Lease Agreement**

*A motion for approval of item a under Lease Agreement is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ any discussion- All in favor \_\_\_-\_\_.*

a) Approval of Lease for Wireless Telecommunications Facility on North Rose- Wolcott CSD Property

**WHEREAS**, the North Rose-Wolcott Central School District (the “District”) owns that certain parcel of real property located at 0 Buchanan Road, County of Wayne, State of New York having the tax map identification number: 75116-00-339497 (the “Property”), a portion of the Property is not currently needed for District purposes and allowing a third party to utilize a portion of the Property pursuant to the terms and conditions of a lease agreement is in the best interests of the District; and

**WHEREAS**, Bell Atlantic Mobile Systems LLC., d/b/a Verizon Wireless (“Verizon Wireless”) proposes to install and operate a wireless telecommunications facility and [utilization of certain ground space and a right of way for access and utilities on the unneeded portion of the Property] (the “Project”), as more particularly shown on the exhibit attached to that certain Land Lease Agreement between Verizon Wireless and the District (the “Lease”); and

**WHEREAS**, the District is authorized to lease a part of the Property upon such terms and conditions that the Board of Education of the District (the “Board”) shall deem appropriate and in the best interest, including but not limited to the following: (i) the rent under the Lease shall at least be equal to the fair market rental value of the Property; (ii) the term of the Lease shall be five (5) years; and (iii) the tenant shall be required to restore the Property to its original condition upon the expiration or termination of the lease pursuant to New York Education Law §403-a; and

**WHEREAS**, the Board has determined that the portion of the Property to be leased to Verizon Wireless are not needed for school purposes; and

**WHEREAS**, the Board has determined that entering the Lease is in the best interest of the District; and

**WHEREAS**, the Board has determined that the rent to be paid by Verizon Wireless to the District is of fair market value; and

**WHEREAS**, the Lease is for a term of five (5) years; and

**WHEREAS**, the Lease obligates Verizon Wireless to restore the leased premises to its original condition at the end of the Lease term; and

**NOW, THEREFORE BE IT RESOLVED** by the Board that:

1. The Board hereby authorizes the District to enter into the Lease with Verizon Wireless to allow Verizon Wireless to place and operate the Project and related infrastructure on the Property, for the term, the rent, and such other terms and conditions as agreed upon by the District and Verizon Wireless all as set forth in the Lease.
2. The Board finds that entering into the Lease is in the best interest of the District.

3. [That the adoption of Project is exempt from review under the New York State Environmental Quality Review Act pursuant to 6 N.Y.C.R.R. § 617.5(c)(15).]
4. That the execution, delivery and performance by the Superintendent of Schools, and/or the member of the Board as appropriate or as otherwise required by law, for and on behalf of the District, of all such further instruments and documents required in connection with the lease of the Property, each in form and substance approved by the Superintendent, and/or the members of the Board as appropriate or as otherwise required by law, his or her signature thereon being conclusive evidence of such approval, are hereby in all respects approved, adopted and authorized by and on behalf of the District.
5. That the foregoing resolutions shall remain in full force and effect until a copy of a subsequent resolution revoking or amending them, duly certified by the proper officers of the Board, shall be made by the Board.
6. That the Superintendent, and/or members of the Board as appropriate or as otherwise required by law, are hereby authorized, empowered and directed to execute and deliver such documents and take all such action on behalf of the District as may be deemed necessary, appropriate or advisable to carry out the intent or purposes of the foregoing resolutions.

**9. Items requiring a roll call vote:**

*A motion for approval of item a is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ with the following votes being cast:*

**a. Resolution to Establish Repair Reserve Fund and to Submit Proposition to Voters**

**BE IT RESOLVED**, that the Board of Education of the North Rose-Wolcott Central School District hereby authorizes the creation of a Repair Reserve Fund pursuant to and for the purposes set forth in New York General Municipal Law Section 6-d; and

**BE IT FURTHER RESOLVED**, that the following proposition be submitted to voters of the District at a meeting to be held on May 21, 2024:

***Proposition No. 4 – Authorization to Fund Repair Reserve***

Shall the following resolution be approved by the voters:

**BE IT RESOLVED**, that the Board of Education of the North Rose-Wolcott Central School District is hereby authorized and directed to transfer Two Hundred and Fifty Thousand dollars (\$250,000.00) from the Liability Reserve established by the District June 30,2003, to the Repair Reserve; and

**BE IT FURTHER RESOLVED**, that an initial deposit not exceeding Twenty-five thousand dollars (\$25,000.00) shall be transferred from the 2023-24 unreserved, unappropriated general fund balance to the Repair Reserve Fund; and

**BE IT FURTHER RESOLVED**, that the Board of Education of the North Rose-Wolcott Central School District and/or its designee(s) is hereby authorized to take any and all action necessary to effectuate the funding of the Repair Reserve, as described herein.

**BE IT FURTHER RESOLVED**, that the District Clerk is hereby directed to include the forgoing proposition in the Notice of Annual District Meeting and Election for publication and/or posting in accordance with Education Law § 2004.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were \_\_\_\_ votes in favor of the resolution and \_\_\_\_ votes against the resolution as follows:

Lucinda Collier	Voting	___ yes	___ no
Tina Reed	Voting	___ yes	___ no
John Boogaard	Voting	___ yes	___ no
Shelly Cahoon	Voting	___ yes	___ no
Linda Eygnor	Voting	___ yes	___ no
Jasen Sloan	Voting	___ yes	___ no
Paul Statskey	Voting	___ yes	___ no

**Board Member Requests/Comments/Discussion:**

**Good News:**

**Informational Items:**

- Claims Auditor Reports
- BOCES Information

***Motion for Adjournment:***

*There being no further business or discussion, a motion is requested adjourn the regular meeting.*

***Motion for approval by \_\_\_\_, seconded by \_\_\_\_, with motion approved \_\_-\_\_. Time adjourned: \_\_:\_\_ p.m.***



NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING

January 25, 2024 6:00 PM AUDITORIUM OF THE LEAVENWORTH MIDDLE SCHOOL

**PRESENT:**

**BOE Members:** Lucinda Collier, Tina Reed, John Boogaard, Shelly, Cahoon, Linda Eygnor, Paul Statskey [6:30p.m. via video-conferencing], Jasen Sloan

**Superintendent:** Michael Pullen

**District Clerk:** Tina St. John

Approximately 5 students, staff and guests

**1. Call to Order/Pledge of Allegiance**

President, Lucinda Callier called the meeting to order at 6:00p.m.

**Approval of Agenda:**

Motion for approval was made by John Boogaard and seconded by Shelly Cahoon with the motion approve 6-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of January 25, 2024.

**2. EXECUTIVE SESSION:**

A motion was requested to enter executive session to discuss the employment history of a specific employee.

The motion was made by Linda Eygnor and seconded by Jasen Sloan with motion approved 6-0.

Time entered: 6:02p.m.

Return to Regular Session: 6:30p.m.

**3. Reports and Correspondence:**

- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
  - First Reading: The following policies are being submitted for a first reading.

<b>5000</b>	<b>Non-Instructional/Business Operations</b>	
5540	Publication of District's Annual Financial Statement	Delete
5550	Maintenance of Fiscal Effort (Title 1 Programs)	Delete
5572	Audit Committee	Revised
5573	Internal Audit Function	Revised

- The Committee has reviewed the following policy and does not recommend any changes:

<b>5000</b>	<b>Non-Instructional/Business Operations</b>	
5571	Allegations of Fraud	Reviewed

**4. Public Access to the Board:**

- Erin Wanek addressed the Board of Education regarding the Leavenworth Middle School Musical.

**5. Consent Agenda:**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Tina Reed and seconded by Shelly Cahoon with the motion approved 7-0.

a. Board of Education Meeting Minutes

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the meeting minutes of January 11, 2024.

b. Recommendations from CSE and CPSE

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated November 15, 16, 21, 29, 30, 2023, and January 2, and 9, 2024; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14645	15018	14305	14860	14870	14133	13841	14670	13899
13083	13910	14843	13287					
IEP Amendments:								
14761								

c. Substitute Teachers and Substitute Service Personnel

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the individuals named on the substitute lists, which are on file with the District Clerk.

d. Treasurer Report

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Report for December 2023.

e. Personnel Items:

1. Letter of Resignation – Luke VanAlystyne

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Luke VanAlystyne as Maintenance Worker, effective January 19, 2024.

2. Letter of Resignation – Jamie Balcom

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Jamie Balcom as Food Service Helper, effective January 16, 2024.

3. Appoint School Monitor – Sara Countryman

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the 52-week probationary appointment of Sara Countryman as a School Monitor conditional upon a criminal history record check according to commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: January 16, 2024-January 15, 2025

Salary: \$15.25/hr.

4. Temporarily Provisionally Appoint School Bus Driver Trainee – Michael Zerniak

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the temporary provisional appointment of Michael Zerniak as a School Bus Driver Trainee, conditional upon a criminal history check according to Commissioners Regulation §80-1.11 and Part 87 at a rate of pay of \$20.00/hr. effective January 22, 2024-April 21, 2024.

5. Appoint School Nurse – Eileen Burghdurf

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 52 week probationary appointment of Eileen Burghdurf, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

License: Registered Nurse

Probationary Period: January 29, 2024-January 28, 2025

Salary: \$41,894, Step J

6. Coaching and Athletic Department Appointments

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2023-24 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Volunteer Wrestling Coach	Modified	Kayla Byler			Volunteer
Wrestling Coach	Modified	Nicholas Buehler	1	1	\$2,729

7. Appoint Volunteers

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following individuals to work as a volunteer in the district for the 2023-2024 school year.

Tera Ludlum Hayden

Lesley Haffner

Kayleigh Voce

**Additions to the Agenda:**

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the additions to the January 25, 2024 meeting agenda.

The motion was made by John Boogaard and seconded by Linda Eygnor with motion approved 7-0.

A motion for approval of the item as listed under the ADDITIONS TO THE AGENDA is made by Shelly Cahoon and seconded by Tina Reed with the motion approved 7-0.

1. Appoint Administrative Intern- Director of Business Operations and Finance– Carrie Petrie

**RESOLUTION**

BE IT RESOLVED, that the Board of Education of the North Rose-Wolcott Central School District hereby appoints Carrie Petrie as an Administrative Intern, Director of Business Operations and Finance for the period of March 1, 2024 through June 30, 2024; and

BE IT FURTHER RESOLVED, that Carrie Petrie shall be supervised by the Director of Business Operations and Finance and has met all the requirements to hold an Internship Certificate as a School District Leader pending final certification by the Commissioner of Education; and

BE IT FURTHER RESOLVED, that the Board of Education approves the compensation and conditions of employment agreement of Carrie Petrie effective March 1, 2024 and ending June 30, 2024. Contract is on file with the District Clerk.

**Board Member Requests/Comments/Discussion:**

- Linda Eygnor discussed the State Position Papers.

**Good News:**

- There was no report.

***EXECUTIVE SESSION:***

A motion was requested to enter executive session to discuss a legal matter.

The motion was made by Jasen Sloan and seconded by Shelly Cahoon with motion approved 7-0.

Time entered: 6:43p.m.

Return to Regular Session: 7:45p.m.

**Adjournment:**

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Linda Eygnor and seconded by Jasen Sloan with motion approved 6-0.

Time adjourned: 7:46p.m.

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Tina St. John, Clerk of the Board of Education

**SUBJECT: INTERNAL AUDIT FUNCTION**

~~No later than July 1, 2006~~, The District shall establish an Internal Audit Function ~~to be in operation no later than December 31, 2006~~. The Internal Audit Function shall include:

- a) Development of a risk assessment of District operations including, but not limited to, a review of financial policies, procedures and practices;
- b) An annual review and update of such risk assessment;
- c) Annual testing and evaluation of one or more of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings, recommend changes for strengthening controls and reducing identified risks, and specify timeframes for implementation of such recommendations.

The District is permitted to utilize existing District personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the District while performing Internal Audit Functions. The District shall also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as the personnel or entities performing this Function comply with any regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

Personnel or entities serving as the Internal Auditor and performing the Internal Audit Function shall report directly to the Board of Education. The audit committee shall assist in the oversight of the Internal Audit Function on behalf of the Board.

Education Law Sections 1950, 2116-b and 2116-c  
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

NOTE: Refer also to Policy #1338 – Duties of the Internal Auditor

Adopted: 1/9/07

**SUBJECT: ALLEGATIONS OF FRAUD****Reporting and Investigations of Allegations of Fraud**

All Board members and officers, District employees and third-party consultants are required to abide by the District's policies, administrative regulations and procedures in the conduct of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of District operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System must disclose such information according to the reporting procedures established by the District. The reporting procedures will follow the chain of command as established within the department or school building or as enumerated in the District's Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to provide impartial investigation, allegations of financial improprieties/fraud and/or wrongful conduct must be reported to the Board of Education.

Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) or third party(ies) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the District has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the District determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be taken/sought, up to and including termination of employment, in accordance with legal guidelines, District policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities must be immediately notified.

**Protection of School Employees who Report Information Regarding Illegal or Inappropriate Financial Practices**

Any employee of the School District who has reasonable cause to believe that the fiscal practices or actions of an employee or officer of the District violates any local, state, federal law or rule and regulation relating to the financial practices of the District, and who in good faith reports such

(Continued)

# POLICY

2022

5571  
2 of 2

Non-Instructional/Business  
Operations

## **SUBJECT: ALLEGATIONS OF FRAUD (Cont'd.)**

information to an employee or official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report, as provided by law and Board policy. Further, neither the School District, nor employee or officer thereof, shall take, request, or cause a retaliatory action against any such employee who makes such a report.

The Board also prohibits any retaliatory behavior directed against any witnesses and/or any other individuals who participate in the investigation of an allegation of illegal or inappropriate fiscal practices or actions. Follow-up inquiries shall be made to verify that no reprisals or retaliatory behavior has occurred to those involved in the reporting and/or investigation of allegations. Any act of retaliation is prohibited and subject to appropriate disciplinary and/or civil/criminal action by the District.

### **Knowingly Makes False Accusations**

Any individual who knowingly makes false accusations against another individual as to allegations of financial improprieties/fraud may also face appropriate disciplinary action.

Education Law § 3028-d

Adopted: 11/14/06  
Revised: 3/24/22

**SUBJECT: AUDIT COMMITTEE**

An Audit Committee has been established by Board resolution. The Audit Committee may consist of:

- a) The Board as a whole;
- b) A subcommittee of the Board; or
- c) An Advisory Committee that may include, or be composed entirely of persons other than Board members if, in the opinion of the Board, membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the advisory committee shall be independent and will not be:

1. Employed by the District;
2. An individual who within the last two years provided, or currently provides, services or goods to the District;
3. The owner of or have a direct and material interest in a company providing goods or services to the District; or
4. A close or immediate family member of an employee, officer, or contractor providing services to the District. A "close family member" is defined as a parent, sibling, or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

The Audit Committee will consist of at least three members who should collectively possess knowledge in accounting, auditing, financial reporting, and District finances. They will serve without compensation, but will be reimbursed for any actual and necessary expenditure incurred in relation to attendance at meetings. Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee will be deemed District Officers, but will not be required to be residents of the District.

The role of the Audit Committee will be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board will not substitute for any required review and acceptance by the Board.

~~The Audit Committee will develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provisions regarding the committee's purpose, mission, duties, responsibilities and membership requirements.~~

(Continued)



**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

The Audit Committee will hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually. The report will address or include at a minimum:

- a) The activities of the Audit Committee;
- b) A summary of the minutes of the meeting;
- c) Significant findings brought to the attention of the Audit Committee;
- d) Any indications of suspected fraud, waste, or abuse;
- e) Significant internal control findings; and
- f) Activities of the internal audit function.

The responsibilities of the Audit Committee include the following:

- a) Providing recommendations regarding the appointment of the External (Independent) Auditor for the District;
- b) Reviewing and discussing with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- c) Receiving and reviewing the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assisting the Board in interpreting such documents;
- d) Making a recommendation to the Board on accepting the annual audit report; and
- e) Discussing and analyzing every corrective action plan developed by the District and assist the Board in its implementation.

**Corrective Action Plan**

Within 90 days of receipt of the report or management letter, the Superintendent will prepare a corrective action plan approved by the Board in response to any findings contained in:

- a) The annual external audit report or management letter;
- b) A final audit report issued by the District's internal auditor;

(Continued)

**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

- c) A final report issued by the State Comptroller;
- d) A final audit report issued by the State Education Department (SED); or
- e) A final audit report issued by the United States or an office, agency or department thereof.

The Audit Committee will review and approve the corrective action plans developed by the Superintendent and Business Official. The corrective action plan must be filed with the SED, and if appropriate, must include the expected date(s) of implementation. The District will also timely post a copy of this plan in its website. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor; monitoring the District's implementation of these recommendations; and participating in the evaluation of the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pertaining to the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;
- b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board in interpreting such documents;

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee meeting, including an executive session if authorized by a Board resolution. However, if the Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

Education Law §§ 2116-a, 2116-c, and 3811-3813  
Public Officers Law §§ 105(b), 105(c) and 105(d)  
8 NYCRR § 170.12(d)

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board  
#1335 -- Appointment and Duties of the Claims Auditor  
#2210 -- Committees of the Board

Adopted: 3/14/06  
Revised: 1/9/07; 6/13/17

2008-5540

Non-Instructional/Business  
Operations

**SUBJECT:—PUBLICATION OF DISTRICT'S ANNUAL FINANCIAL STATEMENT**

— In compliance with Education Law, the Board of Education is required to publish a financial statement, including a full, detailed account of moneys received and moneys expended, at least once a year, during either July or August. This annual financial report will be in the form prescribed in Commissioner's regulations.

— The law requires that the information be published in one public newspaper which is published in the District. If no public newspaper is published in the District, then the District must use a newspaper having general circulation in the District. If no public newspaper is published in the District, and there is no newspaper having general circulation in the District, then the School District must provide the information to the taxpayers by posting copies in five public places in the District.

Education Law Sections 1610, 1721, 2117, 2528 and 2577  
8 New York Code of Rules and Regulations (NYCRR) Section 170

Adopted: ~~1992~~  
Revised: ~~11/12/03; 10/28/08~~

Non-Instructional/Business  
Operations

**SUBJECT:— MAINTENANCE OF FISCAL EFFORT (TITLE I PROGRAMS)**

— A Local Educational Agency (LEA) may receive its full allocation of Title I funds if the combined fiscal effort per student or the aggregate expenditures of state and local funds with respect to the provision of free public education in the (LEA) for the preceding fiscal year was not less than 90% of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

— In determining an LEA's compliance with the maintenance of effort requirement, the State Educational Agency (SEA) shall consider the LEA's expenditures from state and local funds for free public education. These include expenditures for administration, instruction, attendance, health services, student transportation services, plant operation and maintenance, fixed charges, and net expenditures to cover deficits for food services and student body activities.

— The SEA shall not consider the following expenditures in determining an LEA's compliance with the maintenance of effort requirements:

- a) — Any expenditures for community services, capital outlay, and debt service;
- b) — Any expenditures made from funds provided by the federal government for which the LEA is required to account to the federal government directly or through the SEA.

— The Board of Education assigns the School Business Executive the responsibility of reviewing, as part of the budgeting process, combined fiscal effort so that expenditures of state and local funds with respect to the provision of free public education per student and in the aggregate for any fiscal year are not budgeted at less than 90% of the combined fiscal effort per student or the aggregate of expenditures for the preceding fiscal year.

Title I of the Elementary and Secondary  
Education Act of 1965, as amended by The Improving America's Schools Act of 1994  
34 Code of Federal Regulations (CFR) Part 200

Adopted: 6/24/97

North Rose-Wolcott Central School District

Railing, Fabrication and Installation Bid 2024-03

Bid Opening Checklist

January 30, 2024 1:00 pm

Bidder Name	Date Received	Time Received	Total Bid Amount	Non-Collusive Bidding Certification	References Included
Alpha Iron Works	1/25/24	3:45	621,625. <sup>00</sup>	<input checked="" type="radio"/> Yes / No	<input checked="" type="radio"/> Yes / No
				Yes / No	Yes / No

IWS  
yes

Cathy Luke  
Gary Bruno

*Cathy Luke*  
*[Signature]*

# Claims Audit Report NRW CSD Warrant 0049

1/18/2024

## Summary of findings:

I checked all transactions in Warrant 0049 dated 1/16/2023 with the following findings.

PO 24-020686 was placed on 12/14/2023. Items were ordered and delivered on 10/5/2023, and invoice received same day. PO 24-00687 was placed 12/14/2023. Items were ordered and delivered on 11/16/2023 and invoice received same day. PO 23-01268 has an overdue invoice with a due date of 7/31/23. PO 24-00540 and PO 24-00541 both have overdue invoices, due dates were 11/18/2023 and 11/22/2023. There was a delay with business office receiving okay to pay on the invoices (there was a delay with checking in items, and at one point an item was misplaced at Elementary School). All other transactions were okay, no other findings to report.

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					95,195.13	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					95,195.13	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					95,195.13	
Net Disbursement by Fund - All Payments						
<b>Fund Summary</b>						
A					\$ 36,795.32	
C					176.45	
F					35,633.79	
H					22,589.57	
<b>Total for All Funds</b>					<b>\$ 95,195.13</b>	
<b>Bank Account Summary</b>						
	<b>Computer Checks</b>	<b>Cash Replacement</b>	<b>EFT's</b>	<b>Transactions</b>		
LYONS BANK GENERAL F	38 Checks (147891-147928)	0	0	46	\$ 36,795.32	
LYONS BANK SCHOOL LU	1 Check (013145)	0	0	1	176.45	
LYONS BANK SPECIAL A	7 Checks (003170-003176)	0	0	9	35,633.79	
H- CAPITAL FUND CHEC	1 Check (000980)	0	0	1	22,589.57	
<b>Total for All Computer Checks</b>					<b>\$ 95,195.13</b>	

I hereby certify that I have audited the claims for the 47 checks and 0 electronic disbursements above, in the total amount of \$ 95,195.13 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/16/24   
 Date Claims Auditor

Harley Seager, Claims Auditor

# Claims Audit Report NRW CSD Warrant 0050

1/18/2024

## Summary of findings:

I checked all transactions in Warrant 0050 dated 1/16/2024 with the following findings.

All transactions are okay, no findings to report.

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks						993,070.84
Total for unassigned payments						0.00
Total for manual checks						0.00
Total for electronic transfers (manual)						0.00
Certified warrant amount						993,070.84
Total of credits associated with cash replacement checks issued						0.00
Total for Warrant Report						993,070.84
Net Disbursement by Fund - All Payments						
<b>Fund Summary</b>						
A						\$ 615,964.40
F						6,925.14
H						370,181.30
Total for All Funds						\$ 993,070.84
<b>Bank Account Summary</b>						
Computer Checks		Cash Replacement		EFT's	Transactions	
LYONS BANK GENERAL F	9 Checks (147929-147937)	0	0	0	9	\$ 615,964.40
LYONS BANK SPECIAL A	4 Checks (003177-003180)	0	0	0	4	6,925.14
H- CAPITAL FUND CHEC	4 Checks (000981-000984)	0	0	0	4	370,181.30
Total for All Computer Checks						\$ 993,070.84

I hereby certify that I have audited the claims for the 17 checks and 0 electronic disbursements above, in the total amount of \$ 993,070.84 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/16/24  
Date
Harley Seager  
Claims Auditor

Harley Seager, Claims Auditor

# Claims Audit Report NRW CSD Warrant 0051

1/22/2024

## Summary of findings:

I checked all transactions in Warrant 0051 dated 1/22/2024 with the following findings.

There are several overdue invoices for UNISHIPPERS (PO 23-01432), vendor frequently reached out to former Accounts Payable clerk prior to her departure, regarding payment status. All other transactions are okay, no other findings to report.

January 22, 2024  
01:43:27 pm

### North Rose-Wolcott Central School Dist

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Warrant Report  
Fiscal Year: 2024

Warrant: 0051-Payables 01/22/24

P.O. Number	Account	Description	TransPayment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assign'd computer checks					577,682.34	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					577,682.34	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					577,682.34	

#### Net Disbursement by Fund - All Payments

Fund Summary						
A						\$ 535,075.84
F						14,347.88
H						28,258.62
Total for All Funds						\$ 577,682.34
Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions		
LYONS BANK GENERAL F	58 Checks (147938-147995)	0	0	62		\$ 535,075.84
LYONS BANK SPECIAL A	2 Checks (003181-403182)	0	0	2		14,347.88
H-CAPITAL FUND CHEC	2 Checks (000985-400986)	0	0	2		28,258.62
Total for All Computer Checks						\$ 577,682.34

I hereby certify that I have audited the claims for the 62 checks and 0 electronic disbursements above, in the total amount of \$ 577,682.34 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/22/24  
Date  
Harley Seager  
Claims Auditor

Harley Seager, Claims Auditor



**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

**TIMELY AND IMPORTANT INFORMATION**

TO: District Clerks

FROM: Cindy Murray, BOCES Board Clerk

DATE: January 23, 2024

SUBJECT: Nominations for BOCES Board Members

This is a notice that nominations for candidates for the BOCES Board must be received in my office by 4:00 PM on **Monday, March 25, 2024**. The nomination form is attached along with a memo from BOCES Board President, Philip Rose, regarding the process.

This year we have three open seats on the BOCES Board, each for a 3-year term.

An official ballot will be sent to you in April for voting on BOCES Board candidates and the administrative budget. The date for such voting by component boards has been established for Wednesday, April 24, 2024 and the results of the vote are to be reported to my office on the next day, April 25.

If you have any questions, please feel free to call me at (315) 332-7284 or send me an e-mail: [cindy.murray@wflboces.org](mailto:cindy.murray@wflboces.org).

Thank you.

**WAYNE-FINGER LAKES BOCES**  
**2024 Official Certificate of Nomination**  
**BOCES Board Member**

By resolution, at a meeting on \_\_\_\_\_ 2024 the Board of Education of  
\_\_\_\_\_ School District nominated

\_\_\_\_\_  
(first and last name)

\_\_\_\_\_  
(e-mail address)

Residing at: \_\_\_\_\_  
(home address)

School District of Residence: \_\_\_\_\_

to be a candidate for election to membership on the Board of Education of the Wayne-Finger Lakes BOCES, commencing on July 1, 2024, for a term of three years ending June 30, 2027.

\_\_\_\_\_  
Clerk, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District

\_\_\_\_\_  
*(Below will be filled out by the BOCES Board Clerk)*

The above nomination was filed in my office on \_\_\_\_\_ 2024

\_\_\_\_\_  
Board Clerk, Wayne-Finger Lakes BOCES

**This form must be received no later than 4:00 PM on Monday, March 25, 2024.**

**E-MAIL OR FAX THIS OFFICIAL CERTIFICATE OF NOMINATION TO:**

Cindy Murray, Board Clerk  
Wayne-Finger Lakes BOCES

cindy.murray@wflboces.org (e-mail) or 315-332-7325 (fax)



TO:	Component Board Members
FROM:	Philip Rose, Board President
DATE:	January 23, 2024
RE:	Activities Related to BOCES Annual Meeting, Administrative Budget, and Election of Board Members

Enclosed is an outline of the major activities that need to be undertaken concerning the BOCES annual meeting and special vote date for the BOCES administrative budget and election of board members. The law requires, by February 1, the establishment of a date for the Annual Meeting and the designation of a special public meeting date of all the component school boards to elect BOCES Board members and vote on the administrative budget. As determined in July 2023, the Annual Meeting has been scheduled for Wednesday, April 10, 2024. The date of Wednesday, April 24, 2024 has been set to vote on the administrative budget and election of BOCES board members.

According to Education Law, "...no more than one candidate per component district may be elected to serve, unless the number of BOCES seats exceeds the number of component districts or an unrepresented district declines to make a nomination."

This year we have three open seats on the BOCES Board, each for a 3-year term.

The Clerk of the BOCES Board will send each district's Board Clerk a Certificate of Nomination form to use in nominating a person for election to the BOCES Board. Nominations must be received no later than 4:00 PM on Monday, March 25, 2024. A ballot will be forwarded to your District Clerk two weeks prior to Wednesday, April 24, for the BOCES board member election and administrative budget vote.

Should you have any questions, feel free to contact Cindy Murray, W-FL BOCES Board Clerk, at (315) 332-7284.

cc: District Clerks  
Superintendents

**WAYNE-FINGER LAKES BOCES  
2024 BOARD MEMBER ELECTION &  
ADMINISTRATIVE BUDGET VOTE**

The BOCES Board has established **Wednesday, April 10, 2024** as the **Annual Meeting** date and has designated **Wednesday, April 24, 2024** for a **special public meeting of each component school board** for the purpose of voting to elect BOCES board members and voting on the BOCES administrative budget.

Below is information on our procedure:

**ANNUAL MEETING**

- District clerks will receive budget information via e-mail in March 2024 and will be asked to send information to their Board Members. District Clerks will receive one copy of our Annual Meeting Booklet (Annual Meeting Booklet will also be posted on our website at [www.wflboces.org](http://www.wflboces.org)).
- Print public notice of the time and location of the annual meeting in two newspapers, once each week for two weeks beginning March 25. Notice will include a summary of the administrative, capital and program budgets.
- Comply with reasonable requests for additional information.
- Present administrative, capital and program budgets at the Annual Meeting on Wednesday, April 10, 2024.

**ELECTION OF BOCES BOARD MEMBERS/ADMINISTRATIVE BUDGET VOTE**

- BOCES Board Clerk e-mails certificate of nomination form to component district clerks in January or February.
- Component district board nominations returned to BOCES Board Clerk no later than 4:00 PM on Monday, March 25, 2024.
- Ballot from BOCES mailed to component districts by Wednesday, April 10, 2024.
- Nominations will be rejected by the clerk of the BOCES Board if:
  - A component school district has another resident serving on the BOCES board, unless that member's term will expire at the end of the current year, or the number of BOCES board seats exceeds the number of component school districts, or an unrepresented district declines to make a nomination **or**
  - If the person nominated is not a resident of any component school district of the BOCES **or**
  - If the person is employed by a component district within the supervisory district.
- Each component board is entitled to cast one vote per vacancy, but no more than one vote per candidate. BOCES Board members are elected by resolution of the component boards on the ballot prepared by the BOCES clerk. This year we have three open seats for a 3-year term. BOCES board members whose terms will expire on June 30, 2024 are: Lynn Gay (Bloomfield); Pam Pendleton (Wayne); O.J. Sahler (Canandaigua).
- Single component district vote cast regarding BOCES administrative budget at the special meeting on Wednesday, April 24, 2024, **and the results must be transmitted to the BOCES clerk no later than one business day after the election (Thursday, April 25).**
- If the majority of the total number of component school districts actually voting do not approve the tentative administrative budget, or if there is a tie vote (half of the districts approve, half disapprove), the BOCES must prepare and adopt a contingency administrative budget.

Dated: 1/23/24