

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

May 23, 2024

6:00 PM

Large Group Instruction Room at the District Office

**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 May 23, 2024.

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

**2. 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.

**3. 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 May 9, 2024.

b. 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.

c. 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 March 13, 26, April 9, 12, 15, 17, 18, 22, and May 7, 2024; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14786	14099	14340	14706	13725	14057	14588	14294
IEP Amendments							
15082	15080	15081	13665	13846	14028		

d. Cooperative Purchasing Services 2024-25 – CiTi BOCES

**FOOD AND CAFETERIA SUPPLIES  
SCHOOL YEAR 2024-2025**

**WHEREAS,**

It is a plan of a number of public school districts in the Oswego County Board of Cooperative Educational Services Area in New York (known as the Center for Instruction, Technology & Innovation [CiTi]), to bid jointly Cafeteria supplies including but not limited to food and paper items, and

**WHEREAS,**

The North Rose-Wolcott CSD is desirous of participating with other districts in the Oswego County Board of Cooperative Educational Services/CiTi area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The North Rose-Wolcott CSD wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and awarding bids and reporting the results to the schools; therefore;

**BE IT RESOLVED,**

That the Board of Education of the North Rose-Wolcott CSD hereby appoints the Oswego County Board of Cooperative Educational Services/CiTi to represent it in all matters relating above, and designates the Oswego County Board of Cooperative Educational Services/CiTi designated newspaper(s) as the legal publication(s) for all Cooperative Purchasing bid notifications, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the North Rose-Wolcott CSD authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the North Rose-Wolcott CSD agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) abide by the Award of the Oswego County Board of Cooperative Educational Services/CiTi according to the recommendations of the committee; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

e. Future Business Leaders of America FBLA Overnight Field Trip

Business Teacher Jennifer Judge is planning to take two (2) members of the Future Business Leaders of America Club to Atlanta, Georgia to compete in state and national competitive events. The cost of this trip and overnight stay will be paid for by FBLA, fundraising and a grant.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Future Business Leaders of America (FBLA) Club overnight field trip to Orlando, Florida on June 29, 2024-July 2, 2024. Jennifer Judge will serve as a chaperone and the trip will be paid for by FBLA, fundraising and a grant.

f. Personnel Items:

1. Letter of Resignation – Kailea Nelson

Kailea Nelson has submitted a letter of resignation as Math Teacher.

**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 Kailea Nelson as Math Teacher, effective April 19, 2024.

2. Letter of Resignation – Christy Grimsley

Christy Grimsley has submitted a letter of resignation as Teacher Aide.

**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 Christy Grimsley as Teacher Aide, effective June 7, 2024.

3. Letter of Resignation – Amber Landry

Amber Landry has submitted a letter of resignation as Science Teacher.

**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 Amber Landry as Science Teacher, effective July 1, 2024.

4. Appoint Clerk/Typist – Amanda Paylor

Nicole Sinclair recommends Amanda Paylor to fill a Clerk/Typist position.

**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 Amanda Paylor as a Clerk/Typist, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: May 20, 2024-May 19, 2025

Salary: \$15.50/hour

5. Permanent Appointment – Linda Maeske

Todd Henry recommends Linda Maeske to a permanent appointment as 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 permanent appointment of Linda Maeske as Bus Driver effective June 12, 2024.

6. Permanent Appointment – Harley Seager

Jessica Meissner recommends Harley Seager to a permanent appointment as Senior Clerk Typist.

**RESOLUTION**

Be it resolved, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the permanent appointment of Harley Seager as Senior Clerk Typist effective June 12, 2024.

7. Provisionally Appoint Senior Computer Services Assistant – Christopher Borrelli

Lisa Brower recommends Christopher Borrelli to fill a Senior Computer Services Assistant position.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the provisional appointment of Christopher Borrelli as a Senior Computer Services Assistant, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 at a rate of \$29.00/hour effective May 28, 2024.

8. Appoint School Psychologist – Joy Fields

Karen Haak recommends Joy Fields to fill a School Psychologist position.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the four-year probationary appointment of Joy Fields as a School Psychologist conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: School Psychologist - Provisional

Tenure Area: Psychologist

Probationary Period: July 1, 2024-June 30, 2028

Salary: Step C \$50,790 to be adjusted upon completion of negotiations

The expiration date is tentative and conditional only. In order to be eligible for and considered for tenure, the teacher must meet all requirements of the educational law and corresponding regulations.

9. Written Agreement between the Superintendent and the North Rose-Wolcott Administrators' Association

**RESOLUTION**

Resolved, that the Board of Education of the North Rose-Wolcott Central School District approves the written agreement between the Superintendent of Schools and the North Rose-Wolcott Administrators' Association, executed on May 7, 2024.

10. 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.

Nichole Divelbliss

Stacy Scott

Marissa Durgan

Jessica Caves

**4. Policies**

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

a) Approval of Policies

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following new and/or revised policies:

<b>5000</b>	<b>By Laws</b>	
5722	Childcare Transportation	Revised
<b>7000</b>	<b>Students</b>	
7110	Comprehensive Student Attendance	Revised

➤ The following policies are being submitted as reviewed.

<b>7000</b>	<b>Non-Instructional/Business Operations</b>	
7315	Student Acceptable Use Policy (AUP)	Reviewed

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

**Good News:**

**Informational Items:**

***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  
May 9, 2024                      6:00 PM                      Auditorium of High School

**PRESENT:**

**BOE Members:** Lucinda Collier, Tina Reed, John Boogaard, Shelly Cahoon, Linda Eynor

**Absent:** Jasen Sloan, Paul Statskey

**Superintendent:** Michael Pullen

**District Clerk:** Tina St. John

Approximately 26 students, staff and guests

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

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

**Approval of Agenda:**

Motion for approval was made by John Boogaard and seconded by Linda Eynor with the motion approve 5-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of May 9, 2024.

**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 May 9, 2024 meeting agenda.

The motion was made by Shelly Cahoon and seconded by Tina Reed with motion approved 5-0.

**2. Presentations:**

- Budget Hearing – Gary Barno and Michael Pullen
  - Mr. Barno and Mr. Pullen presented the 2024-2025 budget.
  - There were no questions asked from the community. The Budget Hearing concluded at 6:29p.m.

**3. Presentations:**

- Student Presentation – North Rose- Wolcott Elementary
  - 4<sup>th</sup> Grader, Mattalynn Ohler was the student presenter

**4. Reports and Correspondence:** Committee chairperson or liaison provided an update.

- Board of Education Building Liaisons
  - Elementary School –John Boogaard
  - Middle School – Shelly Cahoon
  - High School – Linda Eynor
  - Cougar Ops – Tina reed
- Four County Board of Directors– Linda Eynor
- Four County Legislative Committee– Linda Eynor
- Handbook Committee – Lucinda Collier, Tina Reed, Jasen Sloan – nothing to report
- Audit Committee –John Boogaard, Shelly Cahoon, Paul Statskey – nothing to report
- District Safety Committee – Jasen Sloan – nothing to report
- Personnel & Negotiations Committee – Tina Reed, John Boogaard, Lucinda Collier
- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
  - First Reading: The following policies are being submitted for a first reading.

<b>5000</b>	<b>By Laws</b>	
5722	Childcare Transportation	Revised
<b>7000</b>	<b>Students</b>	
7110	Comprehensive Student Attendance	Revised

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

<b>7000</b>	<b>Non-Instructional/Business Operations</b>	
7315	Student Acceptable Use Policy (AUP)	Reviewed

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

- No one addressed the Board of Education

**6. Consent Agenda:**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Shelly Cahoon and seconded by John Boogaard with the motion approved 5-0.

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 April 24, 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 January 12, 16, 17, 31, February 5, 7, 9, 14, 28, March 1, 4, 6, 20, 22, 26, April 10, and 16, 2024; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14737	13434	11815	15018	11783	15011	13579	14305	14452	14654
14382	14960	14499	14193	13695	14657	12275	14725	14902	14984
13304	13685	13664	14063	14914	13058	13005	14092	13739	12972
13755	14870	14020	15037	13292	13864	14670	11818	13296	13014
13717	13287								

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 March 2024.

e. Class of 2024 Overnight Trip

The senior class advisors along with the High School Principal are planning to take the Class of 2024 on an overnight camping trip in the Adirondack Mountains. The cost of this trip will be paid for by the students and fundraising.

## **RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Class of 2024 on an overnight field trip to the Adirondak Mountains on June 5, 2024-June 7, 2024. Mr. Grasso, Mr. Flaherty, Ms. Sinclair, Ms. Patterson and Mr. Haskins will serve as chaperones. The trip will be paid for by the students and fundraising.

f. Authorization to Dispose of District Property

### **RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of School and pursuant to Education Law, authorize the Director of Business Operations and Finance to declare the following equipment as surplus:

- (2) 2012 Dodge Caravans
- (1) 2013 Dodge Caravan
- (1) 2018 Dodge Caravan

g. Personnel Items:

1. Letter of Resignation – Gary Barno

#### **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 Gary Barno as Director of Business Operations & Finance effective June 30, 2024.

2. Letter of Resignation – Emily Graham

#### **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 Emily Graham English Teacher effective June 30, 2024.

3. Appoint Alternate Chairperson for the Annual Budget Vote and Election of Board Members

#### **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 Munger as the Alternate Chairperson of the Annual Budget Vote and Election of Board Member on May 21, 2024.

4. Create and Appoint Computer Services Assistant – David Miller

**RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the North Rose-Wolcott Central School District creates the following 1.0 FTE position and approves the following appointment:

**Position:** Computer Services Assistant

**Appointment/Name:** David Miller

**Assign./Loc:** District

**Civil Service Title and Status:** Computer Services Assistant, Competitive Class, Provisional

**Classification/Hourly Rate:** Non-Exempt / \$21.00 per hour (minus applicable deductions)

**Effective Date:** May 13, 2024

5. Appoint Bus Driver – Tanya Tack

#### **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 Tanya Tack 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 12, 2024-February 11, 2025 (with Ms. Tack’s provisional service from February 12, 2024 – April 8, 2024 counting towards completion of the required probationary period)

Salary Effective April 9, 2024: \$22.00/hr.

6. 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.

Sarah Brooks  
Erin Simonds

Jacob Feuerherm  
Taylor LaValley

Becky Hart

Jill Lytle

A motion for approval of the following items as listed under Board Appointments is made by Linda Eynor and seconded by Tina Reed with the motion approved 5-0.

7. Board Appointments and Other Designations:

**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 serve in the stated positions with stipends as stated for the 2023-2024 school year.

Position	2023-2024	2023-2024
Claims Auditor	Harley Seager	Emily Merry Harley Seager
Central Treasurer, Extra Classroom Activities Account:		
• High School	Carrie Brown, \$2,678 prorated	Nick Wojcieck, \$2,758 prorated effective 5/6/2024
Petty Cash Funds & Petty Cash Custodians - \$100.00 General Fund		
• High School	Carrie Brown	Nick Wojcieck

8. Item requiring a roll call vote:

A motion for approval of Item #1 is made by Linda Eynor and seconded by Shelly Cahoon with the following votes being cast:

1. Letter of Resignation – Jennifer Sloan

**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 Jennifer Sloan as Teaching Assistant and all other titles held within the District effective June 30, 2024.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were - 5 - votes in favor of the resolution and - 0 - votes against the resolution as follows:

Lucinda Collier	Voting	<u> X </u> yes	___ no
Tina Reed	Voting	<u> X </u> yes	___ no
John Boogaard	Voting	<u> X </u> yes	___ no

Shelly Cahoon	Voting	<u>  X  </u> yes	<u>      </u> no
Linda Eygnor	Voting	<u>  X  </u> yes	<u>      </u> no
Jasen Sloan	Voting	absent	
Paul Statskey	Voting	absent	

**Additions to the Agenda:**

A motion for approval of the item as listed under the ADDITIONS TO THE AGENDA is made by Tina Reed and seconded by Linda Eygnor with the motion approved 5-0.

- a. Award Bid Award for NRWCS High School Library SED Control # 65-15-01-06-0-10-025  
It is the recommendation of our Architects, SEI Design Group to accept the sole bid received for the High School Library (Phase II) Outlay project following competitive sealed bids received on May 9, 2024 as follows;

**Contractor**

Iverson Construction

Base Bid Contract Sum \$99,990

Alternate #1	\$50,300	Circulation Desk
Alternate #2	\$39,100	Millwork Islands

**RESOLUTION**

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, to accept the Iverson Construction Inc. base bid amount of \$99,990 and reject Alternates #1 & #2 as follows:

<u>Contractor</u>	<u>Items</u>	<u>Amount</u>
<b>Iverson Construction Corp.</b>	<b>High School Library Outlay Project</b>	<b>\$99,990</b>

***Item requiring a roll call vote:***

A motion for approval of Item b is made by Shelly Cahoon and seconded by Tina Reed with the following votes being cast:

- b. **Approve and Authorize the Settlement of Claims**

**RESOLUTION TO APPROVE AND AUTHORIZE THE SETTLEMENT OF CLAIMS ASSERTED BY CALLEA ELECTRIC, INC. (“CALLEA”) AGAINST THE NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT (“DISTRICT”), INCLUDING CLAIMS ASSERTED IN THE CASE PENDING IN THE NEW YORK STATE SUPREME COURT, WAYNE COUNTY, CALLEA ELECTRIC, INC. v. NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT”, INDEX NO. CV090336 (“LITIGATION”).**

**WHEREAS**, Callea was the lowest responsible bidder concerning the provision of electrical work and material for the School District’s 2017 Capital Improvement Project: Removal of District Office Building and Alternations, Renovations and Improvements of the District High School, Middle School, Elementary School and Bus Garage (“Project”), and the School District entered into a contract with it for the provision of such labor and materials for a stipulated sum; and

**WHEREAS**, disputes arose between Callea and the School District regarding adjustments to the stipulated

sum to be paid Callea relative to work deleted from the Project and other issues and Callea commenced the Litigation in regard to such disputes; and

**WHEREAS**, the District’s representatives have negotiated a settlement of the claims Callea asserted in the Litigation pursuant to the terms set forth in the Settlement Agreement that is attached as Exhibit A to this Resolution;

**WHEREAS**, based on the foregoing and advice of its counsel and its administrators, the Board has determined that the terms of the Settlement Agreement attached to this Resolution are reasonable, proper, and in the District’s best interests;

**THEREFORE**, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT that it hereby authorizes and approves the terms stated in the Proposed Settlement Agreement and it authorizes and directs its Superintendent of Schools to execute said Settlement Agreement and take such further and additional action as may be necessary to effectuate the above-referenced settlement;

**BE IT FURTHER RESOLVED**, that this resolution takes effect immediately upon its adoption.

Lucinda Collier	Voting	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Tina Reed	Voting	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
John Boogaard	Voting	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Shelly Cahoon	Voting	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Linda Eygnor	Voting	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Jasen Sloan	Voting	absent	
Paul Statskey	Voting	absent	

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 5 votes in favor of the resolution and 0 votes against the resolution as follows:

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

- Upcoming Four County Meeting

**Good News:**

- Decision Day
- Various newspaper articles

**Informational Items:**

- Four County

**Adjournment:**

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Tina Reed and seconded by Shelly Cahoon with motion approved 5-0.

Time adjourned 6:58p.m.

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Tina St. John, Clerk of the Board of Education

UNOFFICIAL

**SUBJECT: CHILDCARE TRANSPORTATION**

The North Rose-Wolcott Central School District recognizes the need to accommodate transportation requests for District students to be transported to and/or from an address other than their home. These requests should be necessitated by a working parent's [or person in parental controls](#) need to provide for childcare service before and/or after normal school hours. Childcare transportation requests will be approved if they meet the following criteria:

- a) Childcare transportation will be available to students in grade K through 8.
- b) A child must be eligible for transportation according to the transportation eligibility policy in order to be transported to or from a childcare provider.
- c) The childcare provider must be located within the North Rose-Wolcott Central School District and on an already existing bus route. Door-to-door bus service will not necessarily be provided. New bus routes will not be created and already established bus routes will not be altered.
- d) Transportation must be consistent week to week. A child's daily schedule for pick-up and drop-off may be different each day of the week with a maximum of two pickup and two drop off points for the week. For example, a child may go to daycare Monday, Wednesday and Friday and home the other two days. The schedule must remain the same every week for the entire school year.
- e) All childcare request forms must be completed and returned to the Transportation Department Office by July 30. We cannot guarantee that childcare requests received after July 30 will be approved. You must complete one form per child. Requests must be renewed each subsequent year by submitting a new request by the July 30 deadline.

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE**

**Statement of Overall Objectives**

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. ~~Because The School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy~~ This policy has been developed to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for state aid purposes.

**Description of Strategies to Meet Objectives**

The School District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a ~~Comprehensive Student Attendance Policy~~ procedures based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)**

- e) Develop early intervention strategies to improve school attendance for all students.

**Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards. A written excuse, signed by a parent or guardian, should be presented by the student when returning to school following each absence. Alternatively, parents or guardians may call the school with the reason for the absence.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

**Student Attendance Record Keeping/Data Collection**

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Attendance shall be taken and recorded in accordance with the following:

- a) For students in non-departmentalized pre-K through grade 6 (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.) and for grades pre-K through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction. For purposes of APPR and Teacher-Student Data Linkages (TSDL), classroom attendance for all students K through 12 must be recorded on a subject by subject basis for Teacher of Record Determinations.
- b) For students in grades 5 through 12 or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.

(Continued)



**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)**

- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from pre-K through 12 arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

**Student Attendance/Course Credit**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

~~Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.~~

~~Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.~~

~~However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.~~

~~However, where a student earns a passing grade, credit will not be denied for the course(s).~~

(Continued)

**Commented [1]:** This complies with the law – there are stringent standards for when we can deny course credit due to absences, and this outlines those standard. But many districts choose to remove this section from their policy.

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)**

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his or her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

**Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit**

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines shall be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/ persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)**

- c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his or her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- d) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness, or early departures. Further, appropriate student support services within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

**Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

**Chronic Absenteeism**

Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

~~Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the District will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year.~~

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)****Disciplinary Consequences**

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's *Code of Conduct*. Consequences may include, but are not limited to, in-school suspension, detention, and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

**Intervention Strategy Process**

In order to effectively intervene when an identified pattern of **excused absences**, unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, building, time frame, type of **excused absences**, unexcused absences, tardiness or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) Monitor and report short and long term effects of intervention.

**Appeal Process**

~~A parent/person in parental relation may request a building level review of their child's attendance record.~~

Commented [2]: I would remove this – parents have their right to request a FERPA amendment if they want to challenge attendance records, so there is no need to create a separate appeal procedure here.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE (Cont'd.)**

**Building Review of Attendance Records**

The building principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

**Annual Review by the Board of Education**

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to this Policy and plan deemed necessary to improve student attendance.

**Community Awareness**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) Providing copies of the policy to any other member of the community upon request.

Education Law §§ 3024, 3025, 3202, 3205, 3206, 3210, 3211, and 3213  
8 NYCRR §§ 104.1, 109.2 and 175.6

**NOTE:** Refer also to Policy #7133 -- [Education of Students in Temporary Housing](#)

Adopted: 6/25/02  
Revised: 5/5/15;

Book	North Rose-Wolcott Policy Manual
Section	7000 Students
Title	Student Acceptable Use Policy (AUP)
Code	7315
Status	Active
Adopted	July 22, 1997
Last Revised	December 12, 2017

**SUBJECT: STUDENT ACCEPTABLE USE POLICY (AUP)**

The Board will provide access to various computerized information resources through the District's computer system ("DCS" ) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, on-line services and the Internet. It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy. Further, all DCS use must be in support of education and/or research and consistent with the goals and purposes of the District.

**Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents or guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents or guardians.

It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

**Standards of Acceptable Use**

Generally, the same standards of acceptable student conduct which apply to any school activity will apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students must also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline in accordance with the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents or guardians of any student who willfully, maliciously or unlawfully damages or destroys District property.

Student data files and other electronic storage areas will be treated like school lockers. This means that these areas will be considered to be District property subject to control and inspection. The Computer Coordinator may access all files and communications without prior notice to ensure system integrity and that users are complying

with the requirements of this policy. Students should **NOT** expect that information stored on the DCS will be private.

### **Notification**

The District's Acceptable Use Policy will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Student use of the DCS is conditioned upon written agreement by all students and their parents or guardians that student use of the DCS will conform to the requirement of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office. (Affirmative consent)

NOTE: Refer also to Policy #8271 -- [Internet Safety/Internet Content Filtering](#)  
*District Code of Conduct on School Property*

Adopted: 7/22/97

Revised: 1/9/07, 1/11/11, 7/12/11; 12/12/17