

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
 BOARD OF EDUCATION REGULAR MEETING
 August 25, 2020 6:00 PM AUDITORIUM OF THE HIGH SCHOOL

AGENDA

In light of increasing guidance from the state regarding COVID-19, the August 25, 2020 Board of Education meeting will be closed to the public and will be broadcast via Zoom.

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 August 25, 2020.

Motion for approval by _____, seconded by _____, all in favor ___-___.

2. Presentations:

- Re-Entry Plan Update – Michael Pullen and Megan Paliotti

3. Consent Agenda:

A motion for approval of items a – i14 as listed under the CONSENT AGENDA ITEMS is made by _____, and seconded by _____ any discussion- All in favor ___-___.

a) 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.

b) Treasurer Reports

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Reports for May 2020.

c) 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 August 11, 2020.

d) 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 July 20, 21, 27, 28 and August 17, 2020; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14209	13965	14032	14337	14031	14097	14020	14171	14172
IEP Amendments:		11992						

e) Approve District-Wide School Safety Plan and Building Level Emergency Response Plans

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the comprehensive School Safety Plan and Building Level School Emergency Response Plans for the 2020-21 school year.

f) Transfer of Funds – Tax Certiorari

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law Section 3651[1-a], approves the transfer of \$22,534.17 to the Tax Certiorari Reserve fund to be funded from unassigned fund balance, in accordance with the District’s Funding and Use of Reserves Policy.

g) Award Bid for Pupil Transportation

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid for pupil transportation NRW 2021-01 to the bidder deemed to be the lowest responsible meeting the bid specifications.

<u>Bidder</u>	<u>Amount</u>
Jennifer Berna	Approx. 200 miles/day
Savannah, NY 13146	<i>Reimbursed at current IRS rate/mile</i>

h) 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 individual to serve in the stated positions for the 2020-21 school year.

Position	2020-2021
School Attorney/Special Counsel	Harris Beach, PLLC

i) Personnel Items:

1. Letter of Resignation –Nichole Guillod

Nichole Guillod has submitted a letter of resignation as School Counselor.

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 Nichole Guillod as School Counselor effective August 6, 2020.

2. Letter of Resignation –Amanda Finch

Amanda Finch 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 Amanda Finch as a Teacher Aide effective September 1, 2020.

3. Letter of Resignation –Jay Pfluke

Jay Pfluke has submitted a letter of resignation as an English 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 Jay Pfluke as an English Teacher effective June 30, 2020.

4. Appoint School Bus Driver – Kelly Furman
Robert Magin recommends Kelly Furman to the position of School 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 Kelly Furman as a School Bus Driver, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87 as follows:

Probationary Period: September 2, 2020-September 1, 2021
Salary: \$17.70

5. Appointment of Teacher on Special Assignment-Steven Johnson
Megan Paliotti recommends Steven Johnson to the position of Teacher on Special Assignment (TOSA) in the area of Home Economics/Career and Technology.

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 Steven Johnson as a Teacher on Special Assignment (TOSA) in Home Economics/Career and Technology.

6. Leave of Absence – Betsy Hayden
Betsy Hayden, Health Teacher, is requesting an unpaid leave of absence for the 2020-2021 school year.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the unpaid leave of absence for Betsy Hayden for the 2020-2021 school year.

7. Permanent Appointment – Karena Anderson
Christie Graves recommends Karena Anderson to a permanent appointment as a Teacher Aide.

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 Karena Anderson as a Teacher Aide effective August 27, 2020.

8. Permanent Appointment – Amy Dapolito
Christie Graves recommends Amy Dapolito to a permanent appointment as a Teacher Aide.

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 Amy Dapolito as a Teacher Aide effective August 27, 2020.

9. Permanent Appointment – Cody Lapp
Scott Bradley recommends Cody Lapp to a permanent appointment as a Teacher Aide.

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 Cody Lapp as a Teacher

Aide effective August 27, 2020.

10. Permanent Appointment – Keisha Laird

Brady Farnand recommends Keisha Laird to a permanent appointment as a Teacher Aide.

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 Keisha Laird as a Teacher Aide effective September 2, 2020.

11. Permanent Appointment – Brenda Lockwood

Christie Graves recommends Brenda Lockwood to a permanent appointment as a Teacher Aide.

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 Brenda Lockwood as a Teacher Aide effective August 27, 2020.

12. Appoint MS Mental Health Internship Supervisor – Social Worker – Catherine Grasso

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 Catherine Grasso as Mental Health Internship Supervisor – Social Worker at a rate of pay of \$3,500.00 for the 2020-2021 school year.

13. Certify Lead Evaluator

WHEREAS, the following administrators have completed trainings which meet the requirements of 8 NYCRR 30-2.9 and the North Rose-Wolcott Annual Professional Performance Review Plan (APPR) for certification as a Lead Evaluator of principals:

- A. Bridgette Barr, Community Schools Administrator

BE IT RESOLVED, that, upon recommendation of the District Superintendent, that the above listed administrator be certified as Lead Evaluators of principals.

14. Correction: Appoint Director of Special Education and Pupil Personnel Services – Kellie Marciano

Megan Paliotti recommends Kellie Marciano to the position of Director of Special Education and Pupil Personnel Services.

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 Kellie Marciano as the Director of Special Education and Pupil Personnel Services, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: School District Leader, ~~Initial~~ Internship

Tenure Area: Director of Special Education and Pupil Personnel Services

Probationary Period: ~~August 14, 2019–August 13, 2023~~ August 26, 2020–August 25, 2024

A motion for approval of items i15 as listed under the CONSENT AGENDA ITEMS is made by _____, and seconded by _____ any discussion- All in favor ___ - ___.

15. Appoint ES Mental Health Internship Supervisor – Social Worker – Sara Boogaard

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 Sara Boogaard as Mental Health Internship Supervisor – Social Worker at a rate of pay of \$1,000.00 for the 2020-2021 school year.

Good News:

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
MONTHLY REPORT OF THE TREASURER
PERIOD ENDING MAY 2020**

CASH BALANCE ON HAND:	GENERAL FUND	SCHOOL LUNCH FUND	FEDERAL FUND	CAPITAL FUND	T & A / Payroll	SCHOLARSHIP FUNDS	PERMANENT FUNDS	DEBT SERVICE FUND
OPENING BALANCE:	\$10,580,336.16	\$113,187.23	\$167,562.14	\$11,417,175.47	\$541,866.18	\$77,949.18	\$0.00	\$294,450.31
+ CASH RECEIPTS	\$2,440,102.44	\$37,367.85	\$27,707.00	\$177,425.57	\$1,825,297.58	\$0.63	\$0.00	\$2.46
- CASH DISBURSEMENTS:	\$2,614,439.84	\$56,731.86	\$125,139.80	\$456,754.70	\$1,926,634.04	\$0.00	\$0.00	\$0.00
CLOSING BALANCE:	\$10,405,998.76	\$93,823.22	\$70,129.34	\$11,137,846.34	\$440,529.72	\$77,949.81	\$0.00	\$294,452.77

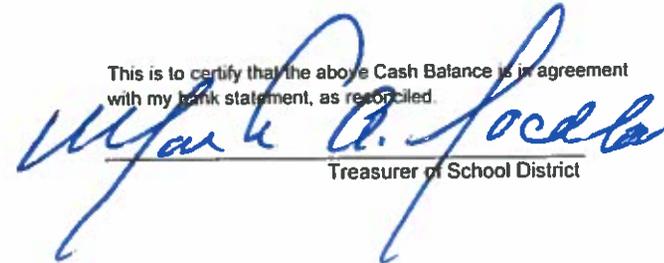
BANK RECONCILIATION:	GENERAL FUND	SCHOOL LUNCH FUND	FEDERAL FUND	CAPITAL FUND	TRUST & AGENCY	SCHOLARSHIP FUNDS	PERMANENT FUNDS	DEBT SERVICE FUND
CHECKING BANK STATEMENT BALANCE	\$855,515.03	\$98,815.78	\$98,658.68	\$308,239.79	\$653,094.34	\$78,549.81	\$0.00	\$294,452.77
+ OUTSTANDING DEPOSITS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADJUSTED CHECKING BALANCE	\$855,515.03	\$98,815.78	\$98,658.68	\$308,239.79	\$653,094.34	\$78,549.81	\$0.00	\$294,452.77
-OUTSTANDING CHECKS	\$664,322.41	\$4,992.56	\$28,529.34	\$248,945.49	\$396,153.50	\$600.00	\$0.00	\$0.00
+SAVINGS ACCOUNTS & INVESTMENTS	\$5,996,448.37	\$0.00	\$0.00	\$11,078,552.04	\$0.00	\$0.00	\$0.00	\$0.00
+MISCELLANEOUS RESERVES	\$1,925,256.06	\$0.00	\$0.00	\$0.00	\$183,588.88	\$0.00	\$0.00	\$0.00
+CAPITAL RESERVES	\$2,293,101.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLOSING BALANCE:	\$10,405,998.76	\$93,823.22	\$70,129.34	\$11,137,846.34	\$440,529.72	\$77,949.81	\$0.00	\$294,452.77

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

July 7, 2020

Clerk of the Board of Education

This is to certify that the above Cash Balance is in agreement with my bank statement, as reconciled.



Treasurer of School District

North Rose-Wolcott Central School Dist

GENERAL FUND Trial Balance for Fiscal Year 2020

Cycle 11

Post Dates From 07/01/2019 To 05/31/2020

G/L Account	Description	Debits	Credits
Assets			
200.LY	Cash General Fund	191,192.62	
200.NY	Gen Fund NYCLASS	4,361,800.11	
201.90	Chase Money Market	2,133,816.80	
201.95	Tax Lockbox	3,346,899.65	
201.LY	Money Market	372,289.58	
391.00	Due From Other Funds	85,202.78	
391.02	Due From Federal	1,307,869.34	
391.04	Due to Trust Fund	1,943.83	
391.06	Due From School Lunch	2,118.51	
480.00	Prepaid Expenditures	7,800.45	
Budgetary and Expense Accounts			
510.00	Total Est. Rev.-Modified Budg.	31,293,289.00	
521.00	Encumbrances	3,372,313.82	
522.00	Expenses	23,659,709.71	
599.00	Appropriated Fund Balance	956,136.55	
Liabilities and Reserves			
630.00	Due To Other Funds		252,303.13
630.01	Due to T&A-Payroll		52.29
630.02	Due To Federal		8,733.75
630.04	Due to Lunch Fund		614.00
632.00	Due to State Teachers'Ret.Sys		787,497.89
637.00	Due to Employees' Ret. System		43,687.88
687.00	Compensated Absences		11,564.58
690.01	Overpayments		3,151.40
806.00	Non Spendable		709,143.58
814.00	Workers' Compensation Reserve		203,551.61
815.00	Unemployment Insurance Reserve		128,368.82
821.00	Reserve for Encumbrances		3,372,313.82
827.00	Retirement Contrib Reserve		877,751.60
828.00	Retire Contr Res Acct TRS Sub-		197,266.00
862.00	Reserve for Liability		870,466.21
867.00	Rsrv Empl Benefits/Accr Liab		89,497.96
878.06	2016 Capital Bus Reserve		1,008,341.97
878.17	2017 Capital Building Reserve		647,927.56
878.19	2019 Capital Bus Reserve		221,484.00
915.00	Assigned UnappFund Bal. (GASB		606,136.55
917.00	Unassigned Fund Balance		1,711,964.01
Budgetary and Revenue Accounts			
960.00	Total Appropriations-Mod.Budg.		32,249,425.55
980.00	Revenues		27,091,138.59
Grand Totals		71,092,382.75	71,092,382.75

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Tax Items	9,743,802.00	-1,210,744.83	8,533,057.17	8,513,497.89	19,559.28	
1081.000		Oth. Paymts in Lieu of Ta	45,155.00	0.00	45,155.00	41,737.35	3,417.65	
1085.000		STAR Reimbursement	0.00	1,210,744.83	1,210,744.83	1,210,744.83		
1090.000		Int. & Penal. on Real Pro	12,000.00	0.00	12,000.00	23,123.63		11,123.63
1120.001		Sales Tax Revenue	440,000.00	0.00	440,000.00	458,528.12		18,528.12
1335.000		Oth Student Fee/Charges (3,000.00	0.00	3,000.00	2,865.00	135.00	
1489.010		Other Charges-AM Swim	0.00	0.00	0.00	329.00		329.00
1489.011		Other Charges- Swim	6,000.00	0.00	6,000.00	2,487.50	3,512.50	
1489.070		Other Charges-Driving Range	1,500.00	0.00	1,500.00	1,724.00		224.00
1489.080		Other Charges-Fitness Center M	4,000.00	0.00	4,000.00	3,865.00	135.00	
2308.000		Trans for BOCES	75,000.00	0.00	75,000.00	53,473.03	21,526.97	
2350.000		Trans-Youth Serv-Oth Gov-SumSc	80,000.00	0.00	80,000.00	52,486.50	27,513.50	
2350.010		Transportation-Other Misc	0.00	0.00	0.00	566.50		566.50
2401.000		Interest & Earnings	40,000.00	0.00	40,000.00	37,504.68	2,495.32	
2410.010		Rent Real Prop-Other Bus	0.00	0.00	0.00	4,160.34		4,160.34
2412.000		Rental Real Property, Oth	2,000.00	0.00	2,000.00	0.00	2,000.00	
2650.000		Sale Scrap & Excess Material	0.00	0.00	0.00	134.55		134.55
2655.000		Minor Sales, Other (Specify)	100.00	0.00	100.00	0.00	100.00	
2660.000		Sale of Real Property	0.00	224,100.00	224,100.00	224,100.00		
2665.000		Sale of Equipment	0.00	0.00	0.00	526.75		526.75
2666.000		Sale of Transportation Eq	0.00	0.00	0.00	10,828.00		10,828.00
2683.000		Self Insurance Recoveries	0.00	0.00	0.00	4,508.01		4,508.01
2701.000		BOCES Svs Aprve for Aid-R	100,000.00	0.00	100,000.00	301,102.63		201,102.63
2701.001		Refund PY exp-payables	25,000.00	0.00	25,000.00	4,655.38	20,344.62	
2703.000		Other-Not Transp-Ref PrYr	0.00	0.00	0.00	30,994.35		30,994.35
2705.000		Gifts and Donations	0.00	0.00	0.00	3,860.00		3,860.00
2770.000		Other Unclassified Rev.(S	5,000.00	0.00	5,000.00	46,722.71		41,722.71
3101.000		Basic Formula Aid-Gen Aid	18,039,323.00	-4,116,758.23	13,922,564.77	11,632,329.20	2,290,235.57	
3101.010		Basic Formula Aid-Excess	731,745.00	1,620,990.00	2,352,735.00	1,615,677.70	737,057.30	
3102.000		Lottery Aid (Sect 3609a E	0.00	1,444,698.07	1,444,698.07	1,444,698.07		
3102.010		Lottery Grant	0.00	691,665.97	691,665.97	691,665.97		
3102.COG		Commercial Gaming Grant	0.00	79,435.19	79,435.19	79,435.19		
3103.000		BOCES Aid (Sect 3609a Ed	1,502,599.00	276,196.00	1,778,795.00	375,650.00	1,403,145.00	
3260.000		Textbook Aid (Incl Txtbk/	68,910.00	2,505.00	71,415.00	71,415.00		
3262.000		Computer Software Aid	36,730.00	-18,424.00	18,306.00	18,306.00		

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
3262.010		Computer Hardware Aid	0.00	19,991.00	19,991.00	19,991.00		
3263.000		Library A/V Loan Program	7,325.00	-299.00	7,026.00	7,026.00		
4601.000		Medic.Ass't-Sch Age-Sch Y	100,000.00	0.00	100,000.00	100,418.71		418.71
5999.815		Approp. Reserve Unemploym	5,000.00	0.00	5,000.00	0.00	5,000.00	
5999.827		Approp. Reserve -Retirement Co	325,000.00	0.00	325,000.00	0.00	325,000.00	
5999.828		Appropriated Employee Benefit	20,000.00	0.00	20,000.00	0.00	20,000.00	
5999.999		Est. for Carryover Encumbrance	0.00	606,136.55	606,136.55	0.00	606,136.55	
Total GENERAL FUND			31,419,189.00	830,236.55	32,249,425.55	27,091,138.59	5,487,314.26	329,027.30

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010 Board Of Education		35,325.00	10,808.62	46,133.62	45,152.19	4,388.00	-3,406.57
1040 District Clerk		5,850.00	700.00	6,550.00	5,683.26	516.74	350.00
1060 District Meeting		3,600.00	-1,000.00	2,600.00	7,428.50	4,367.39	-9,195.89
1240 Chief School Administrator		295,513.00	-85.00	295,428.00	301,560.36	24,422.53	-30,554.89
1310 Business Administration		546,203.00	25,592.84	571,795.84	502,873.51	19,408.70	49,513.63
1320 Auditing		25,051.00	27,790.00	52,841.00	14,261.64	23,929.36	14,650.00
1325 Treasurer		0.00	600.00	600.00	1,075.68	0.00	-475.68
1330 Tax Collector		9,000.00	0.00	9,000.00	8,261.79	0.00	738.21
1345 Purchasing		53,157.00	0.00	53,157.00	20,491.73	0.00	32,665.27
1420 Legal		87,486.00	5,000.00	92,486.00	105,830.02	10,451.65	-23,795.67
1430 Personnel		126,573.00	5,652.20	132,225.20	89,422.29	7,713.31	35,089.60
1480 Public Information and Services		57,500.00	1,162.40	58,662.40	67,265.27	2,894.81	-11,497.68
1620 Operation of Plant		1,746,380.00	122,500.88	1,868,880.88	1,159,721.07	469,464.37	239,695.44
1621 Maintenance of Plant		396,446.00	-38,096.52	358,349.48	284,812.43	56,871.27	16,665.78
1670 Central Printing & Mailing		50,000.00	0.00	50,000.00	14,602.97	0.00	35,397.03
1680 Central Data Processing		272,400.00	33,406.15	305,806.15	336,618.81	0.00	-30,812.66
1910 Unallocated Insurance		124,000.00	19,559.12	143,559.12	138,615.60	0.00	4,943.52
1920 School Association Dues		11,000.00	0.00	11,000.00	9,054.00	0.00	1,946.00
1950 Assessments on School Property		12,000.00	0.00	12,000.00	11,200.94	0.00	799.06
1964 Refund on Real Property Taxes		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
1981 BOCES Administrative Costs		230,000.00	0.00	230,000.00	256,793.00	0.00	-26,793.00
2010 Curriculum Devel and Suprvsn		306,021.00	-1,936.64	304,084.36	268,912.92	38,045.18	-2,873.74
2020 Supervision-Regular School		794,154.00	-556.61	793,597.39	768,300.95	64,017.81	-38,721.37
2070 Inservice Training-Instruction		279,326.00	1,495.00	280,821.00	201,315.79	4,062.50	75,442.71
2110 Teaching-Regular School		7,038,295.00	262,212.69	7,300,507.69	5,467,694.05	1,102,050.33	730,763.31
2250 Prg For Sdnts w/Disabil-Med Elgble		4,726,587.00	73,498.37	4,800,085.37	3,934,267.15	613,821.07	251,997.15
2280 Occupational Education(Grades 9-12)		377,986.00	73,500.00	451,486.00	440,386.00	0.00	11,100.00
2330 Teaching-Special Schools		175,876.00	0.00	175,876.00	147,938.77	12,596.33	15,340.90
2610 School Library & AV		228,166.00	43.95	228,209.95	174,642.59	27,742.81	25,824.55
2630 Computer Assisted Instruction		1,246,897.00	50,995.98	1,297,892.98	842,221.27	46,321.65	409,350.06
2810 Guidance-Regular School		376,035.00	369.50	376,404.50	302,290.18	53,636.33	20,477.99
2815 Health Svcs-Regular School		135,266.00	-10,100.44	125,165.56	91,129.06	19,783.80	14,252.70
2820 Psychological Svcs-Reg Schl		191,726.00	13,078.86	204,804.86	163,422.79	40,033.07	1,349.00
2825 Social Work Svcs-Regular School		58,857.00	0.00	58,857.00	44,142.84	14,714.16	0.00
2850 Co-Curricular Activ-Reg Schl		91,400.00	-3,200.00	88,200.00	26,247.39	50,451.85	11,500.76
2855 Interscholastic Athletics-Reg Schl		410,623.00	3,114.60	413,737.60	329,398.34	56,962.73	27,376.53
5510 District Transport Svcs-Med Elgble		1,291,826.00	97,338.01	1,389,164.01	982,746.93	231,661.58	174,755.50
5530 Garage Building		13,400.00	2,054.88	15,454.88	9,514.83	3,561.76	2,378.29
5581 Transportation from Boces		6,500.00	0.00	6,500.00	9,706.42	0.00	-3,206.42
7310 Youth Program		105,998.00	0.00	105,998.00	40,034.16	34,903.84	31,060.00

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
8060	Civic Activities	75,727.00	-806.06	74,920.94	53,979.99	5,844.65	15,096.30
9010	State Retirement	402,716.00	0.00	402,716.00	284,306.26	36,171.32	82,238.42
9020	Teachers' Retirement	829,867.00	0.00	829,867.00	691,110.69	144,124.21	-5,367.90
9030	Social Security	977,674.00	0.00	977,674.00	745,973.03	147,378.71	84,322.26
9040	Workers' Compensation	166,500.00	0.00	166,500.00	150,599.00	0.00	15,901.00
9045	Life Insurance	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
9050	Unemployment Insurance	5,000.00	0.00	5,000.00	3,047.75	0.00	1,952.25
9060	Hospital, Medical, Dental Insurance	3,524,000.00	-168,556.23	3,355,443.77	3,277,645.75	0.00	77,798.02
9089	Other (specify)	61,200.00	0.00	61,200.00	35,070.87	0.00	26,129.13
9711	Serial Bonds-School Construction	1,239,900.00	0.00	1,239,900.00	79,950.00	0.00	1,159,950.00
9731	Bond Antic Notes-School Construction	1,985,995.00	0.00	1,985,995.00	388,888.88	0.00	1,597,106.12
9901	Transfer to Other Funds	102,587.00	224,100.00	326,687.00	224,100.00	0.00	102,587.00
9950	Transfer to Capital Fund	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
Total GENERAL FUND		31,419,189.00	830,236.55	32,249,425.55	23,659,709.71	3,372,313.82	5,217,402.02

North Rose-Wolcott Central School Dist
SCHOOL LUNCH FUND Trial Balance for Fiscal Year 2020

Cycle 11
Post Dates From 07/01/2019 To 05/31/2020

G/L Account	Description	Debits	Credits
Assets			
200.LY	Cash, School Lunch Fund	93,823.22	
210.00	Petty Cash	126.40	
391.00	Due From Other Funds	614.00	
410.07	Fed Sum Rec	214,938.00	
446.00	Surplus Food Inventory	27,417.19	
489.01	Other (change fund)	100.00	
Budgetary and Expense Accounts			
522.00	Expenses	618,008.76	
Liabilities and Reserves			
630.00	Due To Other Funds		2,118.51
631.00	Due To Other Governments		30.45
637.00	Due To Employees' Ret. System		21,362.88
689.02	Prepaid Meals		5,090.41
806.00	Non-Spendable Fund Balance		32,311.15
915.00	Assigned Unappropr Fund Bal		213,419.58
Budgetary and Revenue Accounts			
980.00	Revenues		680,694.59
Grand Totals		955,027.57	955,027.57

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: C SCHOOL LUNCH FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1440.000		Sale of A Lunch	0.00	0.00	0.00	1,924.00		1,924.00
1440.010		Breakfast Sales	0.00	0.00	0.00	423.00		423.00
1445.000		Other Cafeteria Sales	75,000.00	0.00	75,000.00	27,018.32	47,981.68	
2770.000		Misc Rev Local Sources (S	6,000.00	0.00	6,000.00	1,019.27	4,980.73	
2770.010		Vending Machine Sales	0.00	0.00	0.00	303.00		303.00
3190.010		State Reimburse-Brk	7,500.00	0.00	7,500.00	4,762.00	2,738.00	
3190.020		State Reimburse-Lnch	12,000.00	0.00	12,000.00	5,825.00	6,175.00	
3190.060		Sum Food Svs Prog for Chi	0.00	0.00	0.00	1,527.00		1,527.00
4190.010		Fed Reimbursement-Brk	130,000.00	0.00	130,000.00	102,377.00	27,623.00	
4190.020		Fed Reimbursement-Lnch	472,000.00	0.00	472,000.00	275,450.00	196,550.00	
4190.030		Fed Reimb-Surplus Food	46,000.00	0.00	46,000.00	0.00	46,000.00	
4190.040		Fed Reimbursement (Snack)	42,000.00	0.00	42,000.00	212,198.00		170,198.00
4192.000		Sum Food Svs Prog for Chi	0.00	0.00	0.00	47,868.00		47,868.00
5999.000		Appropriated Fund Balance	0.00	9,921.72	9,921.72	0.00	9,921.72	
Total SCHOOL LUNCH FUND			790,500.00	9,921.72	800,421.72	680,694.59	341,970.13	222,243.00

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2860	School Food Service Programs	693,545.00	9,921.72	703,466.72	518,999.79	189,847.77	-5,380.84
2862	School Food Summer Programs	0.00	0.00	0.00	8,530.74	0.00	-8,530.74
9010	State Retirement	21,970.00	0.00	21,970.00	20,135.35	4,947.15	-3,112.50
9030	Social Security	15,800.00	0.00	15,800.00	11,670.94	2,942.10	1,186.96
9060	Hospital, Medical, Dental Insurance	59,185.00	0.00	59,185.00	58,671.94	0.00	513.06
Total SCHOOL LUNCH FUND		790,500.00	9,921.72	800,421.72	618,008.76	197,737.02	-15,324.06

North Rose-Wolcott Central School Dist

SPECIAL AID FUND Trial Balance for Fiscal Year 2020

Cycle 11

Post Dates From 07/01/2019 To 05/31/2020

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200.LY	Cash, Special Aid Fund	70,129.34	
380.01	Accounts Receivable	0.00	
391.00	Due From Other Funds	8,733.75	
410.00	Due From State and Federal	65,213.76	
410.02	Due From State and Federal	7,497.72	
Budgetary and Expense Accounts			
522.00	Expenses	2,538,209.10	
Liabilities and Reserves			
600.00	Accounts Payable		0.00
600.99	Accounts Payable		0.00
601.00	Accrued Liabilities	0.03	
630.00	Due to Other Funds		818,151.22
630.01	Due to T&A-Payroll		0.00
630.02	Due to Gen Fund		496,493.29
632.00	Due State Teachers' Ret. Sys.		70,463.89
637.00	Due Employees' Retirement Sys.		18,776.61
Budgetary and Revenue Accounts			
980.00	Revenues		1,285,898.69
Grand Totals		2,689,783.70	2,689,783.70

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: F SPECIAL AID FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
A20-4289.018	A20	21ST CENTURY-OTHER FEDERA	220,000.00	0.00	220,000.00	158,347.00	61,653.00	
C20-3289.018	C20	UPK for 4YO 17-18	609,588.00	0.00	609,588.00	304,794.00	304,794.00	
E20-4289.018	E20	MKV BASELINE 17-18	45,000.00	0.00	45,000.00	11,036.00	33,964.00	
F20-4289.018	F20	MKV ENHANCED 17-18	20,000.00	0.00	20,000.00	4,000.00	16,000.00	
G20-4289.018	G20	NRE 21ST CCLC ELEM 17-18	1,200,000.00	0.00	1,200,000.00	247,515.00	952,485.00	
H20-3289.015	H20	Sec 4408-Sch Age J/Ag-Su	0.00	0.00	0.00	42,265.56		42,265.56
I20-4256.018	I20	Indiv. w/Disab 17-18	387,941.00	0.00	387,941.00	124,972.00	262,969.00	
J20-4256.018	J20	Indiv. w/Disab 17-18	18,979.00	0.00	18,979.00	5,149.00	13,830.00	
K19-4129.000	K19	ESEA-Title IV Safe & Drug	0.00	0.00	0.00	11,912.00		11,912.00
L19-4129.000	L19	ESEA-Title IV Safe & Drug	0.00	0.00	0.00	7,836.00		7,836.00
M20-4129.000	M20	ESEA-Title IV Safe & Drug	24,275.00	0.00	24,275.00	4,855.00	19,420.00	
N20-4126.000	N20	ESEA-Title I, Title II	331,735.00	0.00	331,735.00	174,329.00	157,406.00	
O19-4289.000	O19	Oth Fed-	0.00	0.00	0.00	15,767.00		15,767.00
O20-4289.000	O20	Oth Fed-	56,895.00	0.00	56,895.00	11,379.00	45,516.00	
P19-3289.100	P19	Miscellaneous State Aid	0.00	0.00	0.00	26,125.97		26,125.97
Q19-4289.019	Q19	SCT (18-19)	0.00	0.00	0.00	16,487.72		16,487.72
R19-4289.019	R19	MHAT-Sodus-1	0.00	0.00	0.00	13,723.00		13,723.00
R20-4289.019	R20	MHAT-Sodus-1	13,824.00	0.00	13,824.00	5,494.00	8,330.00	
S19-4289.019	S19	MHAT-Lyons-2	0.00	0.00	0.00	13,034.00		13,034.00
S20-4289.019	S20	MHAT-Lyons-2	13,824.00	0.00	13,824.00	0.00	13,824.00	
SIG-4126.018	SIG	SIG (17-18)	0.00	0.00	0.00	19,871.00		19,871.00
U19-4289.019	U19	Other Federal Aid 18-19	0.00	0.00	0.00	66,468.00		66,468.00
W20-4289.000	W20	Oth Fed-	1,000.00	0.00	1,000.00	538.44	461.56	
X20-4289.000	X20	Oth Fed-	65,000.00	0.00	65,000.00	0.00	65,000.00	
Total SPECIAL AID FUND			3,008,061.00	0.00	3,008,061.00	1,285,898.69	1,955,652.56	233,490.25

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1460	Records Management	0.00	66,488.00	66,488.00	66,488.00	0.00	0.00
2110	Teaching	2,112,866.90	27,218.75	2,140,085.65	1,429,098.44	533,610.06	177,377.15
2250	Prg For Sdnts w/Disabil-Med Elgble	407,497.00	0.00	407,497.00	223,194.68	83,243.72	101,058.60
2253	School Age w/Disabil-July/August	0.00	0.00	0.00	230,181.79	13,785.25	-243,967.04
2254	Tuition for S4201 Bl ind, Deaf	0.00	0.00	0.00	50,715.80	16,697.70	-67,413.50
2510	Pre-Kindergarten Program	609,588.00	0.00	609,588.00	476,827.35	108,417.93	24,342.72
5511	Dstrct Summr Trans for Studnts w/Disabil	0.00	0.00	0.00	51,978.04	0.00	-51,978.04
5541	Contr Summr Trans for Studnts w/Disabil	0.00	0.00	0.00	9,725.00	1,945.00	-11,670.00
Total SPECIAL AID FUND		3,129,951.90	93,706.75	3,223,658.65	2,538,209.10	757,699.66	-72,250.11

North Rose-Wolcott Central School Dist

CAPITAL FUND Trial Balance for Fiscal Year 2020

Cycle 11

Post Dates From 07/01/2019 To 05/31/2020

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200.LY	Cash, Capital Fund (BUS)	4,241.73	
200.NY	Cap Fund NYCLASS	11,052,081.19	
201.91	Chase Money Market Cap Savings	26,470.85	
201.92	Chase H Capital Project Checki	55,052.57	
391.00	Due From Other Funds	0.00	
Budgetary and Expense Accounts			
522.00	Expenses	10,604,971.23	
Liabilities and Reserves			
600.00	Accounts Payable		0.00
600.99	Accounts Payable		0.00
626.00	Bond Anticipation Notes Payabl		23,595,000.00
630.00	Due To Other Funds		0.00
630.01	Due to Debt Service		448,153.21
899.00	Other Restricted Fund Balance	2,400,335.64	
Budgetary and Revenue Accounts			
980.00	Revenues		100,000.00
Grand Totals		24,143,153.21	24,143,153.21

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: H CAPITAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
CAP-5031.080	CAP	Interfund Transfers	0.00	0.00	0.00	100,000.00		100,000.00
Total CAPITAL FUND			0.00	0.00	0.00	100,000.00	0.00	100,000.00

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1620 OPERATION OF PLANT		92,000.00	18,528,987.65	18,620,987.65	9,207,219.02	11,908,578.43	-2,494,809.80
2110 FURN.,EQ., TXTBOOKS - REG SCHOOL		8,000.00	950,174.26	958,174.26	854,463.97	423,326.06	-319,615.77
5510 BUSES		543,288.24	0.00	543,288.24	543,288.24	0.00	0.00
Total CAPITAL FUND		643,288.24	19,479,161.91	20,122,450.15	10,604,971.23	12,331,904.49	-2,814,425.57

North Rose-Wolcott Central School Dist
TRUST & AGENCY FUND Trial Balance for Fiscal Year 2020
Cycle 11
Post Dates From 07/01/2019 To 05/31/2020

G/L Account	Description	Debits	Credits
Assets			
200.LB	Cash, T & A	72,654.89	
200.LY	Cash, T & A (PR)	23,037.11	
201.LY	Cash, T&A (FLEX)	161,248.84	
380.02	A/R - Retiree Health Insurance	3,841.79	
391.00	Due from Other Funds	28,255.42	
Liabilities and Reserves			
020.01	Employee Health Ins		40,607.34
020.02	Retiree Health Ins	3,385.17	
020.03	Flex-Medical	3,183.54	
020.04	Flex-Dependent Care		6,261.15
020.08	HRA-Health Reimbursement Accou		167,535.14
085.05	Library Tax (Rose & Wolcott)		448.55
085.07	PHIL WAGER HEALTH FUND		433.15
630.00	Due To Other Funds		80,321.44
699.01	Miscellaneous Liabilities	0.01	
Grand Totals		295,606.77	295,606.77

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist
PRIVATE PURPOSE TRUST FND Trial Balance for Fiscal Year 2020
Cycle 11
Post Dates From 07/01/2019 To 05/31/2020

G/L Account	Description	Debits	Credits
Assets			
201.63	Scholarships	75,324.81	
201.90	Chase TE High Yield	2,625.00	
230.00	Extraclassroom Restricted Cash	100,743.10	
230.01	Cash, Spec Reserv-Denti Plan	183,588.88	
Liabilities and Reserves			
092.01	Henry Award		15,786.14
092.02	Mead Award		7,940.08
092.03	Marsh Award		18,045.77
092.04	B. Householder HS		35.67
092.05	B Householder MS		723.94
092.06	Erna West		47.36
092.07	Galin Hill		56.16
092.09	Hartley		836.77
092.10	McGinn		2,720.32
092.12	Fox		185.76
092.13	Rasbeck		1,147.08
092.14	Wadsworth		622.76
092.16	Brian Young		114.58
092.17	Baldrige		7,551.12
092.19	Class of 1966		253.94
092.20	Fraser VanDeusen Eng		23.81
092.23	P Winter Sportsman Fund		872.36
092.25	HS Milk Mach Scholarship		894.63
092.26	MS Milk Mach Scholarship		1,009.20
092.27	Snyder		57.73
092.30	Coman		3,176.17
092.31	Kasper Scholarship		207.34
092.32	Bousquin		846.88
092.33	Sharon Martin Performing Arts		1,006.62
092.34	Evan Parkison Scholarship		717.85
092.35	Pastor Dan Corretore Scholarsh		8,614.17
092.36	Terri A. Clingerman Scholarshi		402.38
092.37	Roger Douglas DePuyt II Mem Sc		4,003.22
630.00	Due to Other Funds		50.00
688.01	Other Liab-Self Insured Dental		183,588.88
688.02	Extraclassroom Accounts		100,743.10
Grand Totals		362,281.79	362,281.79

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

DEBT SERVICE Trial Balance for Fiscal Year 2020

Cycle 11

Post Dates From 07/01/2019 To 05/31/2020

G/L Account	Description	Debits	Credits
Assets			
201.95	Chase High Yield Savings	294,452.77	
391.00	Due From Other Funds	672,253.21	
Liabilities and Reserves			
915.00	Assigned Unappropri Fund Balanc		407,414.05
Budgetary and Revenue Accounts			
980.00	Revenues		559,291.93
Grand Totals		966,705.98	966,705.98

The reporting period selected for this report includes an accounting cycle that is not closed and information is therefore subject to change. No accounting cycles have been closed for this fund in this fiscal year.

* - To include Budgetary entries for the current month, run the report through the last day of the cycle

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 05/31/2020

Fiscal Year: 2020

Fund: V DEBT SERVICE

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
2401.000		Interest and Earnings	0.00	0.00	0.00	207,307.03		207,307.03
2710.000		Premium on Obligations	0.00	0.00	0.00	127,884.90		127,884.90
5031.000		Interfund Trans from Gen Fund	0.00	0.00	0.00	224,100.00		224,100.00
Total DEBT SERVICE			0.00	0.00	0.00	559,291.93	0.00	559,291.93

Selection Criteria

Criteria Name: Last Run
 As Of Date: 05/31/2020
 Suppress revenue accounts with no activity
 Show special revenue accounts 5997-5999
 Sort by: Fund
 Printed by Norma Lewis

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
 These are estimates to balance the budget

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
August 11, 2020 6:30 PM AUDITORIUM OF THE HIGH SCHOOL

PRESENT:

BOE Members: Lucinda Collier, Linda Eygnor, John Boogaard, Tina Reed, Jasen Sloan, Paul Statskey, Izetta Younglove

Superintendent: Michael Pullen

District Clerk: Tina Fuller

Assistant Superintendent for Instruction and School Improvement: Megan Paliotti

Assistant Superintendent for Business and Operations: Robert Magin

Approximately 17 students, staff and guests via Zoom

The Board of Education toured the Maintenance Department and the High School at 5:15p.m.

In light of increasing guidance from the state regarding COVID-19, the August 11, 2020 Board of Education meeting was closed to the public and broadcast via Zoom.

1. Call to Order/Pledge of Allegiance

President, Lucinda Collier called the meeting to order at 6:45p.m.

Approval of Agenda:

Motion for approval was made by Linda Eygnor and seconded by Jasen Sloan with the motion approved 7-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of August 11, 2020.

2. Presentations:

- **SWBR & Campus Construction** - Steve Rebholz and Mark Maddalina from SWBR and Kevin Donaghue and Justin Busse from Campus Construction provided a status update and answered questions regarding the Capital Project.

3. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Tina Reed and seconded by Paul Statskey 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 July 21, 2020.

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

May 28, 29, and June 3, 5, 8, 9, 10, 11, 15, 16, 17, 18 and July 20, 2020; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14258	14292	13209	12924	13898	13897	13652	13081	12109	13844
12991	11152	13798	14060	12901	11312	13870	14193	13980	13691
12272	13828	13430	13865	14092	13982	12547	11066	14183	13971
13292	13864	13017	13270	13910	13040	14069	13645	13255	13842
14161	14249	13717	14240	13449					

d) 2020 School Tax Warrant

RESOLUTION

Whereas the Board of Education has been authorized by the voters of North Rose - Wolcott CSD to collect School Taxes at a sum not to exceed \$9,928,934 (General Fund) and \$173,100 (Wolcott Public Library and Rose Free Library).

Be it Resolved that the tax warrant of the Board, duly signed, shall be affixed to the tax rolls authorizing the collection of said taxes to begin September 1, 2020 and end November 2, 2020, giving the tax warrant an effective period of 63 days, at the expiration of which time the tax collector shall make an accounting, in writing, to the Board of Education.

Be it Further Resolved that the delinquent tax penalties shall be fixed as follows: September 1, 2020– October 1, 2020 - No Penalty; October 2, 2020 – November 2, 2020 - 2% Penalty; After November 2, 2020- Unpaid taxes turned over to the County will incur additional penalties to be retained by the County.

e) Transfer of Funds - Employee Benefit Accrued Liability Reserve

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the transfer of \$17,889.69 to the Employee Benefit Accrued Liability Reserve fund to be funded from unassigned fund balance, in accordance with the District’s Funding and Use of Reserves Policy.

f) Personnel Items:

1. Letter of Resignation – Nicole Groth

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 Nicole Groth as an Elementary Teacher effective July 20, 2020.

2. Creation of Non-Instructional Positions

RESOLUTION

Be it resolved, that the Board of Education hereby establishes the following classified Civil Service positions effective August 11, 2020.

<u>Position</u>	<u>Classification</u>
3.0 FTE Head Custodian	competitive

3. Appoint School Bus Driver – Sabrina Proctor

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 Sabrina Proctor as a School Bus Driver, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87 as follows:

Probationary Period: September 2, 2020-September 1, 2021

Salary: \$20.22

4. Permanent Appointment – Adam Louder

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 Adam Louder as a Cleaner effective August 13, 2020.

5. Appoint Middle School Parent Liaison

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 Yvonne Bishop, Middle School Parent Liaison at \$13.00/hr. for the 2020-2021 school year.

6. Appoint Teacher – Ethan Durocher

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 Ethan Durocher as a Technology Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: Technology Education, Initial

Tenure Area: Industrial Arts - Technology

Probationary Period: September 1, 2020-August 31, 2024

Salary: Step D \$49,075

This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

7. Summer Curriculum Writing/Professional Development

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 participate in curriculum writing workshops in August 2020 at \$30.00/hr.:

Ethan Durocher

8. 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 for the 2020-21 school year, effective July 7, 2020.

Position	2019-2020	2020-2021
Subcommittee on Special Education: Chairperson:	Megan Paliotti Kellie Marciano Latrell Sturdivant Danielle DiMora Rebecca Kandt	Kellie Marciano Rebecca Kandt Sara Boogaard Danielle DiMora Jason Shetler Brady Farnand Christie Graves Robyn Roberts-Grant
Committee of Preschool Education	Megan Paliotti Kellie Marciano Latrell Sturdivant Danielle DiMora Rebecca Kandt	Kellie Marciano Danielle DiMora Sara Boogaard Christie Graves Robyn Roberts-Grant

9. Co-Curricular Appointments

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 2020-21 school year:

Name	Bldg.	Title	Salary
Ashleigh Gerstner	HS	Athletic Event Scorekeeper	\$45.00/event
Cary Merritt	HS	Athletic Event Scorekeeper	\$45.00/event
Brad LeFevre	HS	Athletic Event Scorekeeper	\$45.00/event
Gerald DeCausemaker	HS	Athletic Event Scorekeeper	\$45.00/event
Heather Dennis	HS	Athletic Event Scorekeeper	\$45.00/event
Kelly Cole	HS	Athletic Event Scorekeeper	\$45.00/event
Brian Cole	HS	Athletic Event Scorekeeper	\$45.00/event
Sue Lasher	HS	Athletic Event Scorekeeper	\$45.00/event
Gerald DeCausemaker		Modified Official	\$45.00/event
Rob Yarrow		Modified Official	\$45.00/event
Gerald DeCausemaker	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Heather Dennis	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Tina Goodman	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Aisha Roberts-Grant	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Sue Lasher	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Marc Gordon	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that
Ashley McDonald	HS	Athletic Event Supervisor	\$45.00 for up to 3 hours/\$10.00 per hour after that

10. Program Appointments – 2020 Summer Food Distribution Program

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 in the summer 2020 food distribution program, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Sabrina Proctor	Summer Food Distribution Driver	\$20.22/hour
Sarah Eygnor	Summer Food Delivery Assistant	\$12.50/hour
Richard Lewis	Summer Meal Distribution Helper	\$12.50/hour
Christina Marriott	Summer Meal Distribution Helper	\$12.90/hour
Yolanda DuBois	Summer Meal Distribution Helper	\$13.71/hour
Linda Harper	Summer Meal Distribution Helper	\$18.67/hour
Deb Miller	Summer Meal Distribution Helper	\$14.00/hour
Arline Perce	Summer Meal Distribution Helper	\$14.26/hour
Mary Swarthout	Summer Meal Distribution Helper	\$13.13/hour
Valerie Azzolina	Summer Meal Distribution Helper	\$15.84/hour

11. Program 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 individuals to work various enrichment programs during the 2020-2021 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Sarah Oeschger	Grant Program Teacher	\$30.00/hour
Molly Krause	Grant Program Teacher	\$30.00/hour
Bobby Jo Mendenhall	Grant Program Aide	\$12.83/hour

12. Certify Lead Evaluators

WHEREAS, the following administrators have completed trainings which meet the requirements of 8 NYCRR 30-2.9 and the North Rose-Wolcott Annual Professional performance Review Plan (APPR) for certification as a Lead Evaluator of teachers:

- a) Melissa Pietricola, Principal
- b) Mark Mathews, Principal
- c) Scott Bradley, Principal
- d) Kellie Marciano, Director of Special Education
- e) Brady Farnand, Assistant Principal
- f) Jason Shetler, Assistant Principal
- g) Robyn Roberts-Grant, Assistant Principal/Athletic Director
- h) Christie Graves, Assistant Principal

WHEREAS, the following administrators have completed trainings which meet the requirements of 8 NYCRR 30-2.9 and the North Rose-Wolcott Annual Professional Performance Review Plan (APPR) for certification as a Lead Evaluator of principals:

- A.) Michael Pullen, Superintendent of Schools

B.) Megan Paliotti, Assistant Superintendent for Instruction and School Improvement

C.) Robert Magin, Assistant Superintendent for Business and Operations

BE IT RESOLVED, that, upon recommendation of the District Superintendent, that the above listed administrators (a- h) be certified as a Lead Evaluators of teachers and that the above listed administrators (A -C) be certified as Lead Evaluators of principals.

13. Administrative Internship – Caitlin Wasielewski

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves Caitlin Wasielewski as an Administrative Intern for the Office of Instruction for the period of August 12, 2020 through June 30, 2021.

14. Appoint Acting Principal of Record – Christie Graves

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools appoints Christie Graves, Assistant Principal, as acting Principal of record for North Rose Wolcott Elementary School effective July 27, 2020-October 31, 2020. Mrs. Graves will continue to Accrue seniority in the Assistant Principal Tenure Area during this time. A Memorandum of Understanding is on file with the District Clerk.

Good News:

- Various newspaper articles
- District wide food distribution program
- BOE tour of all buildings and grounds

Informational Items:

- Claims Auditor Reports
- Board Trainings – If the BOE would like to attend a professional development please sign up through the District Clerk.

EXECUTIVE SESSION:

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

The motion was made by John Boogaard and seconded by Jasen Sloan with motion approved 7-0.
Time entered: 7:06 p.m.

Return to regular session at 9:13 p.m.

Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Linda Eygnor and seconded by Tina Reed with motion approved 7-0.
Time adjourned: 9:14 p.m.

Tina Fuller, Clerk of the Board of Education

NORTH ROSE WOLCOTT CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

North Rose-Wolcott Central School District

District-Wide

School Safety Plan

(S.A.V.E. Legislation)

2020-2021

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Introduction

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Board of Education appointed a District-wide School Safety Committee, comprised of representatives of the administrators, faculty, staff, parents, and school safety personnel to develop the plan. It is a general overview of the Building-level Emergency Response Plan (ERP) which is in place to guide staff and students of the North Rose-Wolcott Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures.

Building-level safety plans have been developed to comply with Project Save to establish specific emergency response plans for each school building. These building safety plans provide detailed response procedures for each school building within the North Rose-Wolcott Central School District. In contrast to this plan, which is accessible to the public, the Building-level plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building-level plans provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, NRWCS D priorities are first the protection of life, then preservation of property, and restoration to normal activities. This plan and the Building-level Emergency Response Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District Officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this plan and the applicable school Building-level Emergency Response Plan in a manner that will minimize loss of life, personal injury and property damage.

The Assistant Superintendent for Business and Operations is the individual in charge (Chief Emergency Officer). In his absence, the responsibility will go to the Superintendent. When the individual-in-charge has been notified that an emergency exists, he will serve as “Incident Commander”, activate the appropriate procedures, direct the emergency response actions and serve as part of a unified command system with emergency responders, as applicable. If the Assistant Superintendent for Business and Operations is not available, the Superintendent would serve in this role. The Building Principal will assume this role until the Assistant Superintendent for Business and Operations or the Superintendent is notified and arrives on the scene.

Section I-Planning

1. Purpose

As stated in the introduction, the North Rose-Wolcott District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the North Rose-Wolcott School District Board of Education, the Superintendent of North Rose-Wolcott School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

2. Identification of the District Safety Team

The North Rose-Wolcott School District has appointed a District-wide School Safety Team consisting of, but not limited to teachers, administrators, parents, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are included in the chart on the following page:

District Safety Team

Name	Affiliation	Contact Information
Deputy Brian Pitt	School Resource Officer	315-594-4223 or 585-739-1183
Robyn Roberts-Grant	HS Assistant Principal/Athletic Director	315-594-4227
Jason Shetler	HS Assistant Principal	315-594-4415
Kathryn Nash	NRWE Staff Member	315-594-3100 ext 1111
Daniel Friday	Buildings and Grounds	315-594-3131
Jeremy Barnes	Transportation	315-587-2905
Christie Graves	ES Assistant Principal	315-594-1605
Mark Williams	MS & HS Staff Member	315-594-3130 ext 2317 pm only 315-594-3100 ext 4230 am only
Marcie Stiner	BOCES-Health & Safety	mstiner@gvboces.org
Ken VanFleet	Parent	kvanfleet@marshallbio.com
Brady Farmand	MS Assistant Principal	315-594-3130
Luann Romanelli	Utica National	Luann.Romanelli@uticanational.com
Rebecca Kandt	HS Staff Member	315-594-3100 ext 4432
Donna Riviello	Food Service Director	315-594-3100
Rob Anderson	Insurance Agent	randerson@adnersonvanhorne.com
Lisa Brower	Coordinator of Network and Technology Services	LBrower@nrwcs.org
John Boogard	Board of Education Member	jboogaard@nrwcs.org
Melissa Pietricola	NRWE Principal	mpietricola@nrwcs.org

3. Operations

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team, and what processes are in place to notify the district.

Upon activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will also be notified. County and State resources could supplement the districts efforts through existing protocols.

4. Plan Review

Pursuant to Commisionser's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be availble in the District Office.

Section II-Risk Prevention and Intervention

1. Strategies

The North Rose-Wolcott School District has policies and procedures in place for reducing the risk of violence. The district has implemented programs and activities for prevention of violence and training and drills (response to) in the event of a violent incident or other school emergency.

The policies and procedures are outlined in the North Rose-Wolcott School District Policy Manual.

The programs and activities the school district has in place include but are not not limited to Peer-Mentor Programming, Conflict Resoultion Peer Groups, School Forum, and Reporting System for Harassment and Bullying (DASA).

Live drills (training) are executed within each building and include: Go-home-early, Lockdown, Lockout, Shelter-in-Place, Hold-in-Place, and Evacuation.

2. Early Detection of Potentially Violent Behaviors

Dissemination of informative materials regarding early detection of potentially violent behaviors will be shared through the building Reponse to District and Building Multi-tiered System of Support meetings. The District will provide programs and staff training in identifying early warning signs, intervention/prevention strategies and development of violence prevention instruction in an on-going manner.

3. Suspicious Individual Protocol

It shall be the policy of the district that the reporting of any and all activities or individuals which raise suspicion shall be encouraged and sought after. The District will provide readily available processes for reporting such behaviors including but not limited to ease of access to the School Resource Officer, a reporting form, and open lines of communication to Building and District Administrators.

4. Hazard Identification

Potential sites of emergency within the District have been identified as; High School building and grounds and/or adjacent properties to, Middle School building and grounds (including Building and Grounds physical structure) and/or adjacent properties to, and Elementary School building and grounds (including Transportation building) and/or adjacent properties to, inclusive of the building grounds would be athletic fields, playgrounds, parking lots etc.

Section III-Response

1. Notification and Activation

The appropriate emergency response agency will be contacted in the event of a violent incident/emergency. Local law enforcement and emergency agencies and contact information are listed in each Building-level Emergency Response Plan. The School Incident Command System is in place to provide effective direction, control and coordination during an incident.

Notification of district personnel in the event of a violent incident/emergency could take place in any of the following forms of communication: Telephone, Email, Intercom or alternate as appropriate.

Notification of district students will be situational and will take place via Intercom.

Notification of parents will be via an automated notification system.

2. Situational Responses

The Building-level Emergency Response Plan is created to best prepare each building for any potential violent incident/emergency. The district uses five emergency response procedures in responding to various situations. The five procedures are; Lockdown, Lockout, Shelter-In-Place, Hold-In-Place, and Evacuation. These procedures are outlined in the Building-Level Emergency Response Plan and could be used in any of the following situations: Threats of Violence, Intruder, Hostage, Bomb Threat, Weather Related, Hazardous Material, Biological, Gas Leak, Epidemic.

Using the Incident Command System, the Incident Commander would make a decision on which of the district emergency procedure(s) would be used in any given situation. The steps of each procedure are also listed in the Building-level Emergency Response Plan.

Emergency assistance from the Local Government is a critical part of the Building-level Emergency Response Plan. Emergency contacts are listed in the Building-level Emergency Response Plan.

Section IV-Recovery

1. District Support for Buildings

The district will use its resources to support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s). Access to community resources will also be relied upon in the recovery phase.

2. Disaster Mental Health Services

The district will assist in the coordination of disaster mental health resources, in support of the Post-Incident Response Teams, in the affected school(s). This would include securing services for both the victim(s) and those responsible for an incident.

The district will evaluate the current plan as a result of post-incident (or drilling) debriefs. Development of additional strategies, such as school safety team training in crisis management and development of post-crisis procedures to restore safe school environments will be continuous.

Building Emergency Response Plan Elements

A-Concept of Operations

Included in the Building Emergency Response Plan is a Concept of Operations section which makes clear the overall strategy of a School ERP is to: Execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

B-Organization and Assignment of Responsibilities

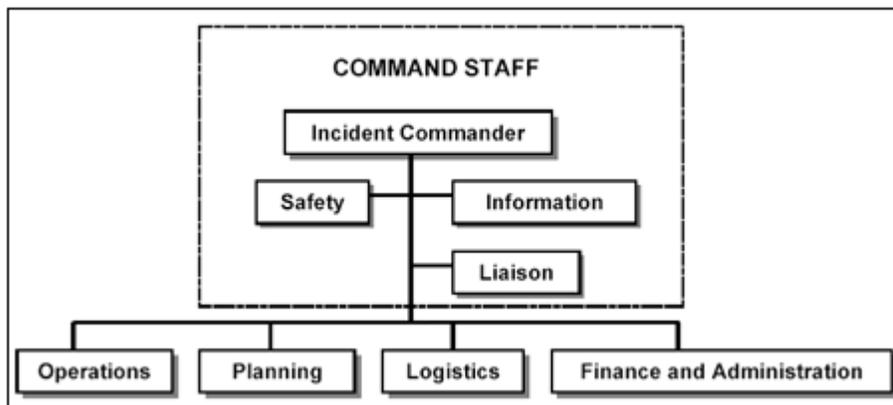
Included in the Building Emergency Response Plan is an Organization and Assignment of Responsibilities section which describes how the Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or

incident is unfolding. Roles are pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

C-Direction, Control, and Coordination

Included in the Building Emergency Response Plan is a Direction, Control and Coordination section which provides for effective direction, control and coordination during an incident, and where the School Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

Staff members are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



Roles of each position:

The **Incident Commander (IC)** or the **Unified Command (UC)** is responsible for all aspects of the response, including developing incident objectives and managing all incident operations.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC. Some of the more complex responsibilities include:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.
- Ensure adequate health and safety measures are in place.

The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The IC/UC remains responsible for these activities or may assign individuals to carry out these responsibilities and report directly to the IC/UC

- The **Information Officer's** role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.
- The **Liaison Officer's** role is to serve as the point of contact for assisting and coordinating activities between the IC/UC and various agencies and groups. This may include local government officials, and criminal investigating organizations and investigators arriving on the scene.
- The **Safety Officer's** role is to develop and recommend measures to the IC/UC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

The **General Staff** includes Operations, Planning, Logistics, and Finance/Administrative responsibilities. These responsibilities remain with the IC until they are assigned to another individual. When the Operations, Planning, Logistics or Finance/Administrative responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

- The **Operations** Staff is responsible for all operations directly applicable to the primary mission of the response.
- The **Planning** Staff is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans (IAP's).
- The **Logistics** Staff is responsible for providing facilities, services, and materials for the incident response.
- The **Finance and Administrative** Staff is responsible for all financial, administrative, and cost analysis aspects of the incident.

D-Information Collection, Analysis, and Dissemination

Included in the Building Emergency Response Plan is an Information, Analysis, and Dissemination section which outlines how the school will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school may assign administrative staff to monitor the incident and collect information to pass along to emergency personnel. This information will be analyzed and shared with the Incident Commander as well.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

E-Training and Exercise

Included in the Building Emergency Response Plan is a Trainings and Exercise section which outlines the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur;

Trainings

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – delivered at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and include a minimum of 12 drills each school year, 4 of which must be lockdown drills.

- 8 NYCRR Section 155.17 (e)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

F-Administration, Finance, and Logistics

Included in the Building Emergency Response Plan is an Administration, Finance and Logistics section which if school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials.

Documentation

The Incident Commander will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be maintained and protected.

G-Authorities and References

Included in the Building Emergency Response Plan is an Authorities and References section which outlines State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS).
- New York State Executive Order 26.1 (2006) established ICS as the state's standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

H- Crime Scene Management

Included in the Building Emergency Response Plan is a Crime Scene Management section which outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in 8 NYCRR Section 155.17 (e)(2)(viii).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

RESPOND steps in the management of a crime scene are Respond, Evaluate, Secure, Protect, Observe, Notify, and Document.

I-Communications

Included in the Building Emergency Response Plan is a Communications section which discusses communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders, required under 8 NYCRR Section 155.17 (e)(2) (iv), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation (8 NYCRR Section 155.17 (e)(2)(i).

The School ERP includes procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the

school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, are developed and made available in advance of an incident.

Templates for statements/press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by Superintendent and located in the District Office (unless the incident occurs in the HS building and this building is not available) then the statements would be made in another building as deemed appropriate by the Superintendent.

J- Medical and Mental Health Emergency

Included in the Building Emergency Response Plan is a Medical and Health Emergency section which describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools will coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. [8 NYCRR Section 155.17 \(e\)\(2\)\(vi\)](#) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished is documented in the Building-level ERP.

K-Accounting for all Persons

Included in the Building Emergency Response Plan is an Accounting for all Persons section, which focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

L-Reunification

Included in the Building Emergency Response Plan is the Reunification section, which details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

M-Continuity of Operations Plan

Included in the Building Emergency Response Plan is a Continuity of Operations section, which describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.