

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT  
 BOARD OF EDUCATION REGULAR MEETING  
 March 24, 2022      6:00 PM      VIA Zoom

**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 March 24, 2022.

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

**2. Presentations:**

- Electric Buses – Michael Pullen
- Budget Presentation– Gary Barno

**3. Reports and Correspondence:**

- Policy Committee – Paul Statskey, John Boogaard, Linda Eygnor
  - The Policy Committee has reviewed the following polices and upon the recommendation of Council, have determined that there are no changes required.

<b>1000</b>	<b>By Laws</b>
1310	Powers and duties of the Board
1331	Duties of the District Clerk
1333	Duties of the Tax Collector
1338	Dues of the Internal Auditor
1630	Legal Qualifications of Voters at School District Meetings
<b>3000</b>	<b>Community Relations</b>
3111	School District Report Cards
3261	Advertising in the Schools
<b>4000</b>	<b>Administration</b>
4230	Board of Education Relations
4320	Superintendent – Board of Education Relations
<b>5000</b>	<b>Non-Instructional/Business Operations</b>
5250	Sale and Disposal of School District Property
5530	Petty Cash funds and Cash in School Buildings

- First Reading: The following policy is being submitted for a first reading.

<b>5000</b>	<b>Non-Instruction/Business Operations</b>	
5210	Revenues	Delete

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

This time is provided for residents of the District to address the Board of Education. If you would like to address the Board of Education, please email the District Clerk. The speaker will be allowed three minutes to address the Board of Education.

**5. Consent Agenda:**

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

a. Board of Education Meeting Minutes

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of March 10, 2022.

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 February 28, March 2, 7, 8, 9, and 10, 2022; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

13210	14437	11815	11783	14675	13695	14527
11212	13739	13755	14020	14181		
IEP Amendments:						
13392	14624					

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. Revised Corrective Action Plan – Extra Classroom Activity Audit

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Revised Corrective Action Plan- Extra Classroom Activity Audit for the year ending June 30, 2021.

e. 2022-2023 Academic School Calendar

The proposed 2022-2023 school calendar has been developed with collaboration from school administrators, the North Rose -Wolcott Teachers’ Association and Wayne - Finger Lakes BOCES.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Academic Calendar for the 2022-2023 school year.

f. 2022-2023 Board of Education Meeting Calendar

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law adopts the 2022-2023 Board of Education Meeting Calendar.

g. Amendments to 2021-22 Budget

**WHEREAS**, the New York State Education Law authorizes a board of education to make amendments to the budget adopted by the predecessor board.

**NOW, BE IT THEREFORE RESOLVED**, that the Board of Education amends the budget for the 2021-22 school year from \$35,654,853.37 to \$35,829,268.37 for the purposes of:

1. **Bus Lift Repair** - to cover the cost of repair to the front end assembly of the bus lift in Bay 3, at a cost of \$52,262 to be financed from an appropriation of undesignated fund balance for which the expenditure is approved for state transportation aid in 2022-23; and

2. **Bus Lift Purchase** - to cover the cost of replacing the bus lift in Bay 4 at a cost of \$97,314, to be financed from an appropriation of undesignated fund balance for which the expenditure is approved for state transportation aid in 2022-23; and
3. **Chromebook Purchases** – to cover the cost of Chromebooks for students at a cost of \$24,839, to be financed from Emergency Connectivity Fund (ECF) funding.

**BE IT FURTHER RESOLVED**, that the Superintendent of Schools is authorized to take any and all action necessary to effectuate the repair and purchases as described herein.

h. Personnel Items:

1. Letter of Resignation –Kimberly Sember

Kimberly Sember, Bus Driver and Recreation Assistant, has submitted a letter of resignation.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation of Kimberly Sember as a Bus Driver and Recreation Assistant effective March 9, 2022.

2. Letter of Resignation –Mindy Spencer

Mindy Spencer, Reading Teacher, has submitted a letter of resignation.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation of Mindy Spencer as a Reading Teacher effective April 9, 2022.

3. Letter of Intent to Retire-Mark Williams

Mark Williams, Teacher, has submitted a letter of resignation for purpose of retirement.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation for the purpose of retirement from Mark Williams, Teacher, effective June 17, 2022.

4. Appoint Teacher – Brittany Wright

Scott Bradley recommends Brittany Wright to fill a Social Studies Teacher position.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the four year probationary appointment of Brittany Wright as a Social Studies Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: Social Studies 7-12, Professional

Tenure Area: Social Studies

Probationary Period: April 25, 2022-April 24, 2026

Salary: Step F \$50,985

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.

5. Appoint Election Workers for the Annual Budget Vote and Election of Board Members

Approval of the following individuals to work at 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 following individuals to work at the May 17, 2022 Annual Budget Vote and Election of Board Members s to serve as Chief Inspector of Election, Inspectors of Election, and Assistant Clerks at \$15.00 per hr.

<u>Name</u>	<u>Name</u>
William Fisher	Kathy Topping

- 6. Appoint Election Workers for the Annual Budget Vote and Election of Board Members  
Approval of the following individual to work at 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 following individual to work at the May 17, 2022 Annual Budget Vote and Election of Board Members to serve as Inspector of Election and Assistant Clerk, pay is per the NRWSEA contract.

<u>Name</u>
Carrie Brown

- 7. Appoint Recreation Assistant – Fitness Center  
Marc Blankenberg recommends the following individual to work in the Fitness Center.

**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 Jerry DeCausemaker as a Recreation Assistant – Fitness Center at rate of \$13.20/hour effective March 24, 2022.

- 8. Appoint District MTSS Personnel  
Mark Mathews recommend the following individual to provide social, emotional and academic support to students through MTSS.

**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 the following individuals to serve as MTSS Coaches and to be paid through MHAT grant funds during the 2021-2022 school year effective March 8, 2022.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Sarah Oeschger	Building Coach	\$1,000 prorated

- 9. Appoint Administrative Intern- 7-12 Academic Program - Summer School Principal – Joseph Canori

**RESOLUTION**

BE IT RESOLVED, that the Board of Education of the North Rose-Wolcott Central School District hereby appoints Joseph Canori as an Administrative Intern, 7-12 Academic Program, Summer School Principal for the period of March 28, 2022 through August 26, 2022; and

BE IT FURTHER RESOLVED, that Joseph Canori shall be supervised by the Assistant Superintendent for Instruction and School Improvement Sand has met all the requirements to hold an Internship Certificate as a School Building Leader by the Commissioner of Education; and

BE IT FURTEHR RESOLVED, that the Board of Education approves the compensation of \$7,200 effective March 28, 2022 and ending August 26, 2021.

10. Co-Curricular Appointments

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

**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 a co-curricular position for the 2021-22 school year.

Name	Bldg.	Title	Step	Year	Salary
David Schwind	HS	Musical-Set Designer	1	1	\$446.00
Amy Suss	HS	GSA Advisor			Volunteer
Amanda Johnson	HS	GSA Advisor			Volunteer
Ben Stopka	MS	NJHS Advisor	1	1	\$1,279.00 prorated

11. Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching and athletic department appointments for the 2021-22 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Softball Coach	Modified	Jerry DeCausemaker			Volunteer
Softball Coach	Modified	Amy Chmielecki	1	1	\$2,291

12. Program Appointments

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

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various enrichment programs during the 2021-2022 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Ethan Durocher	Grant Program Teacher	\$30.00/hr.
Sara Pierce	Grant Program Aide	\$15.00/hr.

13. Aquatics Program

Amy Chmielecki, Aquatics Director is recommending the following individual to fill Water Safety Instructors and/or Lifeguard or Program Director positions.

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individual as Water Safety Instructors and/or Lifeguards or Program Directors for all swim programs effective March 25, 2022.

Name	Position(s)	Rate/Hr.
Connor DeFeo	Lifeguard	\$13.20/hr.

**6. Policies:**

*A motion for approval of the following 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>Non-Instruction/Business Operations</b>	
5312	District Owned Cellular Telephones	Revised
5570	Financial Accountability	Revised
5571	Allegations of Fraud	Revised
<b>6000</b>	<b>Personnel</b>	
6110	Code of Ethics for board Members and All District Personnel	Revised
6161	Conference/Travel Expense Reimbursement	Revised

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

A motion for approval is made by \_\_\_\_\_ and seconded by \_\_\_\_\_

a) Resolution and Declaration and Appropriation of Contingent Expense and Emergency Capital Project

**WHEREAS**, the roof at the North Rose-Wolcott Central School District has failed unexpectedly and requires immediate repairs to avoid substantial impact to the functions of the building.

**WHEREAS**, pursuant to NYS General Municipal Law 103(4) the Board of Education of North Rose-Wolcott Central School District (the "District") in consideration of the opinion of architect SEI Design Group regarding their recommendation for the immediate steps need to be taken to re-establish roofing at North Rose-Wolcott Elementary at a portion of the building used for educational purposes.

**WHEREAS**, the District is the lead agency with regard to the proposed project under the provisions of SEQRA.

**NOW THEREFORE BE IT RESOLVED** as follows:

1. The District declares that the necessary repair of the mechanical equipment is a SEQR Type II Action requiring no further review.
2. The District hereby finds the repair of the roofing as essential for the protection of the health and safety of the staff and students and for protection of the District's property, requires immediate action which cannot await competitive bidding and hereby declares the project to be an ordinary contingent expense (hereinafter "Project") and authorizes an Emergency Capital Project for approximately \$127,500.00 to remedy the conditions.
3. The Superintendent and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible state building aid, if applicable.

4. This Resolution shall take effect immediately.

The vote on this Resolution was as follows:

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

**Good News:**

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

- Board of Education Handbook

**Informational Items:**

- Claims Auditor Reports
- Nominations for BOCES Board Members

***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.***

1992

5210

Non-Instructional/Business  
Operations

**SUBJECT: REVENUES**

The School District treasurer will have custody of all District funds in accordance with the provisions of state law. The treasurer will be authorized and directed by the Board to invest the balances available in various District funds in accordance with regulations set forth in state law.

Education Law Sections 1723(a) and 1604(a)

Revised: 10/28/08, 10/16/12; 6/13/17

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING  
March 10, 2022      6:00 PM      via Zoom

**PRESENT:**

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

**Superintendent:** Michael Pullen

**Assistant Superintendent for Instruction and School Improvement:** Megan Paliotti

**Acting Assistant Superintendent for Business and Operations:** Gary Barno

**Director of Business Operations and Finance –** Madelynn Wisnowski

**District Clerk:** Tina St. John

Approximately 17 students, staff and guests via Zoom

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

President, Lucinda Collier called the meeting to order at 6:01 p.m.

Prior to approval of the agenda a motion was made to add the 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 March 10, 2022 meeting agenda.

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

**Approval of Agenda:**

Motion for approval was made by Jasen Sloan and seconded by Izetta Younglove 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 March 10, 2022.

**2. Presentations:**

- Student Presentation – Senior Colby Balcom
  - Senior Colby Balcom provided an overview of his experience as a high school student at NR-W. He enjoys the opportunity to be a part of the variety of clubs offered. They provide positivity and the opportunity to work with the community.
- New Course Proposal – GEOTech
  - High School Principal, Scott Bradley and Technology Teacher, Brian Jeary presented and answered questions regarding introducing GEOTech as a new course offering next year.
- Athletic Update -
  - Marc Blankenberg updated the Board on the North Rose-Wolcott's athletics program. He highlighted community partnerships, live streaming, student participation and other aspects of athletics.
- Budget Presentation – Gary Barno
  - Gary Barno, Acting Assistant Superintendent for Business and Operations presented and answered questions regarding the 2022-23 budget.

**3. Reports and Correspondence:**

- Leavenworth Middle School – Mark Mathews, Brady Farnand, Tara Daly, Sara Boogaard, Casie DeWispelaere, Sarah Oeschger

- The Middle School Leadership Team presented the Spring update of the School Improvement Plan and answered questions.
- Board of Education Building Liaisons
  - Elementary School – Izetta Younglove
    - Ms. Younglove reported that the UPK Information Night was held and well attended.
    - Ms. Younglove reported that Addison Crego was chose as the Rotary Student of the Month.
  - Middle School – John Boogaard
    - Mr. Boogaard reported that there will be in person Parent/Teacher Conferences.
    - Mr. Boogaard reported that the NYS ELA & Math Exams will be held in March and April.
  - High School – Linda Eygnor
    - Ms. Eygnor highlighted the Dollars for Scholars phone-a-thon and an upcoming presentation on distracted driving.
    - Ms. Eygnor reported that students showed respect and open-mindedness during the recent transition to optional masking.
- Four County School Board Association – Linda Eygnor, Lucinda Collier
  - Ms. Eygnor reported that the Legislative Committee meeting will be held on March 12<sup>th</sup>.
  - Mrs. Eygnor reported that the Annual Meeting will be held on May 26<sup>th</sup>. The guest speakers will include the NYS Commissioner of Education, Betty Rosa, Chancellor Lester Young Jr., Regent Wade Norwood and Regent Ruth Turner.
- Policy Committee – Paul Statskey, John Boogaard, Linda Eygnor
  - The following policies were submitted for a first reading.

<b>5000</b>	<b>Non-Instruction/Business Operations</b>	
5312	District Owned Cellular Telephones	Revised
5570	Financial Accountability	Revised
5571	Allegations of Fraud	Revised
<b>6000</b>	<b>Personnel</b>	
6110	Code of Ethics for Board Members and All District Personnel	Revised
6161	Conference/Travel Expense Reimbursement	Revised

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

- No one addressed the Board of Education

#### 5. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Tina Reed and seconded by Jasen Sloan 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 February 24, 2022.

##### 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 February 16, 17, 18 and March 2, 2022;; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14363	12325	12711	13058	13236	12963	11568
14016	13750	13899				

c) 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 January 2022.

d) 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.

e) Corrective Action Plan – Extra Classroom Activity Audit

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Corrective Action Plan- Extra Classroom Activity Audit for the year ending June 30, 2021.

f) Donation to the District

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the donation of medical supplies from Sara Visingard.

g) Personnel Items:

1. Letter of Resignation –Blake Embury

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation of Blake Embury as a Social Studies Teacher effective April 7, 2022.

2. Appoint Clerk/Typist – Jamie Smith-Bundy

**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 Jamie Smith-Bundy 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: February 7, 2022-February 6, 2023

Salary: \$15.87/hour

3. Provisionally Appoint Senior Computer Services Assistant – Andrew Miterko

**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 Andrew Miterko 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 \$55,000/year effective March 14, 2022.

4. Appoint 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 Chelsey Palmer as the Chairperson of the Annual Budget Vote and Election of Board Member on May 17, 2022.

5. Appoint Election Workers 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 following individuals to work at the May 17, 2022 Annual Budget Vote and Election of Board Members to serve as Chief Inspector of Election, Inspectors of Election, and Assistant Clerks at \$15.00 per hr.

Name	Name
Ruth Martin	Lisa Williams
Amy Shear	

6. Appoint Election Workers 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 following individuals to work at the May 17, 2022 Annual Budget Vote and Election of Board Members to serve as Inspectors of Election and Assistant Clerks, pay is per the NRWSEA contract.

Name	Name
Brandy Starczewski	Sarah Munger
Chelsey Palmer	Nicholas Porter
Jennifer Kerr	

7. Appoint Election Worker 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 following individuals to work at the May 17, 2022 Annual Budget Vote and Election of Board Members to serve as Inspectors of Election, and Assistant Clerk at \$25.58 per hr.

Name
Melanie Geil

8. Approve Memorandum of Agreement

**RESOLUTION**

Upon the recommendation of the Superintendent, the Board of Education approves the Memorandum of Agreement between the District and the North Rose-Wolcott Service Employees Association fully executed on March 9, 2022.

9. Coaching and Athletic Department Appointments

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching and athletic department appointments for the 2021-22 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position	Name	Step	Years	Salary
Aquatics Director	Amy Chimieleski	4	18	\$8,993

10. 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 2021-2022 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Danielle Webster	Grant Program Aide	\$15.00/hour
Rachel Strickland	Grant Program Tutor	\$32.50/hour

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

a) SEQRA Resolution – Rooftop-Mounted Mechanical Unit (“RTU”)

WHEREAS, the North Rose-Wolcott Central School District (the "District"), is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), and

WHEREAS, the District is considering undertaking a capital improvement project (the "Project") consisting of the installation of a rooftop-mounted mechanical unit (“RTU”) that will serve the cafeteria, kitchen and staff room at the District’s High School Building, and payment of professional fees and all other necessary costs incidental to such work; and

WHEREAS, the Project involves maintenance or repair activities that include no substantial changes to the existing High School Building, and is a routine activity of an educational institution; and

WHEREAS, the Project that does not contemplate the expansion of the High School Building, either individually or collectively, by 10,000 square feet of gross floor area or more, and does not trigger any thresholds for a Type I Action per the SEQRA Regulations; and

WHEREAS, the Board of Education of the District has carefully considered the nature and scope of the Project, as well as the recommendations of its professional consultants, and has carefully applied the criteria contained in Part 617.5(c)(1) and Part 617.5(c)(10) of the Regulations, and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project is classified as a Type II Action as that term is defined in the Regulations, and is thus categorically excluded from SEQRA review.

Section 2. This Resolution shall take effect immediately.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

A motion for approval is made by Paul Statskey and seconded by John Boogaard, it was adopted and the following votes were cast:

Lucinda Collier	Voting	<u>X</u>	yes	___	no
John Boogaard	Voting	<u>X</u>	yes	___	no
Linda Eygnor	Voting	<u>X</u>	yes	___	no

Tina Reed	Voting	<u>X</u> yes	___ no
Jasen Sloan	Voting	<u>X</u> yes	___ no
Paul Statskey	Voting	<u>X</u> yes	___ no
Izetta Younglove	Voting	<u>X</u> yes	___ no

The resolution was thereafter declared adopted.

b) Resolution – Authorizing a Capital Improvement Project at a Cost Not to Exceed \$175,000 from Grant Funds Pursuant to the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP-ESSER) Funds

**WHEREAS**, the Board of Education determines, upon the recommendation of the Administration, that there is a need for improved air handling for the cafeteria, kitchen and staff room at the District’s High School Building that could be effectively addressed through the installation of a rooftop-mounted mechanical unit (“RTU”) (the “Project”); and

**WHEREAS**, the District has federal grant funds available to it pursuant to the American Rescue Plan Elementary and Secondary School Emergency Relief (“ARP-ESSER”) Fund that may be used to fund certain improvements which include the Project; and

**WHEREAS**, the Administration estimates that the cost of the Project will be \$175,000 and the funding for this expense is available through the remaining balance of the ARP-ESSER grant; and

**WHEREAS**, the Board of Education has determined by Resolution dated March 10, 2022 that the Project is properly classified as a Type II Action pursuant to the New York State Environmental Quality Review Act (“SEQRA”), and is therefore categorically exempted from any SEQRA review of potential environmental impacts; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Education hereby determines that: (a) the Project is a necessary and desirable improvement to the High School Building that will benefit both students and staff alike; and (b) the Project qualifies for inclusion under the ARP-ESSER grant funding available to the District; and

**IT IS FURTHER RESOLVED**, that the Administration is hereby authorized to take such steps as may be necessary consistent with District policies and regulations to proceed with the Project as described at a cost of \$175,000; and to keep the New York State Department of Education apprised, as appropriate, of the Project’s progress.

This resolution shall take effect immediately upon its adoption.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

A motion for approval is made by Jasen Sloan and seconded by Linda Eynor, it was adopted and the following votes were cast:

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

Linda Eygnor	Voting	<u>X</u>	yes	___	no
Tina Reed	Voting	<u>X</u>	yes	___	no
Jasen Sloan	Voting	<u>X</u>	yes	___	no
Paul Statskey	Voting	<u>X</u>	yes	___	no
Izetta Younglove	Voting	<u>X</u>	yes	___	no

The resolution was thereafter declared adopted.

**7. Items Requiring a Roll Call Vote:**

a) **Language Approval for May 17, 2022 Budget Vote**

The Board is required to formally approve the following propositions that will be considered by voters at the May 17, 2022 Budget Vote and Election of Board Members:

A motion for approval is made by Izetta Younglove and seconded by Linda Eygnor, it was adopted and the following votes were cast:

**RESOLUTION:**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following four (4) propositions as they will be presented to the voters on May 17, 2022.

**Proposition No. 1: 2022-2023 Budget**

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2022 and ending June 30, 2023, as presented by the Board of Education, in the amount of \$ XXX, be approved and adopted, the required funds be appropriated and the necessary real property taxes required be raised by a tax on the taxable property in the District to be levied and collected as required by law?

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were - 7 - votes in favor of the resolution and -0 - votes against the resolution as follows:

Lucinda Collier	Voting	<u>X</u>	yes	___	no
John Boogaard	Voting	<u>X</u>	yes	___	no
Linda Eygnor	Voting	<u>X</u>	yes	___	no
Tina Reed	Voting	<u>X</u>	yes	___	no
Jasen Sloan	Voting	<u>X</u>	yes	___	no
Paul Statskey	Voting	<u>X</u>	yes	___	no
Izetta Younglove	Voting	<u>X</u>	yes	___	no

The resolution was thereafter declared adopted.

A motion for approval is made by Jasen Sloan and seconded by Paul Statskey, it was adopted and the following votes were cast:

**Proposition No. 2: Bus Purchases**

**RESOLUTION**

Shall the Board of Education of the North Rose-Wolcott Central School District, Wayne County, New York, be authorized to purchase the following motor vehicles for use in student transportation: five (5) 64-passenger school buses at an aggregate cost of \$711,700, less any trade in value, with such sum to be paid from an expenditure of \$526,700 from the District's existing Capital Reserve Fund (known as the "Bus Purchase Capital Reserve Fund"), established by the voters of the District in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of

Education, with respect to the vehicles hereby authorized to be acquired?

If necessary, due to space constraints on the voting ballot, said proposition may be presented in substantially the following abbreviated form:

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to purchase five (5) 64-passenger school buses at an aggregate cost of \$711,700, less any trade in value, with such sum to be paid from an expenditure of \$526,700 from the District's existing Capital Reserve Fund, established by the voters in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

-----

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

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

The resolution was thereafter declared adopted.

A motion for approval is made by Izetta Younglove and seconded by Linda eygnor, it was adopted and the following votes were cast:

**Proposition No. 3: Annual Appropriations For Wolcott Public Library and Rose Free Library**

Shall the annual sum collected by the North Rose – Wolcott Central School District as required by New York State Education and Municipal laws for the 2022-23 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$17,000.00 to the total sum of \$205,100.00 annually to be allocated in the amounts of \$129,000 to the Wolcott Public Library and \$76,100.00 to the Rose Free Library?

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

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

The resolution was thereafter declared adopted.

A motion for approval is made by John Boogaard and seconded by Jasen Sloan, it was adopted and the following votes were cast:

**Proposition No. 4: New Capital Reserve Fund**

**RESOLUTION**

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to establish a new ten-year capital reserve pursuant to Section 3651 of the Education Law in an amount not to exceed \$15,000,000 to be used for renovations and additions to all District facilities, including the purchase of equipment, technology upgrades, classroom equipment and/or school infrastructure equipment, security and safety improvement, site development, athletic fields, plumbing, storm and sanitary sewers, boilers, driveways, and parking lots, such reserve fund to be funded from (i) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2022 and each fiscal year thereafter for the term of the reserve fund, (ii) transfers of excess monies from Board of Education designated reserves, (iii) amounts from budgetary appropriations from time to time, and (iv) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law?

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

Lucinda Collier	Voting	<u>X</u>	yes	_____	no
John Boogaard	Voting	<u>X</u>	yes	_____	no
Linda Eygnor	Voting	<u>X</u>	yes	_____	no
Tina Reed	Voting	<u>X</u>	yes	_____	no
Jasen Sloan	Voting	<u>X</u>	yes	_____	no
Paul Statskey	Voting	<u>X</u>	yes	_____	no
Izetta Younglove	Voting	<u>X</u>	yes	_____	no

The resolution was thereafter declared adopted.

A motion for approval is made by Paul Statskey and seconded by Linda Eygnor, it was adopted and the following votes were cast:

b) **Notice of Public Hearing and Annual School District Election**

**RESOLUTION**

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

Section 1: That pursuant to §2004(1) of the Education Law, as amended, the annual school district budget vote and election of the North Rose - Wolcott Central School District, shall be conducted in the North Rose-Wolcott High School, 11631 Salter-Colvin Rd., Wolcott, NY on Tuesday, May 17, 2022, for the purpose of voting by paper ballot upon the propositions hereinafter set forth. Polls for the purpose of voting shall be kept open between the hours of 12:00 noon and 9:00 PM local time.

Section 2: That the Public Hearing on the proposed school budget will occur Thursday, May 5, 2022 at 6:00 PM in the North Rose-Wolcott High School Auditorium in said school district.

Section 3: That the notice of said public hearing and annual school election, including the propositions to be voted upon, shall be in substantially the following form:

LEGAL NOTICE  
NOTICE OF ANNUAL SCHOOL DISTRICT ELECTION &  
PUBLIC HEARING ON PROPOSED BUDGET  
North Rose - Wolcott Central School District  
Wolcott, New York

NOTICE IS HEREBY GIVEN by the Board of Education of North Rose - Wolcott Central School District, Wayne County, New York that the annual election of the school district shall occur on the 17<sup>th</sup> day of May, 2022, in the

North Rose - Wolcott High School, 11631 Salter-Colvin Rd., Wolcott, New York from 12:00 noon until 9:00 PM for the purpose of voting, by paper ballot upon the propositions hereinafter set forth on the machine labels as follows:

**Proposition No 1: 2022-23 Budget**

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2022 and ending June 30, 2023, as presented by the Board of Education, in the amount of \$ XXX, be approved and adopted, the required funds be appropriated and the necessary real property taxes required be raised by a tax on the taxable property in the District to be levied and collected as required by law?

**Proposition No. 2: Bus Purchase**

Shall the Board of Education of the North Rose-Wolcott Central School District, be authorized to purchase the following motor vehicles for use in student transportation: five (5) 65-passenger school buses at an aggregate cost of \$711,700, less any trade in value, with such sum to be paid from an expenditure of \$526,700 from the District's existing Capital Reserve Fund (known as the "Bus Purchase Capital Reserve Fund"), established by the voters of the District in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

---

If necessary, due to space constraints on the voting ballot, said proposition may be presented in substantially the following abbreviated form:

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to purchase five (5) 64-passenger school buses at an aggregate cost of \$711,700, less any trade in value, with such sum to be paid from an expenditure of \$526,700 from the District's existing Capital Reserve Fund, established by the voters in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

**Proposition No. 3: Annual Appropriations For Wolcott Public Library and Rose Free Library**

Shall the annual sum collected by the North Rose - Wolcott Central School District as required by New York State Education and Municipal laws for the 2022-23 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$17,000.00 to the total sum of \$205,100.00 annually to be allocated in the amounts of \$129,000 to the Wolcott Public Library and \$76,100.00 to the Rose Free Library?

**Proposition No. 4: Capital Reserve Proposition**

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to establish a new ten-year capital reserve pursuant to Section 3651 of the Education Law in an amount not to exceed \$15,000,000 to be used for renovations and additions to all District facilities, including the purchase of equipment, technology upgrades, classroom equipment and/or school infrastructure equipment, security and safety improvement, site development, athletic fields, plumbing, storm and sanitary sewers, boilers, driveways, and parking lots, such reserve fund to be funded from (i) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2022 and each fiscal year thereafter for the term of the reserve fund, (ii) transfers of excess monies from Board of Education designated reserves, (iii) amounts from budgetary appropriations from time to time, and (iv) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law?

FURTHER NOTICE IS GIVEN that a copy of the statement of the estimated monies which will be required during the 2022-23 fiscal year for school purposes, specifying the purposes and the amount of each and a copy of the report of the amount of total assessed value of the final assessment roll(s) used in the budgetary process that is exempt from taxation will be available, upon request, to taxpayers in this District during the hours of 8:00 AM to 4:00 PM from May 3, 2022 to May 17, 2022, exclusive of Saturdays, Sundays and holidays, at each schoolhouse in the District, the Rose Free Library, the Wolcott Public Library, and on the District website: [www.nrwcs.org](http://www.nrwcs.org).

## ELECTION OF MEMBERS OF THE BOARD OF EDUCATION

NOTICE IS ALSO GIVEN That the Public Hearing on the proposed school budget will occur Thursday, May 5, 2022 at 6:00 PM in the North Rose-Wolcott High School Auditorium in said school district.

NOTICE IS ALSO GIVEN that petitions nominating candidates for the office of Board of Education member must be filed with the District Clerk no later than 5:00 PM local time, on April 18, 2022. Vacancies for school board members will occur as follows:

Two (2) Board Members will be elected at that time:

- Two (2) terms of five (5) years beginning – July 1, 2022-June 30, 2027 to succeed the following incumbents: John Boogaard and Izetta Younglove

Petitions to nominate a candidate for member of the Board of Education may be secured from the District Clerk at the District Office, 11631 Salter-Colvin Road, Wolcott, New York 14590, Monday through Friday, exclusive of legal holidays, between the hours of 8:00 AM and 5:00 PM. Each petition shall be signed by at least twenty-five (25) qualified voters of the district, and state the name and residence address of each candidate and the name and residence address of each signer.

FURTHER NOTICE IS GIVEN that the election of members of the Board of Education is at large. The candidate receiving the greatest number of votes cast will be elected.

NOTICE IS ALSO GIVEN that applications for absentee ballots may be obtained from the District Clerk between 8:00 AM and 4:00 PM Monday - Friday, excluding holidays. Applications must be received at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. The District Clerk must receive absentee ballots no later than 5:00 PM local time on Tuesday, May 17, 2022. A list of all persons to whom absentee ballots have been issued will be available for public inspection during regular business hours at the district office.

NOTICE IS ALSO GIVEN that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at (315) 594-2020 or [tstjohn@nrwcs.org](mailto:tstjohn@nrwcs.org). For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 PM on April 22, 2022. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

Dated: March 10, 2022

By Order of the Board of Education of the North Rose-Wolcott Central School District

Wolcott, NY 14590

Tina St. John, District Clerk

First Publication: March 30, 2022, Second through Fourth Publication: Weeks of: April 10, April 24 and May 1, 2022.

Section 4: That the school District Clerk is authorized and directed to cause such notice of the public hearing and annual school election to be given in substantially the form hereinbefore prescribed by publishing the same four (4) times within the seven (7) weeks preceding the annual school election (May 17, 2022), the first publication to appear at least forty-five (45) days before the event, in the *Lake Shore News* and the *Finger Lakes Times* the official district newspapers, and by giving such other notice as may be deemed advisable.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

Lucinda Collier	Voting	<u>X</u> yes	___ no
John Boogaard	Voting	<u>X</u> yes	___ no
Linda Eygnor	Voting	<u>X</u> yes	___ no
Tina Reed	Voting	<u>X</u> yes	___ no
Jasen Sloan	Voting	<u>X</u> yes	___ no
Paul Statskey	Voting	<u>X</u> yes	___ no
Izetta Younglove	Voting	<u>X</u> yes	___ no

c) **Resolution to Authorize the Unsealing and Opening of Ballot Box**

RESOLUTION TO AUTHORIZE AND DIRECT THE UNSEALING AND OPENING OF BALLOT BOXES CONTAINING VALID BALLOTS, TOGETHER WITH ENVELOPES CONTAINING DEFECTIVE OR SPOILED BALLOTS, EXCESS BALLOTS, AND VOID OR WHOLLY BLANK BALLOTS, RELATED TO THE SCHOOL DISTRICT'S ANNUAL MEETING ON MAY 18, 2021 AND THE DESTRUCTION OF SAID MATERIAL PER EDUCATION LAW § 2034(6)(b).

**WHEREAS**, the North Rose-Wolcott Central School District ("School District") held its annual meeting and an election on May 18, 2021 and, after the ballots were counted and all statements required by Education Law § 2034 were made, all ballots, envelopes containing defective or spoiled ballots, excess ballots, and void or wholly blank ballots were gathered and placed into the ballot boxes, which were then securely locked and sealed by the School District's inspector(s) of election and deposited by the chief inspector with the District Clerk; and

**WHEREAS**, the above-referenced ballot boxes have remained locked and sealed in said ballot boxes since that time and the ballot boxes have not been opened or unsealed; and

**WHEREAS**, a period of six months have passed from the date of the above-referenced annual meeting and election without any proceeding having been commenced concerning that meeting or vote; and

**WHEREAS**, under such circumstances, Education Law § 2034(6)(b) authorizes the Board of Education to direct the unsealing and opening of said ballot boxes and the destruction of all ballots contained therein, together with any unused ballots; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT that it hereby authorizes and directs the School District Clerk to open and unseal the above-referenced ballot boxes and destroy all ballots contained therein, together with any unused ballots, envelopes containing unused ballots and any void or wholly blank ballots pursuant to Education Law § 2034(6)(b);

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

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were 7 votes in favor of the resolution and 0 votes against the resolution as follows:

Lucinda Collier	Voting	<u>X</u> yes	___ no
John Boogaard	Voting	<u>X</u> yes	___ no
Linda Eygnor	Voting	<u>X</u> yes	___ no
Tina Reed	Voting	<u>X</u> yes	___ no
Jasen Sloan	Voting	<u>X</u> yes	___ no
Paul Statskey	Voting	<u>X</u> yes	___ no
Izetta Younglove	Voting	<u>X</u> yes	___ no

**Superintendent Update** – Superintendent Michael Pullen

- Mr. Pullen reported that March 18<sup>th</sup> is a Superintendent's Conference Day. Sweethearts and Heroes, Trooper Klweicki, Deputy Mansell and Mr. DiGiambattista will be presenting to the staff on that day.
- Mr. Pullen reported that the Wayne County Supervisors are looking to eliminate the property tax break received from the shared sales tax. Mr. Pullen encouraged the residents to reach out to the Supervisors to advise against this due to the impact that it would have on our school.

**Additions to the Agenda:**

A motion for approval of the item as listed under the ADDITIONS TO THE AGENDA is made by Linda Eygnor and seconded by Izetta Younglove with the motion approved 7-0.

1. Written Agreement between the Superintendent and an Employee of the District

**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 an employee of the District, executed on March 10, 2022, and the resignation of such employee, effective June 30, 2022.

2. Letter of Resignation –Joseph Sarratori

**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation of Joseph Sarratori as a Science Teacher effective March 10, 2022.

**Good News:**

- Various newspaper articles
- Career Night

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

- There were no requests

**Informational Items:**

- Claims Auditor Reports

***Executive Session***

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

The motion was made by Tina Reed and seconded by Linda Eygnor with motion approved 7-0.

Time entered: 8:07p.m.

**Return to regular session at 9:03p.m.**

Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Izetta Younglove and seconded by Linda Eygnor with motion approved 7-0.

Time adjourned: 9:04p.m.

---

Tina St. John, Clerk of the Board of Education

**TO:** Mr. Michael Pullen, Superintendent  
Board of Education

**FROM:** Gary Barno, Acting Ass't Superintendent for Business and Operations

**SUBJECT:** 2020-21 ECA Audit - Corrective Action Plan (Revised)

**DATE:** March 15, 2022

We have recently received our audit of the 2020-21 Extra Classroom Activity Funds by our independent auditor, Mengel, Metzger, Barr & Co, LLP. The audit report has been reviewed and discussed with our Audit Committee on January 7<sup>th</sup>, 2022. The auditors' findings have been noted as shown below together with my responses:

**High School**

**Finding: Deficit Balances –**

The auditors noted two clubs with deficit balances at fiscal year-end.

***Corrective Action Planned:** Every effort will be made to ensure that all receipts are collected in a timely manner and all club accounts will end the fiscal year with positive account balances.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**Finding: Receipts –**

The audit examination identified that cash receipts were not turned over to the Central Treasurer in a timely manner.

***Corrective Action Planned:** The central treasurer will coordinate with club advisors to ensure that all extra-classroom activity receipts are turned over and cash is deposited in a timely manner.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**(Continued)**

**Finding: Profit and Loss Statements –**

The auditors have noted two instances where revenues and expenses were not easily traceable from the profit and loss statement to the general ledger.

***Corrective Action Planned:** The Central Treasurer will work closely with class advisors and student treasurers to ensure that profit and loss statements reflect revenue and expense detail that can be traced to the general ledger.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**Middle School**

**Finding: Sales Tax –**

The audit examination has identified three instances where sales tax was not paid on purchases.

***Corrective Action Planned:** All sales will be reviewed to ensure that sales tax is paid on all taxable purchases.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**Elementary School**

**Finding: General Accountability –**

The auditors have noted that a general ledger through the end of the fiscal year was not available for review.

***Corrective Action Planned:** The central treasurer will begin a process of quarterly reporting to the business office that will help ensure that a general ledger is maintained throughout the fiscal year and available for the audit at the end of year.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**Finding: Inactive Clubs –**

The auditors have noted that several clubs were financially active during the 2020-21 fiscal year.

***Corrective Action Planned:** A review of all inactive clubs has been made to determine if future financial activity is anticipated. All clubs that do not anticipate future activity will be closed according to District policy.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations  
**Anticipated Completion Date:** June 30, 2022

**(Continued)**

**Finding: Related Party –**

It was noted that a few clubs conducted business with a related party at the Middle School.

***Corrective Action Planned:** The District has provided guidance to the Central Treasurer to ensure competitive pricing is maintained when using such vendor in order to maintain an arm's length transaction. In addition, the treasurer will provide at least one other quote.*

**Contact Person:** Gary Barno, Acting Ass't Superintendent for Business and Operations

**Anticipated Completion Date:** June 30, 2022

No further findings were noted

---

# NORTH ROSE-WOLCOTT CSD 2022-2023 Academic Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	^16	^17	18	19	20
21	22	23	24	25	26	27
28	29	<30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<21>	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	^24	^25	^26	^27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	<17>	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	^19	^20	^21	22
23	^24	^25	^26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	^2	^3	^4	^5	6
7	^8	^9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	^14	^15	^16	17
18	19	^20	^21	^22	<23>	24
25	26	27	28	29	30	

Notes & Holidays	
<b>JULY</b>	
Independence Day Observed	July 4, 2022
<b>AUGUST</b>	
Regents Exams	August 16-17, 2022
Professional Development Days	August 30-31, 2022
<b>SEPTEMBER</b>	
Professional Development Days	September 1, 2022
Labor Day Holiday	September 5, 2022
School Opens for Students	September 6, 2022
<b>OCTOBER</b>	
Columbus Day	October 10, 2022
Professional Development Day	October 21, 2022
<b>NOVEMBER</b>	
Veterans' Day	November 11, 2022
Thanksgiving Recess	November 23-25, 2022
<b>DECEMBER</b>	
Winter Holiday Break	December 23-30, 2022
<b>JANUARY</b>	
Winter Holiday Break	January 2, 2023
School Reopens for Students	January 3, 2023
Martin Luther King, Jr. Day	January 16, 2023
Regents Exams	January 24-27, 2023
<b>FEBRUARY</b>	
Presidents' Week Recess	February 20-24, 2023
<b>MARCH</b>	
Professional Development Day	March 17, 2023
<b>APRIL</b>	
Spring Recess	April 3-7, 2023
Gr. 3-8 NYS ELA EXAM Paper-based	April 19-21, 2023
Gr. 3-8 NYS ELA EXAM Computer-based	April 19-26, 2023
<b>MAY</b>	
Gr. 3-8 NYS Math EXAM Paper-based	May 2-4, 2023
Gr. 3-8 NYS Math EXAM Computer-based	May 2-9, 2023
Memorial Day	May 29, 2023
<b>JUNE</b>	
Regents Exams	June 14-16, 20-22, 2023
Graduation	June 16, 2023
Juneteenth	June 19, 2023
Professional Development Day	June 23, 2023

181 Student Days/ 187 Teacher Days

Legend:

[ ] Holiday Recess      < > Professional Development Day

^Regents/State Exams

Board of Education Approved:  
Revised:

**North Rose - Wolcott Central School District**  
**Board of Education Meeting Calendar**  
**2022-2023**

*Meetings held at **6:00 PM** in the **Auditorium of the Middle School** unless otherwise announced*

July 5, 2022 -Tuesday - Re-Organization & Regular meeting

August 11, 2022

August 25, 2022

September 8, 2022

September 22, 2022

October 13, 2022

October 27, 2022

November 10, 2022

December 8, 2022

January 12, 2023

January 26, 2023

February 9, 2023

February 23, 2023

March 9, 2023

March 23, 2023

April 13, 2023

April TBD – BOCES Vote

May 11, 2023

May 16, 2023 - ***Budget Vote & Election of Board Members***

May 25, 2023

June 8, 2023

Note: Meetings will held the 2<sup>nd</sup> & 4<sup>th</sup>Thursday unless otherwise noted. Additional meetings will be scheduled as required.

Instructional/Business

~~Non-~~

~~Operations~~

**SUBJECT: ~~DISTRICT-OWNED CELLULAR TELEPHONES~~**

~~— The Board of Education recognizes that certain district employees will be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation #5312R. Such list shall be reported to and approved by the Board of Education each year at the district's reorganization meeting in July.~~

~~— The District shall purchase all equipment and service contracts from the state contract or its equivalent.~~

~~— The employee shall make every attempt to use their cellular phones for business purposes only. In the event an employee uses a district-owned cellular telephone for other than business purposes, the employee will reimburse the district within 30 days of notice. Authorization to use a district-owned cellular telephone shall be restricted for any employee who is delinquent in reimbursing the District for non-business calls.~~

~~— All district-owned cellular telephones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.~~

~~— As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office.~~

~~— At least once each year, the Purchasing Agent shall evaluate the District's cellular telephone plan and shall recommend any appropriate modifications thereto.~~

**RECOMMENDED REPLACEMENT POLICY**

2022 5312

Instructional/Business

Non-  
Operations

**SUBJECT: DISTRICT-OWNED CELL PHONES ASSIGNED TO INDIVIDUAL EMPLOYEES**

A School District-owned cell phone or smart phone will be issued to a District employee when required by that employee's job duties, as determined by the Superintendent of Schools or designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone or smart phone:

- a) The phone may not be used by anyone other than the School District employee.
- b) The Designee shall be allowed to use the District phone for personal use. However, the designee must reimburse the District on a monthly basis for any and all additional expenses resulting from his/her personal use.
- c) All use of a District-owned cell phone or smart phone must be in compliance with the District's Code of Conduct and all Board of Education policies, as well as applicable laws, rules and regulations.

**SUBJECT: FINANCIAL ACCOUNTABILITY**

The North Rose-Wolcott Central School District has internal controls in place to ~~ensure~~ verify that:

- a) The goals and objectives of the District are accomplished;
- b) The District complies with the laws, regulations, policies, and good business practices;
- c) Audit recommendations are considered and implemented;
- d) Operations are efficient and effective;
- e) Assets are safeguarded; and
- f) Accurate, timely and reliable data are maintained.

The District's governance and control environment will include the following:

- a) The District's code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are less-than-arm's length are prohibited. Less-than-arm's length is a relationship between the District and employees or vendors who are related to District officials or Board members.
- b) The Board requires corrective action for issues reported in the Certified Public Accountant's (CPA's) management letter, audit reports, the Single Audit, and consultant reports.
- c) The Board has established the required policies and procedures concern—ing District operations.
- d) The Board routinely receives and discusses the necessary fiscal reports including the:
  1. Treasurer's cash reports,
  2. Budget status reports,
  3. Revenue status reports,
  4. Monthly extraclassroom activity fund reports, and
  5. Fund balance projections (usually starting in January).
- e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.

(Continued)

**SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)**

- f) The District requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.
- g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.
- h) The District's information systems are economical, efficient, current, and up-to-date.
- i) ~~Confidential~~ computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off-site or in a secure ~~fireproof~~ location.
- j) The District periodically verifies that its controls are working efficiently.

Formatted: Font color: Red, Strikethrough

**Audit Response**

Periodically, the District receives audit reports from the External (Independent) Auditor and/or the Office of the New York State Comptroller. The Board will review all audit recommendations in consultation with the audit committee, and respond appropriately. Independent and Comptroller audit reports and the accompanying management letters will be made available for public inspection. The District will also timely post a copy of the annual external audit report or the Comptroller's final audit report on its website for a period of five years. Notice of the availability of independent and Comptroller audit reports will be published in the District's official newspaper or one having general circulation in the District. If there is no newspaper, notice must be placed in ten public places within the District.

**Discipline / Civil and Criminal Penalties**

Individuals who fail to follow Board policies and/or District protocols related to financial accountability and/or internal controls will be subject to discipline, up to and including termination, and may additionally be subject to civil and/or criminal penalties.

Education Law § 2116-a(3-b)  
8 NYCRR § 170.12  
General Municipal Law § 33(2)(e) and 35(1), (2)

NOTE: Refer also to Policy #5572 -- Audit Committee

Adopted: 1/9/07  
Revised: 4/14/15; 3/24/20, 3/ /22

## POLICY 5571

### SUBJECT: ALLEGATIONS OF FRAUD

#### Reporting and Investigations of Allegations of Fraud

All Board members and officers, District employees and third party consultants are required to abide by the District's policies, administrative regulations and procedures in the conduct of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of District operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System ~~musts to~~ disclose such information according to the reporting procedures established by the District. The reporting procedures will follow the chain of command as established within the department or school building or as enumerated in the District's Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ~~ensure provide~~ impartial, ~~independent~~ investigation, allegations of financial improprieties/fraud and/or wrongful conduct ~~must will~~ be reported ~~as applicable~~, to the Internal Auditor (if available), or the Independent (External) Auditor, or the School Attorney, or the Board of Education. ~~The District's prohibition of wrongful conduct, including fraud, will be publicized within the District as deemed appropriate; and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money.~~

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

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

~~An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).~~

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

Any employee of the School District who has reasonable cause to believe that the fiscal practices or actions of an employee or officer of the District violates any local, state, federal law or rule and regulation relating to the financial practices of the District, and who in good faith reports such information to an employee or official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report, as provided by law and Board policy. Further, neither the School District,

Formatted: Font: Not Italic

nor employee or officer thereof, shall take, request, or cause a retaliatory action against any such employee who makes such a report.

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

**Knowingly Makes False Accusations**

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

Education Law Section 3028-d

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

**POLICY 6110**

**SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL**

**General Provisions**

Officers and employees of the District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This policy establishes those standards for Board members, officers and employees of the District.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

**Standards of Conduct**

The following rules and standards of conduct apply to all officers, including Board members, and employees of the District.

Gifts

No person may directly or indirectly solicit, accept, or receive any gift having a value of \$75 or more under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of ~~his or her~~ their official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

Confidential Information

No person may disclose confidential information acquired by ~~him or her~~ them in the course of ~~his or her~~ their official duties or use this information to further ~~his or her~~ their personal interests.

Conflicts of Interest

Except as permitted by law, no person may have an interest in any contract with the District when ~~he or she~~ they, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or ~~his or her~~ their deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

No employee, officer, or agent ~~may will~~ participate in selecting, awarding, or administering a contract supported by a federal award if ~~he or she has~~ they have a real or apparent conflict of interest. These conflicts could arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in or a tangible personal interest benefit from a firm considered for a contract. The employees, officers, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District may, however, set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Formatted: Font color: Red, Strikethrough

"Interest," as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his or her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which ~~he or she~~ they are is a member or employee; a corporation of which ~~he or she~~ they are is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by ~~him or her~~ them.

The provisions of the preceding four paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

#### Representing Others in Matters Before the District

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District if the person is an officer or employee of the District and has jurisdiction or power to appoint any District officer or employee. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual's compensation is contingent upon any action by the District with respect to the matter (provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered).

#### Disclosure of Interest in Contracts and Resolutions

Any District officer or employee who has, will have, or later acquires an interest in, or whose spouse has, will have or later acquires an interest in any actual or proposed contract, resolution, purchase agreement, lease agreement, or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of that interest in writing, except as excluded by law. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest, and must be filed with the person's immediate supervisor and the Board. Any written disclosure will be made part of and included in the official minutes of the relevant Board meeting.

#### Recusal and Abstention

No District officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when ~~he or she~~ him or they knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which ~~he or she~~ they are is deemed to have an interest.

Recusal and/or abstention is/are not required with regard to matters that may pertain to or affect all Board members, employees, and/or residents. Moreover, recusal and/or abstention is/are not required with regard to the performance of non-discretionary functions.

When questions arise as to whether recusal and/or abstention is/are required with regard to a particular matter, the Board may decide by majority vote (consulting counsel and legal precedent as may be necessary), how to interpret the requirements of this policy.

#### Investments in Conflict with Official Duties

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his or her official duties, or that would otherwise impair his or her independence of judgment in the exercise or performance of his or her official powers or duties.

Formatted: Font color: Red, Strikethrough

### Private Employment

No person may engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

### Future Employment

No person may, after the termination of service or employment with the District, appear before the District on behalf of his or her employer in relation to any case, proceeding, or application in which ~~he or she~~ they personally participated during the period of ~~his or her~~ their service or employment with the District or which was under ~~his or her~~ their active consideration while ~~he or she was~~ they were with the District.

### Notice of Code of Ethics and General Municipal Law Sections 800-809

The Superintendent will ~~verify ensure~~ that a copy of this code of ethics is distributed to every District officer and employee, and that a copy of General Municipal Law Sections 800-809 is posted conspicuously in each District building. The failure to distribute this code of ethics or to post General Municipal Law Sections 800-809 will have no effect on either the duty of District officers and employees to comply with their provisions, or the ability of the District or other relevant authorities to enforce them.

### Penalties

Any person who knowingly or intentionally violates any of the provisions of this policy may be fined, suspended, removed from office or employment, or subject to additional or other penalties as provided by law.

Education Law § 410  
General Municipal Law Article 18 and §§ 800-809  
2 CFR § 200.318(c)(1)

Revised: 6/24/97; 1/9/07; 3/20/12; 2/27/18, ~~3/ /22~~

Formatted: Underline, Strikethrough

Formatted: Font color: Red, Strikethrough

## POLICY 6161

### SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

Conference travel ~~must~~will be for official business and ~~must~~will be made utilizing a cost-effective and reasonable method of travel. The Board will reimburse employees and officials for reasonable actual costs incurred to attend pre-approved conference opportunities that are directly related to the employees' or officials professional development.

All conference travel must ~~have~~be submitted by employees and officials using a completed Travel/~~Conference Request Form on file~~ which has been approved by the ~~appropriate supervisor~~Superintendent of Schools. ~~No expense(s) shall be reimbursed by the District unless approved by the Superintendent of Schools or his/her designee following the employee's or official's submission of a completed Travel/Conference Request Form.~~Travel Conference Requests which have reimbursable employee expenses Travel Conference Request Forms are only to be used by District employees.

~~All conference reimbursement requests must be submitted using a Travel Conference Reimbursement Form.~~

The Board will establish, each fiscal year, the reimbursement rates for mileage, meals, and lodging based on the published Internal Revenue Service publication 1542 guidance in effect at that time.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board approved per diem rates, ~~which are modeled after the United States General Services Administration per diem rates~~

Original receipts are required when submitting for parking and tolls, however "EZ-Pass" statements may be substituted with the appropriate charges highlighted.

New York State sales tax cannot generally be reimbursed. Sales tax may, however, be reimbursed when such costs constitute an actual and necessary expense. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

For purposes of this policy, members of the Board and other non-employees authorized to travel and attend conferences on behalf of the District shall be covered as if they were employees.

~~Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.~~

General Municipal Law § 77-b(2)

NOTE: Refer also to Policy #5313 -- Reimbursement for Meals/Refreshments

Adopted: 6/24/97

Revised: 1/9/07; 10/28/08; 2/9/16, 3/ /22



March 14, 2022

Ms. Sigrid Coons  
New York State Education Department  
Bureau of Facilities Planning  
Room 1060, Educational Building Annex  
89 Washington Avenue  
Albany, New York 12234

RE: North Rose Wolcott CSD – Emergency Project

Dear Ms. Coons,

In support of the Board of Education's declaration of an emergency project related to the recent systems failure, SEI offers the following:

It is our understanding that an unexpected failure of a roof at the North Rose elementary school occurred on 3/6/22. The failure of this component has resulted in damage to sub-structure of the roof and classroom below. It is SEI's understanding that this failure was premature and not related to aged deterioration of a system but to a significant wind event. Therefore, the resultant failure is not due to a foreseeable event and is justifiably a candidate for correction under the criteria established for Emergency Projects by the New York State Education Department's Department of Facilities Planning.

Please feel free to contact me if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Bald", is written over a light grey horizontal line.

Sarah A. Bald, AIA  
Associate

Copy: Michael Pullen – NRW CSD  
Gary Barno – NRW CSD  
File

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

**TIMELY AND IMPORTANT INFORMATION**

TO: District Clerks

FROM: Cindy Murray, BOCES Board Clerk

DATE: February 1, 2022

SUBJECT: Nominations for BOCES Board Members

This is a notice that nominations for candidates for the BOCES Board must be received in my office by 4:00 PM on **Monday, March 28, 2022**. The nomination form is attached along with a memo from BOCES Board President, Lynn Gay, regarding the process.

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

An official ballot will be sent to you in April for voting on BOCES Board candidates and the administrative budget. The date for such voting by component boards has been established for Wednesday, April 27, 2022 and the results of the vote are to be reported to my office on the next day, April 28.

If you have any questions, please feel free to call me at (315) 332-7284. Thank you.

**WAYNE-FINGER LAKES BOCES**  
**2022 Official Certificate of Nomination**  
**BOCES Board Member**

By resolution, at a meeting on \_\_\_\_\_ 2022 the Board of Education of  
\_\_\_\_\_ School District nominated

\_\_\_\_\_  
(first and last name) (e-mail address)

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

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

to be a candidate for election to membership on the Board of Education of the Wayne-Finger Lakes BOCES, commencing on July 1, 2022, for a term of three years ending June 30, 2025.

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

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

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

The above nomination was filed in my office on \_\_\_\_\_ 2022

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

**This form must be received no later than 4:00 PM on Monday, March 28, 2022.**  
**E-MAIL OR FAX THIS OFFICIAL CERTIFICATE OF NOMINATION TO:**  
Cindy Murray, Board Clerk  
Wayne-Finger Lakes BOCES  
cindy.murray@wflboces.org (e-mail) or 315-332-7325 (fax)

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

**Administrative Offices  
Regional Support Center**  
Eisenhower Building  
131 Drumlin Court  
Newark, NY 14513-1863  
(315) 332-7284  
FAX (315) 332-7325

District Superintendent:  
Dr. Vicma Ramos

**John Addyman  
Timothy DeLucia  
Michael Ellis  
Lynn Gay, Board President  
Joseph McNamara  
Anne Morgan  
Pamela Pendleton  
Philip Rose, Board Vice President  
O.J. Sahler**

TO: Component Board Members
FROM: Lynn Gay, Board President
DATE: February 1, 2022
RE: Activities Related to BOCES Annual Meeting, Administrative Budget, and Election of Board Members

Enclosed is an outline of the major activities that need to be undertaken concerning the BOCES annual meeting and special vote date for the BOCES administrative budget and election of board members. The law requires, by February 1, the establishment of a date for the Annual Meeting and the designation of a special public meeting date of all the component school boards to elect BOCES Board members and vote on the administrative budget. As determined in July 2021, the Annual Meeting has been scheduled for Tuesday, April 5, 2022. The date of Wednesday, April 27, 2022 has been set to vote on the administrative budget and election of BOCES board members.

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

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

The Clerk of the BOCES Board will send each district's Board Clerk a Certificate of Nomination form to use in nominating a person for election to the BOCES Board. Nominations must be received no later than 4:00 PM on Monday, March 28, 2022. A ballot will be forwarded to your District Clerk two weeks prior to Wednesday, April 27, for the BOCES board member election and administrative budget vote.

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

cc: District Clerks  
Superintendents

**WAYNE-FINGER LAKES BOCES  
2022 BOARD MEMBER ELECTION &  
ADMINISTRATIVE BUDGET VOTE**

The BOCES Board has established **Tuesday, April 5, 2022 as the Annual Meeting** date and has designated **Wednesday, April 27, 2022 for a special public meeting of each component school board** for the purpose of voting to elect BOCES board members and voting on the BOCES administrative budget.

Below is information on our procedure:

**ANNUAL MEETING**

- District clerks will receive budget information via e-mail in March 2022 and will be asked to send information to their Board Members. District Clerks will receive one copy of our Annual Meeting Booklet (Annual Meeting Booklet will also be posted on our website at [www.wflboces.org](http://www.wflboces.org)).
- Print public notice of the time and location of the annual meeting in two newspapers, once each week for two weeks beginning March 21. Notice will include a summary of the administrative, capital and program budgets.
- Comply with reasonable requests for additional information.
- Present administrative, capital and program budgets at the Annual Meeting on Tuesday, April 5, 2022.

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

- BOCES Board Clerk e-mails certificate of nomination form to component district clerks in February.
- Component district board nominations returned to BOCES Board Clerk no later than 4:00 PM on Monday, March 28, 2022.
- Ballot from BOCES mailed to component districts by Wednesday, April 13, 2022.
- Nominations will be rejected by the clerk of the BOCES Board if:
  - A component school district has another resident serving on the BOCES board, unless that member's term will expire at the end of the current year, or the number of BOCES board seats exceeds the number of component school districts, or an unrepresented district declines to make a nomination **or**
  - If the person nominated is not a resident of any component school district of the BOCES **or**
  - If the person is employed by a component district within the supervisory district.
- Each component board is entitled to cast one vote per vacancy, but no more than one vote per candidate. BOCES Board members are elected by resolution of the component boards on the ballot prepared by the BOCES clerk. This year we have three open seats each for a 3-year term. BOCES board members whose terms will expire on June 30, 2022 are: Timothy DeLucia (Victor); Joseph McNamara (Seneca Falls); and Philip Rose (Sodus).
- Single component district vote cast regarding BOCES administrative budget at the special meeting on Wednesday, April 27, 2022, **and the results must be transmitted to the BOCES clerk no later than one business day after the election (Thursday, April 28).**
- If the majority of the total number of component school districts actually voting do not approve the tentative administrative budget, or if there is a tie vote (half of the districts approve, half disapprove), the BOCES must prepare and adopt a contingency administrative budget.

Dated: 2/1/22



