

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

February 9, 2023

6:00 PM

Auditorium of the Middle School

AGENDA

1. Call to Order/Pledge of Allegiance

Approval of Agenda

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of February 9, 2023.

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

2. Presentations:

- Student Presentation – NRWE Students
 - Joey Barnes, 4th Grade
 - Vincenzo Bianco, 4th grade
- North Rose-Wolcott Elementary School– Christie Graves, Joseph Canori
 - School Improvement Plan – Update
- Budget Presentation– Gary Barno
- Superintendent Update

3. Reports and Correspondence:

- Board of Education Building Liaisons
 - Elementary School –Linda Eygnor
 - Middle School – Paul Statskey
 - High School – Tina Reed
- Four County Update – Linda Eygnor
- Handbook Committee – Lucinda Collier, Tina Reed, Jasen Sloan
- Audit Committee –John Boogaard, Shelly Cahoon, Linda Eygnor
- Building & Grounds/Capital Project/Energy Committee – Jasen Sloan, Shelly Cahoon, Paul Statskey
- District Safety Committee – Jasen Sloan
- Alternative Learning Center – Jasen Sloan
- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
 - First Reading: The following policies are being submitted for a first reading.

5000	Non-Instructional/Business Operations	
5660	Meal Charge and Prohibition Against Meal Shaming	Revised
5670	Records Management	Revised
5721	Idling School Buses on School Grounds	Revised
5730	School Bus Safety Program	Revised
5740	Qualifications of Bus Drivers	Revised
5683	Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills	Revised

4. Public Access to the Board:

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

5. Consent Agenda:

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

a. Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of January 26, 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 January 11, 13, 17, 18, 27, and 31, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

12561	14661	12272	12275	14664	14725	13449	12328	14836
14466	14455	14840	13014	13083	13143	14843		

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. Award Audit Services – Mengel Metzger Barr & Co

RESOLUTION

WHEREAS, the North Rose-Wolcott Central School District (the “District”) has participated in the Wayne Finger lakes BOCES RFP for audit services known as “WFLRFP 2023-27 Independent Audit Services”, and

WHEREAS, the District has two (2) received proposals for audit services beginning July 1, 2023 from prominent CPA firms, and

WHEREAS, a District selection committee has been formed for reviewing, evaluating, and making a recommendation to award the proposal for audit services beginning July 1, 2023 and

BE IT RESOLVED to award the WFLRFP 23-27 Proposal for Legal Services, upon the recommendation of the Superintendent, to Mengel Metzger Barr & Co.

e. Amendment to 2022-23 Budget

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approve the budget amendment in the amount of \$29,644.41 from insurance proceeds and amend the 2022-2023 budget by an increase of \$29,644.41 to the Repairs and Towing code A-5510-400-06-2800.

f. Personnel Items:

1. Letter of Resignation –Joe Canori

Joe Canori has submitted a letter of resignation as Administrative Intern.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Joe Canori as Administrative Intern effective February 17, 2023.

2. Letter of Resignation –Sarah Lynn
Sarah Lynn has submitted a letter of resignation as School Monitor.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Sarah Lynn as School Monitor effective February 17, 2023.

3. Appoint Bus Driver-Tracy Johnson
Jeremy Barnes recommends Tracy Johnson to the position of School Bus Driver.

RESOLUTION

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

Probationary Period: February 13, 2023-February 12, 2024
Salary: \$23.00/hr.

4. Appoint Cook – Megan Jock
Rita Lopez recommends Megan Jock to fill a Cook position.

RESOLUTION

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

Probationary Period: February 13, 2023-February 12, 2024
Salary: \$15.75/hr.

5. Appoint Food Service Helper – Keri McQuown
Rita Lopez recommends Keri McQuown to fill a Food Service Helper position.

RESOLUTION

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

Probationary Period: February 13, 2023-February 12, 2024
Salary: \$15.00/hr.

6. Permanent Appointment –Kristin Flowers
Jeremy Barnes recommends Kristin Flowers to a permanent appointment as School Monitor.

RESOLUTION

Be it resolved, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the permanent appointment of Kristin Flowers as School Monitor effective January 11, 2023.

7. 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 2022-2023 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Cathy LaValley	Grant Program Teacher	\$33.50/hr.
Chere Poole	Grant Program Teacher Aide	\$17.87/hr.

8. Nomination of BOCES Board Member

RESOLUTION

Be it resolved that the Board of Education of the North Rose Wolcott Central School District nominate Linda Eygnor to be a candidate for election to membership on the Board of Education of the Wayne-Finger Lakes BOCES, commencing on July 1, 2023, for a term of two or three years ending June 30, 2025 (for the 2-year term) and June 30, 2026 (for the 3-year terms).

9. Appoint Volunteers

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following individuals to work as a volunteer in the district for the 2022-2023 school year.

Carrie Brown

Tera Ludlum

6. Policies

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

1. 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:

3000	Community Relations	
3220	Public Participation at Board Meetings	Delete

Board Member Requests/Comments/Discussion:

Good News

Informational Items:

- Claims Auditor Reports

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

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING**Purpose**

The goal of the North Rose-Wolcott School District Food Service Program is to provide student access to nutritious or low-cost meals each school day and to ensure that a pupil whose parent or guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent or guardian does not have unpaid meal fees.

However, unpaid charges place a large financial burden on our school. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the North Rose-Wolcott School District Food Service Program in a way that does not stigmatize, **distress** or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. The District provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Policy**Access to Meals**

~~Free Meal Benefit – Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day that is eligible for reimbursement. A la carte items or other similar items must be paid/prepaid.~~

~~Reduced Meal Benefit – Reduced eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charged meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.~~

~~Full Pay Students – Students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.~~

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for ~~\$0.00~~ *free* and lunch of their choice for ~~\$0.00~~ *free* each day. A la carte items or other similar items must be paid/prepaid.

- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) ~~NYSED~~ Webinar or the school's training program.
- b) Staff training includes ongoing eligibility certification for free or reduced-price meals.

(Continued)

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)**Parent Notification**

Parents or guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within five days of the charge and then every week thereafter.

Parent Outreach

- a) Staff will communicate with parents or guardians with five or more meal charges to determine eligibility for free or reduced price meals.
- b) Staff will make two documented attempts to reach out to parents or guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent or guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

Minimizing Student Distress

- a) Staff will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- b) Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- d) Staff will not take any action directed at a pupil to collect unpaid school meal fees.
- e) Staff will deal directly with parents or guardians regarding unpaid school meal fees.

Ongoing Eligibility Certification

- a) Staff will conduct direct certification with the New York Student Identification System (NYSSIS) or using NYSED Roster Upload monthly to maximize free eligibility. [NYSED provides updated direct certification data monthly.](#)
- b) Staff will provide parents or guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.

(Continued)

**SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- e) The District will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent or guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- f) The District will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students. [School liaisons required for homeless, foster, and migrant students will coordinate with the nutrition department to make sure these students receive free school meals, in accordance with federal law.](#)

Prepaid Accounts

Students/Parents/Guardians may pay for meals in advance via: <http://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> or with a check payable to North Rose-Wolcott Central School District. Cash or money orders are also accepted. Further details are available on our webpage at www.nrwcs.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student **may/will** be carried over to the next school year.

To obtain a refund for withdrawn, and graduating students; a written or emailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the North Rose-Wolcott School District Food Service Program.

42 USC § 1758
7 CFR §§ 210.12 and 245.5
Education Law § 908
8 NYCRR § 114.5

Adopted: 1992
Revised: 11/12/03; 6/27/06; 1/9/07; 10/28/08; 11/18/14; 6/13/17; 7/3/18;

SUBJECT: RECORDS MANAGEMENT

A Records Management Officer will be designated by the Superintendent, subject to the approval of, and appointment by, the Board. The Records Management Officer will coordinate an orderly and efficient management program. This program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will further be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent or designee may comprise the Advisory Board.

Retention and Disposition of Records

The Superintendent or designee will retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1.

Special Approvals for Disposition of Records

Records not listed on a records retention and disposition schedule will not be disposed of without the approval of the Commissioner of Education. Similarly, records that have been damaged by natural or manmade disasters, to the extent that the information contained in those records is substantially destroyed, or the records constitute a human health or safety risk also require the Commissioner's approval before disposition.

Replacing Original Records with Microforms or Electronic Images

Digital images of public records may be stored on electronic media, and these electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the District will follow the procedures prescribed by the Commissioner of Education.

Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements are met.

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law ~~§ 57.19~~ Article 57-a
8 NYCRR Part 185

Revised: 10/28/08; 12/12/17;

SUBJECT: IDLING SCHOOL BUSES ON SCHOOL GROUNDS

The ~~Board~~ District recognizes the need to promote the health and safety of District students and staff and to protect the environment from harmful emissions found in bus and vehicle exhaust. The District will ensure that each driver of a school bus or other vehicle owned, leased, or contracted for by the District turns off the engine of the bus or vehicle while waiting for passengers to load or off load on school grounds, or while the vehicle is parked or standing on school grounds or in front of or adjacent to any school. Rather than waiting for all buses to arrive before loading or unloading, individual buses will be promptly loaded and unloaded to minimize idling.

Exceptions

Unless otherwise required by state or local law, the idling of a school bus or vehicle engine may be permitted to the extent necessary to achieve the following purposes:

- a) For mechanical work; ~~or~~
- b) To maintain an appropriate temperature for passenger comfort and/or safety; or
- c) In emergency evacuations and/or where necessary to operate wheelchair lifts.

Private Vendor Transportation Contracts

All contracts for pupil transportation services between the District and a private vendor will include a provision requiring the vendor's compliance with the provisions of reducing idling in accordance with Commissioner's regulations.

Education Law § 3637
Vehicle and Traffic Law § 142
8 NYCRR § 156.3(h)

Adopted: 11/14/06
Revised: 2/10/09; 12/12/17;

SUBJECT: SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

Use of Portable Electronic Devices Prohibited

For purposes of this policy, and in accordance with applicable law, the terms below will be defined as follows:

- a) "Portable electronic device" means any mobile telephone (hand-held or "hands-free"), personal digital assistant (PDA), portable device with mobile data access, laptop computer, pager, broadband personal communication device, two-way messaging device, electronic game, ~~or~~ portable computing device, or any other electronic device when used to input, write, send, receive, or read text for present or future communication.
- b) "Using" means holding a portable electronic device while viewing, taking or transmitting images, playing games, or for the purpose of present or future communication: performing a command or request to access a world wide web page, composing, sending, reading, viewing, accessing, browsing, transmitting, saving, or retrieving email, text messages, instant messages, or other electronic data.
- c) "In operation" means that the bus engine is running, whether in motion or not.

The use of portable electronic devices by a school bus driver at times the vehicle is in operation on the roadway poses a potential safety risk. All school bus drivers are prohibited from using portable electronic devices while the bus is in operation.

All school bus drivers' personal portable electronic devices are to be placed in the "off" position when in the possession of the school bus driver while the bus is in operation. Portable electronic devices, including cell phones, may be used in case of emergency.

Safety Rules and Inspections

The Transportation Supervisor, in cooperation with the principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. ~~There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.~~

All buses and other vehicles owned and operated by the District will have frequent safety inspections, and will be serviced regularly. The Transportation Supervisor will maintain a comprehensive record of all maintenance performed on each vehicle.

(Continued)

SUBJECT: SCHOOL BUS SAFETY PROGRAM (Cont'd.)

Every bus driver is required to report promptly to the Transportation Supervisor any school bus accident, regardless of the severity, involving death, injury, or property damage.

Education Law § 3623

Vehicle and Traffic Law §§ 509-a(7), 509-~~h~~(1-b), 1174(~~a~~), ~~1174(b)~~, and, 1225-c, and 1125-d

8 NYCRR § 156.3

17 NYCRR §§ 720.2, 721.1, and 721.2

NOTE: Refer also to Policies #5683 -- Fire and Emergency Drills, Bomb Threats, and Bus
Emergency Drills
#5741 -- Drug and Alcohol Testing for School Bus Drivers

SUBJECT: QUALIFICATIONS OF BUS DRIVERS

A person shall be qualified to operate a bus only if such person:

- a) Is at least 21 years of age;
- b) Has been issued ~~a currently valid operator's or commercial~~ an appropriate driver's license which is valid for the operation of a bus in New York State;
- c) Has passed the annual bus driver physical examination administered in accordance with Commissioner of Education and Commissioner of Motor Vehicles regulations. In no case will the interval between physical examinations exceed a 13-month period;
- d) Is not disqualified to drive a motor vehicle under ~~Vehicle and Traffic Law Sections 509-e and 509-ee and any other provisions of Article 19~~ Any provision of law or regulation;
- e) Has on file at least three statements from three different persons who are not related by either blood or marriage to the driver or applicant pertaining to the moral character and to the reliability of the driver or applicant;
- f) Has completed, or is scheduled to complete, required New York State Education Department safety programs ~~as required by law~~;
- g) Is in compliance with federal law and regulations, as well as District policy and/or regulations, as it pertains to meeting the standards governing alcohol and controlled substance testing of bus drivers if and when applicable;
- h) Has taken and passed a physical performance test approved by the Commissioner of Education at least once every two years and/or following ~~an absence from service of a period of being unavailable for service for 60 or more consecutive days from his or her~~ their scheduled work duties. In no case will the interval between physical performance tests exceed 25 months; and
- i) Is in compliance with all other laws and regulations for operating a school bus, including licensing and training requirements.

Special Requirements for New Bus Drivers

Before employing a new bus driver, the Superintendent or his/her designee shall:

- a) Require such person to pass a physical examination within ~~four~~ eight weeks prior to the beginning of service;
- b) Obtain a driving record from the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three years;

(Continued)

SUBJECT: QUALIFICATIONS OF BUS DRIVERS (Cont'd.)

- c) Investigate the person's employment record during the preceding three years;
- d) Require such person to submit to the mandated fingerprinting procedures/criminal history background check;
- e) Request the Department of Motor Vehicles to initiate a driving record abstract check;
- f) Require that newly hired bus drivers take and pass the physical performance test, as mandated by Commissioner's regulations, before they transport students.

Occasional Drivers

Under Commissioner's regulations, an occasional driver is defined as a certified teacher who is employed by a school district or Board of Cooperative Educational Services (BOCES) ~~who is not primarily employed as a~~ whose employment does not include serving as either a regular or substitute school bus driver ~~or substitute bus driver on either a full-time or part-time basis~~. Occasional drivers used for other than regular routes are not required to fulfill the training required for regular school bus drivers.

Omnibus Transportation Employee Testing Act of 1991, (Public Law 102-143)

49 USC § 521(b)

~~49 CFR Parts 40, 382, 391, 392, and 395~~

Education Law § 3624

Vehicle and Traffic Law §§ ~~509-e, 509-ee, and~~ Article 19-A

8 NYCRR § 156.3

15 NYCRR Part 6 and § 3.2

NOTE: Refer also to Policy #5741 -- Drug and Alcohol Testing For School Bus Drivers

Adopted: 1992

Revised: 2/24/98; 1/9/07; 10/28/08; 4/9/13;

**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS
EMERGENCY DRILLS****Fire and Emergency Drills**

The administration of each school building will instruct and train students on appropriate emergency responses, through fire and emergency drills, in the event of a sudden emergency.

Fire and emergency drills will be held at least 12 times in each school year; eight of these will be completed by December 31. Eight of all drills will be evacuation drills, four will be through use of the fire escapes on buildings where fire escapes are provided or identified secondary exits. The other four drills will be lock-down drills. Drills will be conducted at different times of the school day. Students will also be instructed in the procedures to be followed in the event that a fire occurs during the regular school lunch period or assembly, however, this additional instruction may be waived if a drill is held during the regular lunch period or assembly.

Summer School

At least two additional drills will be held during summer school in buildings where summer school is held, and one of these drills will be held during the first week of summer school.

After-School Programs, Events, or Performances

The building principal or designee will require those in charge of after-school programs, events, or performances attended by any individuals unfamiliar with that school building, to announce at the beginning of these programs the procedures to be followed in the event of an emergency.

Bomb Threats**School Bomb Threats**

A bomb threat, even if later determined to be a hoax, is a criminal act. No bomb threat should be treated as a hoax when it is first received. Upon receiving any bomb threat, the school has an obligation and responsibility to ensure the safety and protection of the students and other occupants of the school. This obligation takes precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat-location, if any; time of detonation; etc. Specific procedures as to appropriate responses as a result of a bomb threat can be located in the building-level emergency response plan, as required by relevant law and regulation.

(Continued)

**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS
EMERGENCY DRILLS (Cont'd.)**Police Notification and Investigation

Appropriate law enforcement agencies must be notified by the building administrator or designee of any bomb threat as soon as possible after receiving the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Implementation

The Superintendent or designee will develop written procedures to implement the terms of this policy. Additionally, these procedures will be incorporated in the District-wide School Safety Plan and the Building-Level Emergency Response Plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building-level emergency response plans; and the annual review of the District-wide and building-level emergency response plans, along with updates as necessary, by September 1, as mandated by law or regulation.

Bus Emergency Drills

The administration will conduct a minimum of three emergency drills to be held on each school bus during the school year. The first drill will be conducted during the first seven days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. No drills will be conducted when buses are on routes.

Students who ordinarily walk to school will also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills will also be provided drills on school buses, or as an alternative, will be provided classroom instruction covering the content of these drills.

Each drill will include practice and instruction in the location, use, and operation of the emergency ~~door~~ exits, fire extinguishers, first-aid equipment, and windows as a means of escape in the event of fire or accident. Similarly, students will be instructed on all topics mandated by relevant sections of the Education Law and Commissioner's regulations, including, but not limited to, the following:

- a) Safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;
- b) Advancing at least ~~ten~~ 15 feet in front of the bus before crossing the highway after disembarking; ~~and~~

(Continued)

**SUBJECT: FIRE AND EMERGENCY DRILLS, BOMB THREATS, AND BUS
EMERGENCY DRILLS (Cont'd.)**

- c) Specific hazards encountered during snow, ice, rain, and other inclement weather, including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing; and
- ed) Orderly conduct as bus passengers.

The administration of the drills will be in accordance with the New York State Education Department's Bus Safety Drill Guide and Compliance Form.

Instruction on Use of Seat Belts

When students are transported on school buses ~~equipped with seat safety belts~~, the District will ensure that all students who are transported on any school bus owned, leased, or contracted for by the District will receive instruction on the use of seat safety belts. This instruction will be provided at least three times each year to both public and nonpublic school students who are so transported and will include, but not be limited to:

- a) Proper fastening and release of seat safety belts;
- b) Acceptable **adjustment and** placement of seat safety belts on students;
- c) Times at which the seat safety belts should be fastened and released; and
- d) Acceptable placement of the seat safety belts when not in use.

Education Law §§ 807, 2801-a, ~~and 3623~~, and 3635-a
Penal Law §§ ~~240.55, 240.60, and 240.62~~ Article 240
8 NYCRR §§ 100.2(c), 155.17, and 156.3(~~f~~), ~~156.3(g)~~, and 156.3(~~h~~)(2)

NOTE: Refer also to Policy #5681 -- School Safety Plans

Revised: 6/24/97; 11/12/03; 1/9/07; 10/28/08; 2/27/18;

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

January 26, 2023

6:00 PM

Auditorium of the Middle School

PRESENT:

BOE Members: Lucinda Collier, Shelly Cahoon, Linda Eygnor, Paul Statskey, Tina Reed, Jasen Sloan

Superintendent: Michael Pullen

Absent: John Boogaard

Pro Tem District Clerk: Melanie Geil

Approximately 13 students, staff and guests.

1. Call to Order/Pledge of Allegiance

President, Lucinda Collier called the meeting to order at 6:09p.m.

Approval of Agenda:

Motion for approval was made by Linda Eygnor and seconded by Paul Statskey with the motion approved 6-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of January 26, 2023.

2. Presentations:

- Booster Club
 - Aaron Petrosino provided an overview of the Booster Club
- NRW Directors – Jeremy Barnes, Lisa Brower, Rita Lopez and Ben Stopka
 - The Directors presented the fall School Improvement Plan and answered questions.
- Athletic Update – Marc Blankenberg
 - Marc Blankenberg presented the Athletic School Improvement Plan and answered questions.

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

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

3000	Community Relations	
3220	Public Participation at Board Meetings	Delete

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 Shelly Cahoon with the motion approved 6-0.

a. Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Meeting Minutes of January 12, 2023.

b. Recommendations from CSE and CPSE

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated January 4, 11, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

12234	12537	14842	11992	14369	14481	12672	13429	13076
IEP Amendments:								
14859	14857							

c. Substitute Teachers and Substitute Service Personnel

RESOLUTION

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

d. Treasurer Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Report for December 2022.

e. Personnel Items:

1. Letter of Resignation –Dante Vacchetto

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Dante Vacchetto as Head Custodian effective January 30, 2023.

2. Letter of Resignation –Irma Reed-French

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Irma Reed-French as Bus Driver effective January 19, 2023.

3. Letter of Resignation –Victoria Converse

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation from Victoria Converse as Varsity Girls’ Basketball Coach and all other positions held within the District effective January 17, 2023.

4. Appoint Clerk/Typist – Amy Iddings

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the 26 week probationary appointment of Amy Iddings 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 22, 2023-August 23, 2023

Salary: \$17.00/hour

5. 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 2022-2023 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Brad LeFevre	Grant Program Teacher	\$33.50/hr.
Tammi Murtha	Grant Program Teacher	\$33.50/hr.

6. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2022-23 school year.

Name	Bldg.	Title	Step	Year	Salary
Annie Howell	MS	Set Construction/Designer			\$437.00
Yvonne Bishop	MS	Costume Designer/Costumer			\$437.00

7. Coaching and Athletic Department Appointment

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 appointments for the 2022-23 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.

Name		Position	Step	Years	Salary
Brad Steve	Varsity	Girls Basketball Coach	1	2	\$5,284 prorated effective 1/18/2023
Brad LeFevre	Modified	Girls Basketball Coach	2	5	\$3,542 prorated effective 1/13/23-3/6/23

8. Creation of Non-Instructional Positions

RESOLUTION

Whereas, the North Rose-Wolcott Central School District has determined that it is necessary to establish other positions according to Wayne County Civil Service Rules, and therefore;
Be it resolved, that the Board of Education hereby establishes the following classified civil service position effective January 27, 2023:

Position	Classification
1 – 1.0 Child and Youth SPOA Coordinator	competitive

9. Provisionally Appoint Child and Youth SPOA Coordinator-Brad Steve

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 Brad Steve as Child and Youth SPOA Coordinator conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87. Contract is on file with the District Clerk.

10. Appoint Volunteers

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following individuals to work as a volunteer in the district for the 2022-2023 school year.

Shelly Mastrangelo	Melissa Arthur	Heidi Bruni	Julie Smith
Jeramie Johnson	Alecia Steves	Tasha Youngman	Chelsie Anjo
David Sutton	Nicci Crane	Jakelyne Foro	Sarah Munger
Jessica Whitcomb	Danielle Johnson	Christie Bradford	Jennifer Sutton
Tina Guerra			

11. Correction Permanent Appointment –Jamie Smith-Bundy

Crystal Rupp recommends Jamie Smith-Bundy to a permanent appointment as Clerk Typist.

RESOLUTION

Be it resolved, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the permanent appointment of Jamie Smith-Bundy as Clerk Typist effective ~~January 24, 2023~~ February 7, 2023.

6. Policies

A motion for approval of the following items as listed under Policies is made by Shelly Cahoon and seconded by Paul Statskey with the motion approved 6-0.

1. 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:

5000	Non-Instructional/Business Operations	
5672	Information Security Breach and Notification	Revised
5676	Privacy and Security for Student Data and Teacher and Superintendent Data	Revised

7. Items requiring a roll call vote:

A motion for approval of item #1 is made by Jasen Sloan and seconded by Tina Reed; it was adopted and the following votes were cast:

1. Revision of Resolution (March 10, 2022 and August 11, 2022) for Installation of Rooftop-Mounted Mechanical Until at High School

Board member Jasen Sloan offered the following resolution and moved its adoption:

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 \$300,000 and the funding for this expense is available through the ARP-ESSER grant in the amount of \$300,000 and;

WHEREAS, the Board of Education has determined by Resolution dated March 10th 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 total cost of \$300,000; 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.

Seconded by Board Member Tina Reed and duly put to vote, which resulted as follows:

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

A motion for approval of item #2 is made by Paul Statskey and seconded by Linda Eygnor; it was adopted and the following votes were cast:

2. AUTHORIZING VIDEO/CONFERENCING TO CONDUCT MEETINGS IN EXTRAORDINARY CIRCUMSTANCES

Board member Paul Statskey offered the following resolution and moved its adoption:

WHEREAS, Public Officers Law § 103-a permits Boards of Education to adopt a resolution authorizing the use of video/conferencing for Board meetings in extraordinary circumstances; and

WHEREAS, Public Officers Law §103-a also requires a public hearing on the use of video/conferencing; and

WHEREAS, Public Officers Law §103-a requires written procedures governing member and public attendance at meetings conducted by video/conference.

NOW BE IT RESOLVED, pursuant to Public Officer's Law §103-a, as follows:

1. The Board of Education for the North Rose Wolcott Central School District has facilitated the prerequisite public hearing and considered all information at its disposal including but not limited to public testimony on the matter.
2. The Board of Education for the North Rose-Wolcott Central School District authorizes the

use of video/conferencing for board meetings in extraordinary circumstances as well as Board committees or subcommittees in accordance with Public Officer's Law §103-a.

3. The prerequisite written procedures to use video/conferencing to conduct meetings have been discussed and are now approved.
4. The Board of Education for the North Rose-Wolcott Central School District directs the District Clerk to conspicuously post the written procedures on the District website.
5. This Resolution shall take effect immediately.

Seconded by Board Member Linda Eygnor and duly put to vote, which resulted as follows:

Lucinda Collier	Voting	<u> X </u>	yes	<u> </u>	no
Jasen Sloan	Voting	<u> X </u>	yes	<u> </u>	no
John Boogaard	Voting		absent		
Shelly Cahoon	Voting	<u> X </u>	yes	<u> </u>	no
Linda Eygnor	Voting	<u> X </u>	yes	<u> </u>	no
Tina Reed	Voting	<u> X </u>	yes	<u> </u>	no
Paul Statskey	Voting	<u> X </u>	yes	<u> </u>	no

8. Award Bids

A motion for approval of the items listed under Award Bids is made by Jasen Sloan and seconded by Shelly Cahoon with the motion approved 6-0.

- a) Bid Awards for NRWCS High School Cafeteria RTU Replacement, SED Control # 65-15-01-06-0-001-021
 It is the recommendation of our Architects, SWBR, to award the bids for the High School Roof Top unit (RTU) for Cafeteria AC unit following competitive sealed bids received on December 20, 2022 as follows;

General Construction Contract

Iverson Construction Company
 Base Bid Contract Sum \$88,700.00

Mechanical Work Contract

Pipitone Enterprises, LLC
 Base Bid Contract Sum \$85,000.00

Electrical Work Contract

NB Electric Services
 Base Bid Contract Sum \$62,450.00

RESOLUTION

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

Contractor	Items	Amount
Iverson Construction Co. (GC)	High School Roof Top Unit Replacement	\$88,700
Pipitone Enterprises, LLC (HVAC)	High School Roof Top Unit Replacement	\$85,000
NB Electric Services	High School Roof Top Unit Replacement	\$62,450

b) Contract Award for NRWCS High School Cafeteria RTU Replacement - SED Control # 65-15-01-06-0-001-021

It is the recommendation of our Architects SWBR, to award NYS OGS Contract # PT-68783 for the High School Roof Top unit (RTU) for the Cafeteria AC unit as follows:

Day Automation Systems, Inc. Per State Contract Amount \$42,237.32

RESOLUTION

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

<u>Contractor</u>	<u>Items</u>	<u>Amount</u>
Day Automation Systems, Inc.	High School Roof Top Unit Replacement	\$42,237.32

Board Member Requests/Comments/Discussion:

- **There was no discussion**

Good News:

- Board Members shared good news

Informational Items:

- Claims Auditor Reports

Adjournment:

A motion was requested to adjourn the regular meeting.

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

Time adjourned: 7:15p.m.

Tina St. John, Clerk of the Board of Education

Community Relations

SUBJECT:—PUBLIC PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Board of Education will be open to the public. Because the Board desires to hear the viewpoints of residents throughout the District, it will schedule one period during each meeting to provide an opportunity to address the Board. The meetings are not public forum meetings, but are meetings held in public.

A reasonable period of time, not to exceed 30 minutes shall be set aside during the first part of each regular and special Board meeting. The speaker will be allowed three minutes to address the Board. Allocations of time are not transferrable.

People wanting to speak to the Board during Public Access time must sign up and state their topic on the form provided prior to the beginning of the meeting. They will receive a copy of NR-WCS Board Policy #3220 and must commit to the rules thereof. If the Board meeting is held virtually, a resident must contact the District Clerk to comply with the above procedures.

Speakers may offer such objective comments of school operations and programs. However, the Board will not hear, in public session, personal complaints of School District personnel, nor complaints against any person connected with the School System. Such complaints are to be addressed first through proper administrative channels. Only in those cases where satisfactory adjustment cannot be made by the Superintendent's office should complaints be submitted, in writing, to the Board.

In accordance with provisions of state law, discussion or action by the Board on an item presented under the Public Participation agenda topic is not permitted. The President will advise speakers that no response of any kind will be made by any member of the Board of Education or administration either during or at the conclusion of the speakers remarks. The Board President may ask a speaker for clarification. Questions concerning matters which are not on the agenda may be taken under consideration and addressed at a subsequent Board meeting.

The presentation should be as brief as possible and relate to school matters. All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating or implying racial, religious, or other forms of prejudice will not be tolerated. The Board vests in its President or other presiding officer the authority to terminate the remarks of any individual when the individual does not adhere to established rules.

The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time allowed for public discussion, the appropriateness of the subject being presented, and suitability of the time for such a presentation. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Copies of this policy will be made available to any interested individual(s) prior to a Board Meeting.

The Board of Education reserves the right to enter into executive session as specified in Policy #1530.

Adopted: 1992

Revised: 1/26/99; 1/13/22

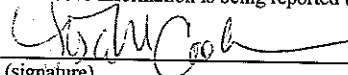
Report of the Claims Auditor

Date of Warrant: 1/27/2023 Warrant #0041

<u>Vendor Name</u>	<u>Date</u>	<u>Check Number</u>	<u>Coding/Department</u>	<u>Amount</u>	<u>Reason</u>	<u>Corrective Action</u>
Claims which had minor deficiencies however approved by the claims auditor:						
Claims held for additional information:						
Claims Rejected:						

- No findings to report -

The above information is being reported to you as part of the duties of the claims auditor.

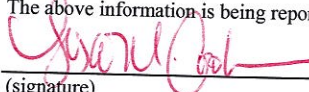

(signature)

Report of the Claims Auditor

Date of Warrant: 2/3/2023 Warrant #0042

<u>Vendor Name</u>	<u>Date</u>	<u>Check Number</u>	<u>Coding/Department</u>	<u>Amount</u>	<u>Reason</u>	<u>Corrective Action</u>
Claims which had minor deficiencies however approved by the claims auditor:						
<u>Barb Baker</u>	<u>12/22/2022</u>	<u>3004</u>	<u>F-E23-2110-400-23-HMLS</u>	<u>1,485.00</u>	<u>classes started Oct 22, PO Dec 22</u>	<u>PO before services</u>
<u>Quadient Leasing</u>	<u>8/10/2022</u>	<u>146242</u>	<u>A-1310-400-05-7000</u>	<u>457.50</u>	<u>No authorization</u>	<u>Signed - ok to pay</u>
Claims held for additional information:						
Claims Rejected:						

The above information is being reported to you as part of the duties of the claims auditor.


 (signature)