

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

March 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 March 9, 2023.

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

2. Presentations:

- Student Presentation – NRW High School
 - Reilly Batzold
- North Rose-Wolcott Middle School– Crystal Rupp, Scott Hassall
 - 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.

6000	Personnel	
6215	Probation and Tenure	Revised
6220	Temporary Personnel	Revised
6411	Use of Email in the District	Revised
6550	Leaves of Absence	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 February 23, 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 February 8, 9, 16, 17 and 27, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14737	11815	11783	13579	14654	14382	14325	12354	14727
12547	13739	13755	14020	14668	1016			
IEP Amendments:								
12334								

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. 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 \$6,464.17 from insurance proceeds and amend the 2022-2023 budget by an increase of \$6,464.17 to the Repairs and Towing code A-5510-400-06-2800.

e. 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 2023.

f. Motion to Ratify

Due to the last minute need to go Zoom due to a power outage,

RESOLUTION

Be it resolved that the Board of Education hereby ratifies all votes taken at the February 23, 2023 Board of Education meeting.

g. Office of the State Comptroller’s Audit Report on the Smart Schools Bond Act Allocations Corrective Action Plan

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 dated March 2, 2023 to the Office of the State Comptroller’s Smart Schools Bond Act Allocations Report dated December 2022.

h. Personnel Items:

1. Letter of Intent to Retire-Lisa Knorr

Lisa Knorr, Bus Driver and School Monitor, 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 Lisa Knorr, Bus Driver and School Monitor, effective with the close of business on March 15, 2023.

2. Letter of Resignation –Mary Ellen Stacklyn

Mary Ellen Stacklyn has submitted a letter of resignation as Class Advisor for Class of 2027 and Class Advisor for Class of 2028.

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 Mary Ellen Stacklyn as Class Advisor for Class of 2027 and Class Advisor for Class of 2028 effective February 22, 2023.

3. Letter of Resignation –Jessica Burry

Jessica Burry has submitted a letter of resignation as Cook.

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 Jessica Burry as Cook effective March 15, 2023.

4. Letter of Resignation –Eric Cannuli

Eric Cannuli has submitted a letter of resignation as Network Technician.

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 Eric Cannuli as Network Technician effective March 31, 2023.

5. Letter of Resignation –Laura Brown

Laura Brown has submitted a letter of resignation as Speech Therapist.

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 Laura Brown as Speech Therapist effective April 16, 2023.

6. Leave of Absence – Kailea Nelson

Kailea Nelson, Math Teacher, is requesting an unpaid leave of absence to commence on approximately August 29, 2023 through June 26, 2024.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the unpaid leave of absence for Kailea Nelson from approximately August 29, 2023 through June 26, 2024.

7. Appoint School Monitor – Crystal Shaft

Crystal Rupp recommends Crystal Shaft to fill a School Monitor 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 Crystal Shaft as a School Monitor conditional upon a criminal history record check according to commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: February 27, 2023-February 26, 2024
Salary: \$15.00/hr.

8. Appoint School Psychologist – Ashley Sherman
Sara McLean recommends Ashley Sherman to fill a School Psychologist position.

RESOLUTION

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

Certification: School Psychologist - Provisional
Tenure Area: Psychologist
Probationary Period: March 20, 2023-March 19, 2027
Salary: Step D \$50,929

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

9. Permanent Appointment –Victoria VanSteen
Benjamin Stopka recommends Victoria VanSteen to a permanent appointment as Cleaner.

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 Victoria VanSteen as Cleaner effective February 28, 2023.

10. Co-Curricular Appointments
The following individual is being recommended to fill a 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 individual to fill a co-curricular position for the 2022-23 school year.

Name	Bldg.	Title	Step	Year	Salary
Casie DeWispelaere	MS	7 th Grade Advisor			\$631.00 prorated
Danielle Webster	MS	8 th Grade Advisor			\$631.00 prorated

11. 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.
Lindsey Roberts	Grant Program Teacher	\$33.50/hr.

12. Coaching and Athletic Department Appointment

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 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
Mike VanAkin	Modified	Softball Coach	1	1	\$2,383
Ethan Durocher	Modified	Volunteer Assistant Baseball Coach			Volunteer

13. 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 16, 2023.

14. 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 16, 2023 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.

<u>Name</u>	<u>Name</u>
Ruth Martin	Kathy Topping
William Fisher	Yvonne Bishop
Jessica Graham	

15. 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 16, 2023 Annual Budget Vote and Election of Board Members to serve as Inspectors of Election and Assistant Clerks, pay is per the NRWSEA contract.

<u>Name</u>	<u>Name</u>
Carrie Brown	Sarah Munger
Chelsey Palmer	Jennifer Kerr

16. Appoint Election Worker 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

2. Award Bid for Electrical Contract

It is the recommendation of our Construction Managers, DGA Builders, to award the Electrical Contract to Concord Electric Corporation, per the February 28, 2023 Bid Opening in the following amounts:

\$1,497,000 Base Bid

RESOLUTION

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid to the bidder deemed to be the lowest responsible meeting the bid specifications as follows.

Bidder	Items	Amount
Concord Electrical Corporation 305 Pinewild Drive, Suite 4 Rochester, NY 14606	Phase II 2021 CIP	Base Bid \$1,497,000
TOTAL		\$1,497,000

3. Award Bid for Plumbing Contract

It is the recommendation of our Construction Mangers, DGA Builders, to award the Plumbing Contract to Oswego Mechanical Inc. per the February 28, 2023 Bid Opening in the following amounts:

\$333,000.00 Base Bid

RESOLUTION

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid to the bidder deemed to be the lowest responsible meeting the bid specifications as follows.

Bidder	Items	Amount
Oswego Mechanical Inc. 45 W. 2 nd Street, PO Box 913 Oswego, NY 13126	Phase II 2021 CIP	Base Bid \$333,000
TOTAL		\$333,000

8. Items Requiring a Roll Call Vote:

A motion for approval of item a is made by _____ and seconded by _____,

a) **Language Approval for May 16, 2023 Budget Vote**

The Board is required to formally approve the following propositions that will be considered by voters at the May 16, 2023 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 four (4) propositions as they will be presented to the voters on May 16, 2023.

Proposition No 1: 2023-24 Budget

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2023 and ending June 30, 2024, 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: Transportation Purchases and Expenditures

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: four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 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 that the District shall be 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 four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 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 2023-24 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$18,000.00 to the total sum of \$223,100 annually to be allocated in the amounts of \$132,000 to the Wolcott Public Library and \$91,100 to the Rose Free Library?

Proposition No. 4: 2023 Capital Bus Reserve Proposition

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized and directed to establish a reserve fund pursuant to Education Law Section 3651 to be known as the “**2023 Capital Bus Reserve Fund,**” for the purpose of financing, in whole or in part, the purchase of vehicles for student transportation and costs incidental thereto; with the ultimate amount of such reserve fund not exceeding six million dollars (\$6,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being five (5) years, but with said reserve fund continuing in existence for its stated purpose until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which funds shall be obtained for said reserve fund being: (a) an initial deposit of one million, two hundred seventy-one thousand, six hundred eighty-three dollars (\$1,271,683), which shall be transferred from the 2019 Capital Bus Reserve Fund, (b) current and future unappropriated fund balances made available by the Board of Education from time to time, (c) state aid received and made available by the Board of Education from time to time related to transportation and/or vehicles, and (d) any other monies derived from budgetary appropriations or other sources authorized by the voters 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 - ____ - votes in favor of the resolution and - ____ - votes against the resolution as follows:

Lucinda Collier	Voting	___ yes	___ no
Jasen Sloan	Voting	___ yes	___ no
John Boogaard	Voting	___ yes	___ no
Shelly Cahoon	Voting	___ yes	___ no

Linda Eygnor	Voting	___ yes	___ no
Tina Reed	Voting	___ yes	___ no
Paul Statskey	Voting	___ yes	___ no

The resolution was thereafter declared adopted.

A motion for approval of item b is made by _____ and seconded by _____,

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 16, 2023, 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 4, 2023 at 6:00 PM in the Leavenworth Middle 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 16th day of May, 2023, 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: 2023-24 Budget

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2023 and ending June 30, 2024, 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: Transportation Purchases and Expenditures

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: four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 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 that the District shall be 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 four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 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 2023-24 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$18,000 to the total sum of \$223,100 annually to be allocated in the amounts of \$132,000 to the Wolcott Public Library and \$91,100 to the Rose Free Library?

Proposition No. 4: 2023 Capital Bus Reserve Proposition

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized and directed to establish a reserve fund pursuant to Education Law Section 3651 to be known as the “**2023 Capital Bus Reserve Fund**,” for the purpose of financing, in whole or in part, the purchase of vehicles for student transportation and costs incidental thereto; with the ultimate amount of such reserve fund not exceeding six million dollars (\$6,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being five (5) years, but with said reserve fund continuing in existence for its stated purpose until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which funds shall be obtained for said reserve fund being: (a) an initial deposit of one million, two hundred seventy-one thousand, six hundred eighty-three dollars (\$1,271,683), which shall be transferred from the 2019 Capital Bus Reserve Fund, (b) current and future unappropriated fund balances made available by the Board of Education from time to time, (c) state aid received and made available by the Board of Education from time to time related to transportation and/or vehicles, and (d) any other monies derived from budgetary appropriations or other sources authorized by the voters 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 2023-24 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 2, 2023 to May 16, 2023, 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.

NOTICE IS ALSO GIVEN That pursuant to §1707(2) of the Education law as amended, the Public Hearing on the proposed school budget will occur Thursday, May 4, 2023 at 6:00 PM in the Leavenworth Middle School Auditorium in said school district.

ELECTION OF MEMBERS OF THE BOARD OF EDUCATION

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 17, 2023. Vacancies for school board members will occur as follows:

One (1) Board Members will be elected at that time:

- One (1) term of five (5) years beginning – July 1, 2023-June 30, 2028 to succeed the following incumbent: Lucinda Collier

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 16, 2023. 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. 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 21, 2023. 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 29, 2023

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 29, 2023, Second through Fourth Publication: Weeks of: April 10, April 24 and May 1, 2023.

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 herein before prescribed by publishing the same four (4) times within the seven (7) weeks preceding the annual school election (May 16, 2023), 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 - ____ - votes in favor of the resolution and - ____ - votes against the resolution as follows:

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

A motion for approval of item c is made by _____ and seconded by _____,

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 17, 2022 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 17, 2022 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 ___ votes in favor of the resolution and ___ votes against the resolution as follows:

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

9. Items requiring a roll call vote:

A motion for approval Item #1 is made by _____ and seconded by _____ it was adopted and the following votes were cast:

- Resolution for Installation of HVAC Mechanical Unit at Elementary School

Board member _____ 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 and Media Center at the District’s Elementary 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 \$560,000 and the funding for this expense is available through the ARP-ESSER grant in the amount of \$560,000 and;

WHEREAS, the Board of Education has determined by Resolution dated October 12, 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 Elementary 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 \$560,000; 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 _____ and duly put to vote, which resulted as follows:

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

10. Items requiring a roll call vote:

A motion for approval Item #1 is made by _____ and seconded by _____ it was adopted and the following votes were cast:

1. Coaching and Athletic Department Appointment

Marc Blankenberg recommends the following individual to fill a coaching position.

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 appointment 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
Paul Statskey	Varsity	Volunteer Assistant Baseball Coach			Volunteer

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

Paul Statskey

Voting

____ yes ____ no

Board Member Requests/Comments/Discussion:

Good News

Informational Items:

- Claims Auditor Reports
- ExtraClassroom Quarterly 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: PROBATION AND TENURE**Probation**

~~Certified staff members will be appointed to a probationary period by a majority vote of the Board upon recommendation of the Superintendent.~~

~~Teachers, all other members of the teaching staff, administrators, directors, supervisors, principals, and all other members of the supervisory staff, except associate, assistant, and other superintendents, will be appointed to a probationary period of four years.~~

Generally, teachers, all other members of the teaching staff, principals, administrators, supervisors, and all other members of the supervising staff will be appointed by the Board upon the recommendation of the Superintendent for a probationary period of four years.

The probationary period will not exceed three years for teachers previously appointed to tenure in ~~this or another school~~ any district or BOCES within the state, provided that the teacher was not dismissed from ~~the prior~~ that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b and met the required annual professional performance review (APPR) rating in his or her final year of service there.

Additionally, up to two years of service as a regular substitute teacher may be applied toward probationary service. (This is sometimes referred to as Jarema Credit.)

The probationary period will not exceed three years for principals, administrators, supervisors, or other members of the supervising staff appointed on or after June 1, 2020 who were previously appointed to tenure as an administrator within an authorized administrative tenure area in any district or BOCES within the state provided that the individual was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b.

During the probationary period, a staff member will be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance will be assumed because the staff member attained the required certification or license.

A staff member's appointment may be discontinued at any time during his or her probationary period upon the recommendation of the Superintendent and by majority vote of the Board.

Any ~~person~~ staff member not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before his or her probationary period expires.

Tenure

The Board will ~~follow~~ comply with all applicable laws and regulations regarding tenure.

(Continued)

Personnel

SUBJECT: PROBATION AND TENURE (Cont'd.)

At the expiration of the probationary period or within six months prior, the Superintendent will make a written report to the Board recommending for appointment to tenure ~~1) those non-teaching certified staff members who successfully completed their probationary period in the District, and 2) teachers and principals~~ those who have been found competent, efficient, and satisfactory; and, in the case of teachers and building principals, those who have received ~~the~~ APPR ratings of effective or highly effective in at least three of the preceding four years, ~~exclusive of any breaks in service.~~

If a teacher or building principal receives an APPR rating of ineffective in their final probationary year ~~after receiving APPR ratings of effective or highly effective in the preceding probationary years, the Board may not award~~ they will not be eligible for tenure. ~~but~~ However, the Board may extend that teacher's or building principal's probationary time by an additional year. The teacher or building principal may be eligible for immediate tenure if he or she successfully appeals the ineffective rating.

The Board may then —by a majority vote —appoint to tenure any or all of the persons recommended by the Superintendent.

~~When the initial probationary period expires, a~~ A teacher or building principal will remain on probationary status until the end of the school year in which he or she has received APPR ratings of effective or highly effective for at least three of the four preceding school years, exclusive of any breaks in service. ~~During this time, the Board may also~~ grant tenure contingent upon a teacher's or building principal's receipt of a minimum APPR rating in the final year of ~~the~~ his or her probationary period. If the contingency is not met after all appeals are exhausted, the grant of tenure will be void and unenforceable. The teacher's or building principal's probationary period may be extended for an additional year in accordance with law.

Resolutions Making Appointments

Each Board resolution making a probationary appointment or an appointment on tenure will specify:

- a) The name of the appointee;
- b) The tenure area or areas in which the professional will devote a substantial portion of his or her time;
- c) The date probationary service or service on tenure commences in each area;
- d) The expiration date of the appointment, if made on a probationary basis. For appointments of classroom teachers and building principals, the resolution must state that:
 1. To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of the four preceding years; and

(Continued)

SUBJECT: PROBATION AND TENURE (Cont'd.)

2. If the teacher or **building** principal receives an ineffective composite or overall APPR rating in his or her final year of probation, he or she will not be eligible for tenure at that time; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

Education Law §§ 2509, 2573, 3012, ~~3012-e, 3012-d~~, 3014, and 3031
8 NYCRR §§ 30-1.3, ~~80-3.6, 80-3.9, and 80-3.10~~

NOTE: Refer also to Policy #6217 -- Professional Staff: Separation

Personnel

SUBJECT: TEMPORARY PERSONNEL

The District ~~may need to utilize's needs sometimes require~~ temporary appointments. The terms of these appointments will be defined by the Board on a case-by-case basis.

Student Teachers

The District will cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (NYSED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant NYSED personnel.

Substitute Teachers

~~The Superintendent will employ appropriately qualified substitute teachers.~~ A substitute teacher is employed in the place of a regularly appointed teacher who is absent, but is expected to return. ~~The Superintendent will employ appropriately qualified substitute teachers. It is recognized that fully certified persons will not always be available for employment as substitute teachers. The District will employ substitute teachers in accordance with law and regulation.~~

The Board will annually establish the rate of pay for per diem substitute teachers.

~~New York State recognizes the following three categories of substitute teachers:~~

- ~~a) Substitutes with valid NYS teaching certificates or certificates of qualification. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are certified.~~
- ~~b) Substitutes without a valid NYS certificate, but who are completing collegiate study toward NYS certification at the rate of not less than six semester hours per year. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are seeking certification.~~
- ~~c) Substitutes without a NYS valid certificate and who are not working towards NYS certification. A substitute teacher in this category may be employed in any capacity, but is limited to 40 days in one school district in any school year.~~

~~Education Law § 3023~~

~~8 NYCRR §§ 80-1.5 and 80-5.4~~

Revised: 6/24/97; 1/9/07; 4/14/15; 12/12/17; 3/12/19;

SUBJECT: — USE OF EMAIL IN THE DISTRICT

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

Employee Acknowledgement

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in his or her use of email.

Classified and Confidential

District employees and authorized users may not:

- a) — Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a principal/supervisor.
- b) — Forward emails with confidential, sensitive, or secure information without principal/supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.
- c) — Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be transmitted via email correspondence.
- d) — Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.
- e) — Send or forward emails with comments or statements about the District that may negatively impact it; or
- f) — Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

(Continued)

Personnel

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users have no expectation of privacy in email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users will not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network or use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the principal or supervisor. The District's email system will not be used for personal gain or profit.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via District email or instant messaging should inform their principal/supervisor immediately.

Records Management and Retention

Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Training

Employees or authorized users should receive regular training on the following topics:

- a) — The appropriate use of email with students, parents and other staff to avoid issues regarding harassment and/or charges of fraternization;
- b) — Confidentiality of emails;
- c) — Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and
- d) — No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal/supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.

(Continued)

Personnel

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

Confidentiality Notice

~~A standard confidentiality notice will automatically be added to each email as determined by the District.~~

~~NOTE: Refer also to Policies #3320 Confidentiality of Computerized Information
#3420 Non-Discrimination and Anti-Harassment in the District
#5670 Records Management
#6410 Staff Acceptable Use Policy
#8271 Internet Safety/Internet Content Filtering~~

~~Adopted: 5/5/15
Revised: 12/12/17~~

SUBJECT: USE OF EMAIL IN THE DISTRICT**Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all District-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

Scope and Application of Policy

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

Sending Emails with Personal, Private, and Sensitive Information

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;

(Continued)

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- g) Account numbers;
- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

*District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users will not use cloud-based storage services (such as Dropbox or OneDrive) to transmit files with PPSI without previous District approval or consulting with a building principal or supervisor.
- d) Comments or statements about the District that may negatively impact it.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor.

Receiving Suspicious Emails

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

**Customize to District -- District should customize the information in this list to reflect its specific practices.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.

*District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

No Expectation of Privacy

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

Accessing District Email Services on Personal Devices

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

Personal Use

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

**Customize to District -- District should customize this sentence to reflect its specific practices for handling suspicious emails.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without authorization from a building principal or supervisor.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.

Personal email accounts or services (Yahoo, Gmail, etc.) should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

Confidentiality Notice

A standard confidentiality notice will automatically be added to each email as determined by the District.

Training

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;
- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- g) How users should have no expectation of privacy when using the DCS or any District email service.

Notification

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

Records Management and Retention

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

Disciplinary Measures

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6410 -- Staff Acceptable Use Policy
#8271 -- Internet Safety/Internet Content Filtering

Adopted: 5/5/15
Revised: 12/12/17;

SUBJECT: LEAVES OF ABSENCE

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of Absence, Contractual, Et Al

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of Absence, Unpaid, Not Covered Above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence.

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the **employee nursing mother** can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)f) Witnesses or Victims of Crimes ~~Domestic Abuse~~

~~Employers are required to provide employees with an unpaid leave to appear as a witness, consult with the district attorney, or exercise the employee's statutory rights as the victim of, or witness to a crime of domestic violence. A victim of domestic violence may need one or more of these types of leave.~~ The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise his or her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. ~~Employers are~~ The District is permitted to ask the ~~employee~~ party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

hg) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

ih) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of his or her working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC § 207(r)

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC §§ 4301-4333

Civil Service Law §§ 71-73 and 159-b

Education Law §§ 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law § 3-110

Executive Law § 296(22)

General Municipal Law §§ 92, 92-c, and 92-d

Judiciary Law §§ 519 and 521

Labor Law §§ 202-a, 202-ei, 202-ij, 202-jl and 206-c

Military Law §§ 242 and 243

Penal Law § 215.14

Adopted: 1992

Revised: 11/12/03; 1/9/07; 5/13/08; 4/9/13; 12/12/17; 3/24/20;

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

February 23, 2023

6:00 PM

Via Zoom due to power outage at the Middle School

PRESENT:

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

Superintendent: Michael Pullen

District Clerk: Tina St. John

Approximately 14 students, staff and guests.

1. Call to Order/Pledge of Allegiance

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

Approval of Agenda:

Motion for approval was made by Jasen Sloan and seconded by John Boogaard 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 February 23, 2023.

2. Presentations:

- DGA Builders
 - Chris Krawiec, Michael Nicosia and Anthony Pesce introduced themselves as the Project Manager for Phase II of the Capital Project.
- Four County School Boards Association – Stephen Miskell
 - Mr. Miskell provided an overview of the services that the Four County School Boards Association offers.
- Assistant Superintendent for Instruction – Megan Paliotti
 - Megan Paliotti presented a Mid-Year Update of the 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.

5000	Non-Instructional/Business	
5681	School Safety Plans	Revised
5741	Drug and Alcohol Testing for School Bus Drivers	Revised
6000	Personnel	
6120	Equal Employment Opportunity	Revised
6121	Sexual Harassment of District Personnel	Revised
6140	Employee Medical Examinations	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 Linda Eygnor 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 9, 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 25, February 1, 3, 8, 9, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14787	14859	12711	13058	13005	12963	12547	14857	14668
13169	13255	13009						

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. 2023-2024 Academic School Calendar

The proposed 2023-2024 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 2023-2024 school year.

e. Personnel Items:

1. Letter of Resignation –Anna Howell

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 Anna Howell as a .5 Art Teacher, effective January 31, 2023.

2. Creation of Non-Instructional Positions

RESOLUTION

Whereas, the North Rose-Wolcott Central School District has determined that it is necessary 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 February 24, 2023:

<u>Position</u>	<u>Classification</u>
1 – 1.0 Food Service Helper	non-competitive

3. Appoint Food Service Helper – Heidi Pare

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 Heidi Pare 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 27, 2023-February 26, 2024
Salary: \$15.00/hr.

4. Appoint Elementary School Parent Liaison – Casey Ferguson

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 Casey Ferguson, Elementary School Parent Liaison at \$16.07/hr. for the 2022-2023 school year effective February 27, 2023.

5. Optimal Health Coordinator – Stephanie Humbert

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 Stephanie Humbert as a 1.0 Optimal Health Coordinator at a rate of pay of \$45,000 prorated for the 2022-2023 school year effective April 30, 2023.

6. Appoint Art Teacher – Anna Howell

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 Anna Howell as an Art Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: Art - Initial

Probationary Period: February 1, 2023-January 31, 2027

Salary: Step A \$48,264

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.

7. Appoint Long-Term Substitute Teacher–Erin Hibbert

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 Erin Hibbert as a Long-Term Substitute Teacher, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: Social Studies 7-12, Initial

Appointment Dates: Approximately March 23, 2023-June 22, 2023

Salary: \$247.27/day

8. Appoint Director of Human Resources (School Districts) – Frederick Prince

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the probationary appointment of Frederick Prince as Director of Human Resources (School Districts) conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87.

Probationary Period: February 14, 2023-April 10, 2023

Salary: Contract is on file with the District Clerk.

9. Co-Curricular Appointments

RESOLUTION

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

Name	Bldg.	Title	Step	Year	Salary
Alex Richwalder	MS	Solo Fest Advisor			\$32.50/hour -\$260 max

10. 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 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
Michael Flaherty	Varsity	Boys Track Coach	2	6	\$4,753
Alex Richwalder	Modified	Boys Track Coach	3	9	\$3,575
Robert Yarrow	Varsity	Softball Coach	4	16	\$5,810
Michael Grasso	JV	Softball Coach	2	5	\$3,321
Michelle Lancaster	Varsity	Volunteer Softball Coach			Volunteer
Zachary Norris	Varsity	Volunteer Boys Tennis Coach			Volunteer
Ryan Haskin	Modified	Boys Tennis Coach	1	2	\$2,460
George Mitchell	Varsity	Girls Track Coach	4	33	\$5,810
Paul Petersen	Modified	Girls Track Coach	2	4	\$3,217
William McDermott	Varsity	Interim Baseball Coach	2	5	\$4,753 prorated effective approximately 3/13/23-4/15/23
Brandon Kapcinski	Varsity	Baseball Coach	3	7	\$5,282 prorated effective approximately 4/15/23
William McDermott	JV	Baseball Coach	2	5	\$3,321 prorated effective approximately 4/17/23
Brad LeFevre	Modified	Baseball Coach	1	1	\$2,383
Brian Cole	Varsity	Boys Tennis	2	6	\$3,973

11. 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.

Angela Watts
Megan Hogan

Aaron Dennis
Shannon Moore

Leah Stuck

Patricia Batzold

6. **Policies**

A motion for approval of the following items as listed under Policies is made by Paul Statskey and seconded by Jasen Sloan with the motion approved 7-0.

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	
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

Board Member Requests/Comments/Discussion:

- Linda Eynor spoke about the New York State School Board Association lobby day.

Good News:

- Board Members shared good news

EXECUTIVE SESSION:

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

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

Time entered: 7:08 p.m.

Return to regular session at 7:51p.m.Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Linda Eynor and seconded by Tina Reed with motion approved 7-0.

Time adjourned: 7:52p.m.

Tina St. John, Clerk of the Board of Education

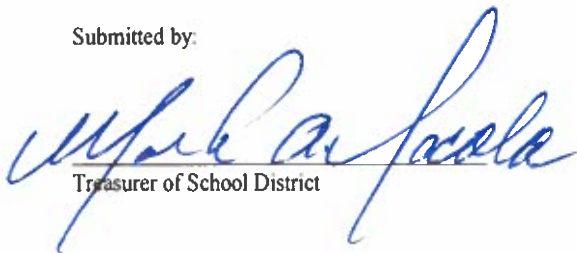
NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT

TREASURER'S REPORT

FOR THE MONTH ENDING JANUARY 31, 2023

- 1 CASH SUMMARY REPORT (ALL FUNDS)
- 2 CASH ANALYSIS REPORT (ALL FUNDS)
- 3 REVENUE STATUS REPORTS
 - a) General Fund
 - b) School Lunch Fund
 - c) Miscellaneous Special Revenue Fund
 - d) Special Aid Fund
 - e) Capital Fund
 - f) Trust Custodial Fund
 - g) Debt Service Fund
- 4 BUDGET STATUS REPORTS
 - a) General Fund
 - b) School Lunch Fund
 - d) Special Aid Fund
 - e) Capital Fund
 - f) Trust Custodial Fund
 - g) Debt Service Fund

Submitted by:



Treasurer of School District



**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
CASH SUMMARY
FOR THE PERIOD ENDING JANUARY 31, 2023**

<u>CASH</u>	<u>GENERAL</u> FUND	<u>SCHOOL</u> LUNCH FUND	<u>MISC SPECIAL</u> REVENUE FUND	<u>SPECIAL AID</u> FUND	<u>CAPITAL</u> FUND	<u>TRUST</u> CUSTODIAL FUND	<u>DEBT SERVICE</u> FUND	<u>DISTRICT</u> TOTALS
Checking / Savings	\$ 4,025,493.89	\$ 470,732.66	\$ 19,527.65	\$ 81,047.17	\$ 821,262.35	\$ 192,487.91	\$ 1,669,243.90	\$ 7,279,795.53
Money Market	129,052.06	-	-	-	-	-	-	129,052.06
LIQUID Investments \ NYCLASS	8,383,342.41	-	64,596.54	-	1,144,127.86	-	-	9,592,066.81
Fund Totals	\$ 12,537,888.36	\$ 470,732.66	\$ 84,124.19	\$ 81,047.17	\$ 1,965,390.21	\$ 192,487.91	\$ 1,669,243.90	\$ 17,000,914.40
<u>RESERVE FUNDS</u>								
Workers' Compensation Reserve	\$ 153,360.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,360.34
Unemployment Insurance Reserve	31,840.83	-	-	-	-	-	-	31,840.83
ERS Retirement Contribution Reserve	1,273,116.54	-	-	-	-	-	-	1,273,116.54
Retirement Contribution Reserve - TRS Subfund	414,100.34	-	-	-	-	-	-	414,100.34
Liability Reserve	985,480.97	-	-	-	-	-	-	985,480.97
Tax Certiorari Reserve	42,863.54	-	-	-	-	-	-	42,863.54
Employee Benefit Reserve	201,326.98	-	-	-	-	-	-	201,326.98
Capital Bus Reserve - 2019	1,271,682.99	-	-	-	-	-	-	1,271,682.99
Capital Building Reserve - 2022	2,288,241.03	-	-	-	-	-	-	2,288,241.03
Debt Service Reserve	-	-	-	-	-	-	1,669,243.90	1,669,243.90
Reserve Fund Totals	\$ 6,662,013.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,669,243.90	\$ 8,331,257.46

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
ANALYSIS OF CHANGE IN CASH
FOR THE PERIOD ENDING JANUARY 31, 2023**

	GENERAL FUND	SCHOOL LUNCH	MISC SPECIAL REVENUE FUND	SPECIAL AID FUND	CAPITAL FUND	TRUST CUSTODIAL FUND	DEBT SERVICE FUND	DISTRICT TOTALS
Cash Balances - Beginning of Month	\$ 14,252,593.28	\$ 419,398.38	\$ 83,903.54	\$ 415,516.95	\$ 2,370,292.26	\$ 192,002.09	\$ 1,667,003.83	19,400,710.33
<u>Add: Cash Receipts</u>								
Interest Earnings	32,396.06	-	220.65	-	4,928.51	-	708.07	38,253.29
Taxes / Penalties / PILOTS/STAR Aid	1,048,072.74	-	-	-	-	-	-	1,048,072.74
State Aid / Supply Chain Assistance Funds	141,389.43	40,309.00	-	-	-	-	-	181,698.43
Medicaid Claims	-	-	-	-	-	-	-	-
BOCES Aid	-	-	-	-	-	-	-	-
Insurance Recoveries	29,644.41	-	-	-	126,876.54	-	-	156,520.95
Meal Sales / Catering / Vending Machines	-	5,486.62	-	-	-	-	-	5,486.62
Online Prepayments	-	1,035.00	-	-	-	-	-	1,035.00
Grant Aid	-	-	-	167,989.75	-	-	-	167,989.75
School Lunch Aid / Meal Claims	-	70,424.00	-	-	-	-	-	70,424.00
Memorial Awards / Scholarships	-	-	-	-	-	-	-	-
Miscellaneous Receipts	1,288.50	-	-	-	-	2,224.70	-	3,513.20
Total Cash Receipts	\$ 1,252,791.14	\$ 117,254.62	\$ 220.65	\$ 167,989.75	\$ 131,805.05	\$ 2,224.70	\$ 708.07	\$ 1,672,993.98
<u>Less: Cash Disbursements</u>								
Payroll Transfers & Disbursements	842,884.22	26,760.05	-	342,064.72	-	-	-	1,211,708.99
Check Disbursements	1,580,872.06	107,239.93	-	117,959.95	1,053,270.10	1,738.88	-	2,861,080.92
Debt Service Payments	-	-	-	-	-	-	-	-
Total Cash Disbursements	\$ 2,423,756.28	\$ 133,999.98	\$ -	\$ 460,024.67	\$ 1,053,270.10	\$ 1,738.88	\$ -	\$ 4,072,789.91
Net Transfers In (Out)	(543,739.78)	68,079.64	-	(42,434.86)	516,563.00	-	1,532.00	-
Cash Balances - End of Month	\$ 12,537,888.36	\$ 470,732.66	\$ 84,124.19	\$ 81,047.17	\$ 1,965,390.21	\$ 192,487.91	\$ 1,669,243.90	\$ 17,000,914.40
Bank Reconciliation								
Outstanding Checks	449,531.02	32,194.40	1,150.00	21,234.99	-	-	-	504,110.41
Items in Transit	(29,689.41)	(40.00)	-	-	-	-	-	(29,729.41)
Bank Statement Balances	\$ 12,957,729.97	\$ 502,887.06	\$ 85,274.19	\$ 102,282.16	\$ 1,965,390.21	\$ 192,487.91	\$ 1,669,243.90	\$ 17,475,295.40

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Tax Items	10,368,093.00	0.00	10,368,093.00	9,311,092.46	1,057,000.54	
1081.000		Oth. Paymts in Lieu of Ta	11,400.00	0.00	11,400.00	15,691.88		4,291.88
1085.000		STAR Reimbursement	0.00	0.00	0.00	1,048,072.74		1,048,072.74
1090.000		Int. & Penal. on Real Pro	20,000.00	0.00	20,000.00	10,766.02	9,233.98	
1120.001		Sales Tax Revenue	440,000.00	0.00	440,000.00	0.00	440,000.00	
1335.000		Oth Student Fee/Charges (3,000.00	0.00	3,000.00	1,353.00	1,647.00	
1489.010		Other Charges-AM Swim	0.00	0.00	0.00	5.00		5.00
1489.011		Other Charges- Swim	2,500.00	0.00	2,500.00	2,279.00	221.00	
1489.070		Other Charges-Driving Range	750.00	0.00	750.00	2,481.00		1,731.00
1489.080		Other Charges-Fitness Center M	2,000.00	0.00	2,000.00	1,245.00	755.00	
2308.000		Trans for BOCES	40,000.00	0.00	40,000.00	-0.30	40,000.30	
2350.000		Trans-Youth Serv-Oth Gov-SumSc	0.00	0.00	0.00	-7,450.00	7,450.00	
2401.000		Interest & Earnings	5,000.00	0.00	5,000.00	135,297.39		130,297.39
2650.000		Sale Scrap & Excess Material	0.00	0.00	0.00	192.86		192.86
2680.000		Insurance Recoveries-Othe	0.00	0.00	0.00	29,644.41		29,644.41
2683.000		Self Insurance Recoveries	0.00	0.00	0.00	5,165.21		5,165.21
2701.000		BOCES Svs Aprve for Aid-R	200,000.00	0.00	200,000.00	0.00	200,000.00	
2701.001		Refund PY exp-payables	5,000.00	0.00	5,000.00	630.86	4,369.14	
2703.000		Other-Not Transp-Ref PrYr	0.00	0.00	0.00	82,212.31		82,212.31
2705.000		Gifts and Donations	0.00	1,000.00	1,000.00	4,330.00		3,330.00
2770.000		Other Unclassified Rev.(S	10,000.00	0.00	10,000.00	20,476.65		10,476.65
3101.000		Basic Formula Aid-Gen Aid	17,558,692.00	0.00	17,558,692.00	3,124,320.62	14,434,371.38	
3101.010		Basic Formula Aid-Excess	596,250.00	0.00	596,250.00	568,560.25	27,689.75	
3102.000		Lottery Aid (Sect 3609a E	1,375,000.00	0.00	1,375,000.00	1,673,939.86		298,939.86
3102.010		Lottery Grant	0.00	0.00	0.00	607,963.30		607,963.30
3103.000		BOCES Aid (Sect 3609a Ed	1,808,941.00	0.00	1,808,941.00	145.00	1,808,796.00	
3260.000		Textbook Aid (Incl Txtbk/	63,411.00	0.00	63,411.00	16,005.00	47,406.00	
3262.000		Computer Software Aid	34,724.00	0.00	34,724.00	0.00	34,724.00	
3263.000		Library A/V Loan Program	6,906.00	0.00	6,906.00	0.00	6,906.00	
4601.000		Medic.Ass't-Sch Age-Sch Y	100,000.00	0.00	100,000.00	87,776.66	12,223.34	
5031.080		Interfund Transfers (Not D. Se	0.00	0.00	0.00	3,321.00		3,321.00
5050.000		Interfund Trans. for Debt	100,000.00	0.00	100,000.00	0.00	100,000.00	
Total GENERAL FUND			32,751,667.00	1,000.00	32,752,667.00	16,745,517.18	18,232,793.43	2,225,643.61

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: C SCHOOL LUNCH FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1440.000		Sale of A Lunch	2,000.00	0.00	2,000.00	361.44	1,638.56	
1445.000		Other Cafeteria Sales	27,000.00	0.00	27,000.00	15,449.51	11,550.49	
2705.000		Gifts and Donations	0.00	0.00	0.00	26.10		26.10
2770.000		Misc Rev Local Sources (S	2,000.00	0.00	2,000.00	40,421.78		38,421.78
2770.010		Vending Machine Sales	21,000.00	0.00	21,000.00	16,793.21	4,206.79	
3190.010		State Reimburse-Brk	10,000.00	0.00	10,000.00	4,663.00	5,337.00	
3190.020		State Reimburse-Lnch	8,000.00	0.00	8,000.00	4,014.00	3,986.00	
3190.060		Sum Food Svs Prog for Chi	1,000.00	0.00	1,000.00	930.00	70.00	
4190.000		Emer Oper Cost Reimb Prog	0.00	0.00	0.00	1,884.00		1,884.00
4190.010		Fed Reimbursement-Brk	260,000.00	0.00	260,000.00	128,417.00	131,583.00	
4190.020		Fed Reimbursement-Lnch	562,000.00	0.00	562,000.00	245,442.00	316,558.00	
4190.030		Fed Reimb-Surplus Food	45,000.00	0.00	45,000.00	0.00	45,000.00	
4190.040		Fed Reimbursement (Snack)	10,000.00	0.00	10,000.00	2,510.00	7,490.00	
4192.000		Sum Food Svs Prog for Chi	23,000.00	0.00	23,000.00	28,196.00		5,196.00
5031.000		Transfer from General Fun	30,000.00	0.00	30,000.00	0.00	30,000.00	
Total SCHOOL LUNCH FUND			1,001,000.00	0.00	1,001,000.00	489,108.04	557,419.84	45,527.88

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: CM MISC SPECIAL REVENUE FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
SCH-2401.000	SCH	Interest and Earnings	0.00	0.00	0.00	1,041.78		1,041.78
SCH-2705.000	SCH	Gifts and Donations	0.00	0.00	0.00	8,635.00		8,635.00
Total MISC SPECIAL REVENUE FUND			0.00	0.00	0.00	9,676.78	0.00	9,676.78

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: F SPECIAL AID FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
A22-4289.018	A22	21ST CENTURY-OTHER FEDERA	0.00	0.00	0.00	81,114.12		81,114.12
ACY-4289.000	ACY	Oth Fed-	12,900.00	0.00	12,900.00	2,580.00	10,320.00	
ARC-4289.000	ARC	Oth Fed-	259,878.00	0.00	259,878.00	51,965.00	207,913.00	
ARH-4289.000	ARH	Oth Fed-	8,134.14	0.00	8,134.14	1,310.14	6,824.00	
ARL-4289.000	ARL	Oth Fed-	1,053,819.39	0.00	1,053,819.39	14,538.39	1,039,281.00	
ARP-4289.000	ARP	Oth Fed-	1,909,350.46	0.00	1,909,350.46	112,708.59	1,796,641.87	
ARS-4289.000	ARS	Oth Fed-	259,603.00	0.00	259,603.00	51,740.00	207,863.00	
BJ1-4289.000	BJ1	Oth Fed-	327,159.00	0.00	327,159.00	0.00	327,159.00	
BJA-4289.000	BJA	Oth Fed-	183,826.24	0.00	183,826.24	189,405.24		5,579.00
C23-3289.018	C23	UPK for 4YO	609,469.00	0.00	609,469.00	304,734.00	304,735.00	
CNG-4289.000	CNG	Oth Fed-	20,000.00	0.00	20,000.00	0.00	20,000.00	
E22-4289.018	E22	MKV BASELINE	0.00	0.00	0.00	784.53		784.53
E23-4289.018	E23	MKV BASELINE	125,000.00	0.00	125,000.00	25,000.00	100,000.00	
ESD-4289.000	ESD	Other Federal Aid	73,320.00	0.00	73,320.00	0.00	73,320.00	
ESL-2705.000	ESL	Gifts and Donations	25,000.00	0.00	25,000.00	0.00	25,000.00	
ESS-4289.000	ESS	Other Federal Aid	0.00	0.00	0.00	37,683.99		37,683.99
F22-4289.018	F22	MKV ENHANCED	0.00	0.00	0.00	36.00		36.00
G22-4289.018	G22	NRE 21ST CCLC ELEM	0.00	0.00	0.00	187,920.77		187,920.77
HWB-3289.002	HWB	Other State Aid	20,991.75	0.00	20,991.75	20,991.75		
I22-4256.018	I22	Indiv. w/Disab	0.00	0.00	0.00	14,956.90		14,956.90
I23-4256.018	I23	Indiv. w/Disab	365,261.00	0.00	365,261.00	73,052.00	292,209.00	
J23-4256.018	J23	Indiv. w/Disab	19,927.00	0.00	19,927.00	3,870.00	16,057.00	
LTG-3289.014	LTG	Learning Technology	61,992.00	0.00	61,992.00	0.00	61,992.00	
M23-4129.000	M23	ESEA-Title IV Safe & Drug	27,603.00	0.00	27,603.00	5,520.00	22,083.00	
MH1-4289.000	MH1	Oth Federal Aid	125,000.00	0.00	125,000.00	0.00	125,000.00	
MHG-4289.000	MHG	Oth Federal Aid	78,145.32	0.00	78,145.32	109,063.45		30,918.13
N22-4126.000	N22	ESEA-Title I, Title II	5,735.15	0.00	5,735.15	1,211.27	4,523.88	
N23-4126.000	N23	ESEA-Title I, Title II	350,296.00	0.00	350,296.00	70,059.00	280,237.00	
O23-4289.000	O23	Other Federal Aid	41,503.00	0.00	41,503.00	8,300.00	33,203.00	
OH1-4289.000	OH1	Oth Federal Aid	52,800.00	0.00	52,800.00	0.00	52,800.00	
OHI-4289.000	OHI	Oth Federal Aid	14,665.90	0.00	14,665.90	14,665.90		
OMH-3289.002	OMH	Other State Aid	174,996.00	0.00	174,996.00	0.00	174,996.00	
PP1-3289.100	PP1	Miscellaneous State Aid	11,239.00	0.00	11,239.00	0.00	11,239.00	
SR1-4289.022	SR1	Other Federal Aid	62,000.00	0.00	62,000.00	0.00	62,000.00	
SRA-4289.022	SRA	Other Federal Aid	7,126.03	0.00	7,126.03	4,664.65	2,461.38	

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: F SPECIAL AID FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
SV1-3289.100	SV1	Miscellaneous State Aid	349,959.00	0.00	349,959.00	87,489.00	262,470.00	
SVP-3289.100	SVP	Miscellaneous State Aid	0.00	0.00	0.00	4,194.96		4,194.96
TEC-3289.014	TEC	Learning Technology	0.00	0.00	0.00	11,010.00		11,010.00
W22-4289.000	W22	Other Federal Aid	0.00	0.00	0.00	-244.82	244.82	
X22-4289.000	X22	Other Federal Aid	53,912.39	0.00	53,912.39	53,628.24	284.15	
X23-4289.000	X23	Other Federal Aid	65,000.00	0.00	65,000.00	0.00	65,000.00	
Z22-4289.021	Z22	Other Federal Aid	11,977.45	0.00	11,977.45	10,346.21	1,631.24	
Z23-4289.021	Z23	Other Federal Aid	14,625.00	0.00	14,625.00	0.00	14,625.00	
Total SPECIAL AID FUND			6,782,214.22	0.00	6,782,214.22	1,554,299.28	5,602,113.34	374,198.40

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: H CAPITAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
BUS-5031.000	BUS	Interfund Transfers	0.00	0.00	0.00	526,700.00		526,700.00
CAP-2680.000	CAP	Insurance Recoveries	0.00	0.00	0.00	126,876.54		126,876.54
CAP-5031.080	CAP	Interfund Transfers	0.00	0.00	0.00	100,000.00		100,000.00
Total CAPITAL FUND			0.00	0.00	0.00	753,576.54	0.00	753,576.54

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: TC CUSTODIAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
SDP-2770.000	SDP	Unclassified Revenues	0.00	0.00	0.00	13,366.14		13,366.14
Total CUSTODIAL FUND			0.00	0.00	0.00	13,366.14	0.00	13,366.14

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Revenue Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: V DEBT SERVICE

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
2401.000		Interest and Earnings	0.00	0.00	0.00	43,209.12		43,209.12
5032.000		Interfund Transfers, Other	0.00	0.00	0.00	1,532.00		1,532.00
Total DEBT SERVICE			0.00	0.00	0.00	44,741.12	0.00	44,741.12

Selection Criteria

Criteria Name: Last Run
 As Of Date: 01/31/2023
 Suppress revenue accounts with no activity
 Sort by: Fund
 Printed by Norma Lewis

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

These are estimates to balance the budget

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1 GENERAL SUPPORT							
1010	Board Of Education	41,980.00	0.00	41,980.00	12,236.88	7,665.90	22,077.22
1040	District Clerk	7,803.00	0.00	7,803.00	4,035.37	2,754.12	1,013.51
1060	District Meeting	5,241.00	500.00	5,741.00	193.28	2,500.00	3,047.72
1240	Chief School Administrator	283,265.00	1,006.00	284,271.00	157,858.95	109,941.31	16,470.74
1310	Business Administration	500,400.00	5,070.25	505,470.25	262,910.07	217,446.71	25,113.47
1320	Auditing	26,481.00	0.00	26,481.00	14,591.34	3,658.16	8,231.50
1325	Treasurer	570.00	0.00	570.00	450.00	0.00	120.00
1330	Tax Collector	15,851.00	400.00	16,251.00	12,618.18	2,015.88	1,616.94
1345	Purchasing	54,776.00	8,140.00	62,916.00	36,726.12	22,752.88	3,437.00
1420	Legal	109,710.00	2,200.00	111,910.00	60,597.48	35,528.00	15,784.52
1430	Personnel	106,464.00	0.00	106,464.00	46,138.90	32,151.70	28,173.40
1480	Public Information and Services	118,607.00	0.00	118,607.00	55,828.86	56,311.04	6,467.10
1620	Operation of Plant	1,762,172.00	87,999.20	1,850,171.20	1,010,649.28	615,222.49	224,299.43
1621	Maintenance of Plant	280,512.00	69,470.59	349,982.59	164,631.74	42,074.74	143,276.11
1670	Central Printing & Mailing	26,475.00	0.00	26,475.00	16,482.15	1,517.85	8,475.00
1680	Central Data Processing	349,879.00	-6,397.00	343,482.00	164,003.17	36,920.39	142,558.44
1910	Unallocated Insurance	148,625.00	0.00	148,625.00	127,355.16	0.00	21,269.84
1920	School Association Dues	11,274.00	0.00	11,274.00	8,954.00	300.00	2,020.00
1950	Assessments on School Property	22,550.00	-1,675.00	20,875.00	20,872.83	0.00	2.17
1964	Refund on Real Property Taxes	1,025.00	1,675.00	2,700.00	0.00	0.00	2,700.00
1981	BOCES Administrative Costs	227,504.00	0.00	227,504.00	95,634.05	95,634.01	36,235.94
Subtotal of 1 GENERAL SUPPORT		4,101,164.00	168,389.04	4,269,553.04	2,272,767.81	1,284,395.18	712,390.05
2 INSTRUCTION							
2010	Curriculum Devel and Suprvsn	322,768.00	-14,248.00	308,520.00	135,690.19	102,635.07	70,194.74
2020	Supervision-Regular School	803,370.00	9,496.03	812,866.03	380,820.75	244,478.62	187,566.66
2070	Inservice Training-Instruction	128,757.00	16,000.00	144,757.00	38,247.61	50,688.15	55,821.24
2110	Teaching-Regular School	6,592,468.00	47,463.04	6,639,931.04	2,563,945.57	2,886,163.27	1,189,822.20
2250	Prg For Sdnts w/Disabil-Med Elgble	5,158,791.00	94,177.18	5,252,968.18	1,765,066.23	2,558,222.49	929,679.46
2280	Occupational Education(Grades 9-12)	633,436.00	16,581.00	650,017.00	325,008.50	325,008.50	0.00
2330	Teaching-Special Schools	191,901.00	-6,905.00	184,996.00	18,082.63	68.00	166,845.37
2610	School Library & AV	266,208.00	1,940.87	268,148.87	86,225.70	80,697.22	101,225.95
2630	Computer Assisted Instruction	1,268,795.00	81,292.49	1,350,087.49	587,835.35	124,661.40	637,590.74
2810	Guidance-Regular School	345,234.00	23,838.79	369,072.79	181,679.08	165,531.58	21,862.13
2815	Health Svcs-Regular School	152,854.00	1,453.13	154,307.13	52,172.89	69,522.65	32,611.59
2820	Psychological Svcs-Reg Schl	227,526.00	-13,355.00	214,171.00	89,461.20	101,618.80	23,091.00
2825	Social Work Svcs-Regular School	63,875.00	0.00	63,875.00	23,980.00	31,472.00	8,423.00
2850	Co-Curricular Activ-Reg Schl	113,430.00	0.00	113,430.00	710.00	81,919.00	30,801.00
2855	Interscholastic Athletics-Reg Schl	493,281.00	18,364.54	511,645.54	222,752.97	161,933.63	126,958.94
Subtotal of 2 INSTRUCTION		16,762,694.00	276,099.07	17,038,793.07	6,471,678.67	6,984,620.38	3,582,494.02

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
5 PUPIL TRANSPORTATION							
5510	District Transport Srvcs-Med Elgble	1,488,966.00	122,650.08	1,611,616.08	773,745.11	623,231.07	214,639.90
5530	Garage Building	63,885.00	53,766.85	117,651.85	62,372.91	6,671.73	48,607.21
5581	Transportation from Boces	10,295.00	0.00	10,295.00	5,193.88	3,758.88	1,342.24
Subtotal of 5 PUPIL TRANSPORTATION		1,563,146.00	176,416.93	1,739,562.93	841,311.90	633,661.68	264,589.35
7 COMMUNITY SERVICES							
7310	Youth Program	142,036.00	-24,000.00	118,036.00	0.00	6,800.00	111,236.00
8060	Civic Activities	82,978.00	5,027.59	88,005.59	21,021.46	1,402.50	65,581.63
Subtotal of 7 COMMUNITY SERVICES		225,014.00	-18,972.41	206,041.59	21,021.46	8,202.50	176,817.63
9 UNDISTRIBUTED							
9010	State Retirement	450,543.00	0.00	450,543.00	179,904.65	139,174.79	131,463.56
9020	Teachers' Retirement	1,096,348.00	0.00	1,096,348.00	382,301.06	433,806.27	280,240.67
9030	Social Security	991,325.00	0.00	991,325.00	398,439.53	434,119.16	158,766.31
9040	Workers' Compensation	156,200.00	3,000.00	159,200.00	159,030.50	0.00	169.50
9045	Life Insurance	3,762.00	300.00	4,062.00	1,000.00	2,400.00	662.00
9050	Unemployment Insurance	54,500.00	0.00	54,500.00	97.50	0.00	54,402.50
9060	Hospital, Medical, Dental Insurance	4,664,736.00	-62,169.00	4,602,567.00	2,409,534.18	0.00	2,193,032.82
9089	Other (specify)	64,035.00	0.00	64,035.00	17,300.00	0.00	46,735.00
9711	Serial Bonds-School Construction	3,071,200.00	0.00	3,071,200.00	240,600.00	0.00	2,830,600.00
9901	Transfer to Other Funds	92,000.00	0.00	92,000.00	0.00	0.00	92,000.00
9950	Transfer to Capital Fund	200,000.00	458,750.00	658,750.00	626,700.00	0.00	32,050.00
Subtotal of 9 UNDISTRIBUTED		10,844,649.00	399,881.00	11,244,530.00	4,414,907.42	1,009,500.22	5,820,122.36
Total GENERAL FUND		33,496,667.00	1,001,813.63	34,498,480.63	14,021,687.26	9,920,379.96	10,556,413.41

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Noninstructional Sal		312,000.00	0.00	312,000.00	148,234.97	131,717.68	32,047.35
200 Equipment		3,000.00	0.00	3,000.00	423.78	0.00	2,576.22
400 Contractual SFSP		12,000.00	600.00	12,600.00	1,596.73	3,381.89	7,621.38
414 Food		465,000.00	0.00	465,000.00	209,314.19	140,004.29	115,681.52
419 Net Cost of Food Used		45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
450 Materials & Supplies SFSP		43,000.00	0.00	43,000.00	13,695.93	14,074.27	15,229.80
800 Employee Benefits		117,000.00	0.00	117,000.00	45,265.42	10,076.37	61,658.21
802 ERS		2,000.00	0.00	2,000.00	11,920.27	10,715.73	-20,636.00
806 Employee Benefits HRA		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
Total SCHOOL LUNCH FUND		1,001,000.00	600.00	1,001,600.00	430,451.29	309,970.23	261,178.48

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
A22 21st Century Grant		500.00	81,114.12	81,614.12	79,995.17	775.00	843.95
ACY ARPA HCY II		12,900.00	0.00	12,900.00	0.00	0.00	12,900.00
ARC ARP SLR Comprehens		259,878.00	0.00	259,878.00	23,757.49	300.00	235,820.51
ARH ARPA Homeless Child & Yth		8,134.14	0.00	8,134.14	1,403.12	0.00	6,731.02
ARL ARP SLR Learning Loss		1,053,819.39	0.00	1,053,819.39	147,726.73	113,949.48	792,143.18
ARP American Rescue Plan Act		1,909,350.46	53,417.13	1,962,767.59	311,937.07	111,166.30	1,539,664.22
ARS ARP SLR Summer Enr		259,603.00	0.00	259,603.00	160,880.35	0.00	98,722.65
BJ1 STOP School Violence Gran		327,159.00	0.00	327,159.00	101,015.03	97,828.04	128,315.93
BJA STOP School Violence Gran		183,826.24	0.00	183,826.24	101,797.41	29,213.25	52,815.58
C22 4 Year Old UPK Grant		2,885.22	8,531.01	11,416.23	0.00	0.00	11,416.23
C23 4 Year Old UPK Grant		609,469.00	0.00	609,469.00	259,092.48	245,133.68	105,242.84
CNG Child Nutrition Equip Gra		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
E22 McKinney-Vento Baseline		2,323.64	7,249.34	9,572.98	784.53	0.00	8,788.45
E23 McKinney-Vento Baseline		125,000.00	0.00	125,000.00	18,751.08	77,922.85	28,326.07
ECF Emergency Connectivity Fu		-138,809.00	0.00	-138,809.00	0.00	0.00	-138,809.00
ESD Ext Sch Day - Sodus		73,320.00	0.00	73,320.00	13,405.20	13,320.00	46,594.80
ESL ESL Community Impact Fund		25,000.00	0.00	25,000.00	630.00	0.00	24,370.00
ESR CRRSA ESSER 2		281.62	0.00	281.62	0.00	0.00	281.62
ESS Ext Sch Day - Sodus		9,891.74	37,687.99	47,579.73	37,683.99	0.00	9,895.74
F22 McKinney-Vento Enhanced		0.14	2,031.86	2,032.00	36.00	0.00	1,996.00
G22 21st CCLC Elem		13,782.52	181,671.25	195,453.77	187,920.77	0.00	7,533.00
H22 July/Aug Summer School		97,654.65	26,572.65	124,227.30	0.00	26,572.65	97,654.65
H23 July/Aug Summer School		276,650.00	0.00	276,650.00	219,441.42	15,569.90	41,638.68
HWB Healthcare Worker Bonus		20,991.75	0.00	20,991.75	19,377.00	0.00	1,614.75
I22 Section 611		40,558.99	2,949.23	43,508.22	14,956.90	2,085.00	26,466.32
I23 Section 611		365,261.00	208,645.00	573,906.00	257,319.49	277,869.99	38,716.52
J22 Section 619		5,291.03	0.00	5,291.03	0.00	0.00	5,291.03
J23 Section 619		19,350.00	11,896.00	31,246.00	3,068.26	11,956.00	16,221.74
LTG Learning Technology - So		61,992.00	0.00	61,992.00	31,862.23	5,897.00	24,232.77
M23 Title IV 2022-23		27,603.00	9,712.00	37,315.00	27,590.14	0.00	9,724.86
MH1 Mental Hlth Awareness Tra		125,000.00	0.00	125,000.00	10,378.72	43,573.40	71,047.88
MHG Mental Hlth Awareness Tra		78,145.32	30,918.13	109,063.45	79,100.99	318.13	29,644.33
N22 Title I A&D Improv		5,354.79	380.36	5,735.15	1,211.27	0.00	4,523.88
N23 Title I A&D Improv		350,296.00	54,834.00	405,130.00	157,200.73	152,785.53	95,143.74
O22 Title IIA, Teach/Pr		84.17	0.00	84.17	0.00	0.00	84.17
O23 Title IIA, Teach/Pr		41,503.00	8,756.00	50,259.00	20,724.98	15,132.94	14,401.08
OH1 Optimal Health Initiative		52,800.00	0.00	52,800.00	16,690.91	16,954.87	19,154.22
OHI Optimal Health Initiative		14,665.90	0.00	14,665.90	14,665.90	0.00	0.00
OMH Office of Mental Health		174,996.00	0.00	174,996.00	0.00	0.00	174,996.00
PP1 Primary Project		11,239.00	0.00	11,239.00	5,601.86	4,177.19	1,459.95

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
PPR Primary Project		1,074.55	0.00	1,074.55	0.00	0.00	1,074.55
SR1 Sexual Risk Avoidance Edu		62,000.00	0.00	62,000.00	24,251.44	21,530.00	16,218.56
SRA Sexual Risk Avoidance Edu		7,126.03	0.00	7,126.03	4,664.65	0.00	2,461.38
SV1 School Violence Preventio		349,959.00	0.00	349,959.00	131,697.64	144,920.84	73,340.52
SVP School Violence Preventio		6,762.88	5,179.08	11,941.96	2,834.13	0.00	9,107.83
TEC Learning Technology - So		0.00	11,010.00	11,010.00	9,590.00	0.00	1,420.00
V22 Section 4201		17,636.32	0.00	17,636.32	0.00	0.00	17,636.32
V23 Section 4201		90,000.00	0.00	90,000.00	36,486.88	48,713.12	4,800.00
W22 Title IIIA Newcomers		2,294.18	0.00	2,294.18	-244.82	0.00	2,539.00
X22 Full Serv Comm Sch- Sodus		53,912.29	0.00	53,912.29	53,628.24	1,190.97	-906.92
X23 Full Serv Comm Sch- Sodus		65,000.00	0.00	65,000.00	35,234.21	21,118.76	8,647.03
Y22 Mental Hlth Demo Grant- S		103.78	0.00	103.78	0.00	0.00	103.78
Y23 Mental Hlth Demo Grant- S		0.00	0.00	0.00	1,076.50	0.00	-1,076.50
Z22 School Safety Grant-Sodus		11,977.45	0.00	11,977.45	10,346.21	0.00	1,631.24
Z23 School Safety Grant-Sodus		14,625.00	0.00	14,625.00	327.61	1,000.00	13,297.39
Total SPECIAL AID FUND		7,210,223.19	742,555.15	7,952,778.34	2,635,899.91	1,500,974.89	3,815,903.54

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
BUS CAPITAL BUS							
0000	Building level	0.00	0.00	0.00	3,321.00	0.00	-3,321.00
2023	2022-23	526,700.00	0.00	526,700.00	0.00	526,699.05	0.95
Subtotal of BUS CAPITAL BUS		526,700.00	0.00	526,700.00	3,321.00	526,699.05	-3,320.05
CAP CAPITAL PHASE							
0000	Building level	0.00	0.00	0.00	6,816.00	0.00	-6,816.00
CO22	2022 CAPITAL OUTLAY PROJECT	0.00	1,339.00	1,339.00	0.00	1,339.00	0.00
CO23	2022-23 Cap Outlay	100,000.00	0.00	100,000.00	5,250.00	2,250.00	92,500.00
ER22	ES EMERGENCY ROOF PROJ 2022	210,000.00	0.00	210,000.00	168,210.86	4,689.14	37,100.00
HSRT	HS RTU Project \$300K	300,000.00	0.00	300,000.00	1,807.47	6,390.82	291,801.71
PR17	Capital Project Vote 2-28-17 \$30,590,000	0.00	2,171,457.88	2,171,457.88	1,176,821.75	1,018,074.61	-23,438.48
PR21	Capital Project Vote 12-16-21 \$11,100,00	9,895,315.00	903,220.48	10,798,535.48	1,285,334.46	775,457.02	8,737,744.00
Subtotal of CAP CAPITAL PHASE		10,505,315.00	3,076,017.36	13,581,332.36	2,644,240.54	1,808,200.59	9,128,891.23
Total CAPITAL FUND		11,032,015.00	3,076,017.36	14,108,032.36	2,647,561.54	2,334,899.64	9,125,571.18

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: TC CUSTODIAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
SDP Self-Insured Dental Plan							
9089	Other Employee Benefits	0.00	0.00	0.00	12,937.45	0.00	-12,937.45
Subtotal of SDP Self-Insured Dental Plan		0.00	0.00	0.00	12,937.45	0.00	-12,937.45
Total CUSTODIAL FUND		0.00	0.00	0.00	12,937.45	0.00	-12,937.45

North Rose-Wolcott Central School Dist

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: V DEBT SERVICE

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
Total DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00



NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

Academics 🐾 Commitment 🐾 Excellence

11631 SALTER-COLVIN ROAD 🐾 WOLCOTT, NEW YORK 14590 🐾 P. 315.594.3141 🐾 F. 315.594.2352

Gary Barno
Director of Business
Operations and Finance

Michael L. Pullen
Superintendent of Schools

Megan C. Paliotti
Assistant Superintendent
for Instruction and School Improvement

TO: Mr. Michael Pullen, Superintendent
Board of Education

FROM: Gary Barno, Director of Business Operations and Finance

SUBJECT: OSC Audit Dec 2022 - Corrective Action Plan (CAP)

DATE: March 2, 2023

We received an audit from the NYS Office of the Smart Schools Bond Act Allocations dated December 2022 along with their findings. The Board accepted this report on January 12th, 2023 along with my Response Letter and the OSC's acknowledgement that the Response Letter served as the Corrective Action Plan. We have since been asked by the State Education Department Office of Audit Services to provide an additional CAP to meet SED's regulatory requirement. Therefore, the following addresses the finding of the OSC audit with the district's response:

Finding:

The audit report found that allocation claims for the SSBA totaling \$1.35 million, relating to eligible technology purchases made during the fiscal years, 2019-20, 2020-21, and 2021-22 were not submitted.

Corrective Action Planned: *The District has responded to the findings of this audit report and has promptly submitted the claim for all eligible technology SSBA expenditures.*

Contact Person: Gary Barno, Director of Business Operations and Finance

Completion Date: April 14, 2022

No further findings were noted

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of ~~serious~~ violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and ~~updated as needed~~ adopted by the Board by September 1 of each school year.

~~Specifically, †The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.~~

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

~~Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.~~

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, ~~*student~~, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. *At the discretion of the Board, a student may be allowed to participate on the District-wide school safety team.

** Allowing a student member to participate on the safety team is now optional, not required. Please customize accordingly. A student may participate provided that no confidential information is shared with that student.*

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;
- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 2. Nonviolent conflict resolution training programs;
 3. Peer mediation programs and youth courts; and
 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;
- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; and

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
1. Coordinating the communication between school staff, law enforcement, and other first responders;
 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);
 3. Ensuring staff understanding of the District-wide school safety plan;
 4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
 5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
 6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
 7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
 8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner.
- t) Protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c.

~~—The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g., suicide).~~

Building-Level Emergency Response Plan

Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

~~The b~~Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team

appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level **emergency response** team will include, but not be limited to, representatives

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

of teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Training Requirement

—The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

Filing/Disclosure Requirements

—The District will file a copy of its District-wide school safety plan and any amendments with the Commissioner of Education no later than 30 days after its adoption. A copy of each building-level emergency response plan and any amendments will be filed with the appropriate local law enforcement agency and with the state police within 30 days of its adoption. Building-level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

~~Homeland Security Presidential Directives—HSPD-5, HSPD-8~~

~~Homeland Security Act of 2002, 6 USC § 101~~

~~Education Law §§ 807, 2801-a~~

~~Public Officers Law Article 6~~

~~Labor Law § 27-c~~

~~8 NYCRR § 155.17~~

Adopted: 1992

Revised: 4/8/01; 1/9/07; 10/28/08; 12/12/17; 11/12/19;

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

In order to help prevent accidents and injuries resulting from the misuse of drugs and/or alcohol by school bus drivers, the Board adopts this policy in compliance with federal and state law and regulation.

The District has designated the following individual to answer driver questions about this policy and related materials: Transportation Supervisor.

Drug and Alcohol Testing Program

School bus drivers are subject to drug and/or alcohol testing in a variety of circumstances. The District will comply with all federal and state law and regulation regarding the implementation of a drug and alcohol testing program for school bus drivers.

The District will either establish and manage its own drug and alcohol testing program or by contract have a consortium/third-party administrator manage all, or part of, its drug and alcohol testing program for school bus drivers.

Under federal law and regulation, individuals who operate a Commercial Motor Vehicle (CMV) designed to transport 16 or more occupants (including the driver) and are subject to commercial driver's license (CDL) requirements established by the United States Department of Transportation are safety-sensitive employees and are subject to the following drug and/or alcohol testing:

- a) **Pre-employment drug testing** which will be conducted after a conditional offer to hire has been extended, but before the actual performance of safety-sensitive functions for the first time. This pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) **Random drug and/or alcohol testing** which will be conducted on an unannounced basis.
- c) **Reasonable suspicion drug and/or alcohol testing** which will be conducted when reasonable suspicion exists that a driver has engaged in prohibited use of drugs and/or alcohol. The required observation for reasonable suspicion drug and/or alcohol testing must be made by a supervisor or official who has been trained in accordance with federal law and regulation.
- d) **Post-accident drug and/or alcohol testing** which will be conducted as soon as practicable following certain occurrences involving a CMV operating on a public road.
- e) **Return-to-duty drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct before the driver returns to perform a safety-sensitive function.

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

- f) **Follow-up drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct and has returned to performing a safety-sensitive function. This testing will be conducted on an unannounced basis in accordance with a written follow-up testing plan developed by a substance abuse professional (SAP).

All procedures used to test for the presence of drugs and/or alcohol will conform to the requirements outlined in federal law and regulation for protecting the driver, ensuring and the integrity of the testing process, safeguarding the validity of the test results, and ensuring that all test results are attributed to the correct driver.

Under New York State law and regulation, all school bus drivers are subject to pre-employment and random drug and alcohol testing in accordance with the provisions and requirements of federal regulations, regardless of ~~commercial driver's license~~ CDL endorsement. Every school bus driver will be included in the random testing pool and must submit to testing when selected.

Prohibitions and Consequences for School Bus Drivers

Under federal law and regulation, individuals who operate a CMV designed to transport 16 or more occupants (including the driver) and are subject to CDL requirements established by the United States Department of Transportation are prohibited from:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive ~~activities~~ functions for not less than 24 hours, but no punitive action will be taken by the employer;
- b) Using alcohol while performing safety-sensitive functions;
- c) Performing safety-sensitive functions within four hours after using alcohol;
- d) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first;
- e) Refusing to submit to a drug or alcohol test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;
- f) Refusing to submit to a pre-employment drug test;

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drugs, as defined by federal law and regulation. This prohibition does not apply when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a CMV; or
- h) Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for drugs.

Additionally, under New York State law, all school bus drivers are prohibited from:

- a) Consuming a drug or intoxicating liquor, regardless of its alcoholic content, or be under the influence of a drug or intoxicating liquor, within six hours before going on duty or operating, or having physical control of a bus;
- b) Consuming a drug or intoxicating liquor, regardless of its alcoholic content while on duty, or operating, or in physical control of a bus; or
- c) Possessing a drug or intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to the possession of a drug or intoxicating liquor which is transported as part of a shipment or personal effects of a passenger or to alcoholic beverages which are in sealed containers.

It is the employer's responsibility to ensure that no school bus driver:

- a) Violates any of the above listed provisions of New York State law; or
- b) Be on duty or operate a school bus if, by a person's general appearance or by a person's conduct or by other substantiating evidence, a person appears to have consumed a drug or intoxicating liquor within the preceding eight hours.

Any violation of this policy, ~~and/or~~ District procedures, and/or applicable federal and state law and regulation by a school bus driver will be grounds for disciplinary action and penalties including, but not limited to, fines, suspension, and/or discharge in accordance with the District's and/or the vendors' or contract bus companies' policies, collective bargaining agreements, and applicable law.

Drivers who are found to have engaged in prohibited conduct under federal law and regulation will be removed immediately from safety-sensitive functions and will not be allowed to return to perform safety-sensitive functions until they:

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

- a) Are evaluated by a SAP;
- b) Complete any requirements for rehabilitation as set by the employer and the SAP; and
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a drug test with a verified negative result if the conduct involved drug use.

The Drug and Alcohol Clearinghouse

The Drug and Alcohol Clearinghouse ("Clearinghouse") is a secure online database that provides real-time information about CDL and commercial learner's permit holder's drug and alcohol program violations. The District will comply with all federal law and regulation regarding the Clearinghouse.

In accordance with 49 CFR Part 382, the following personal information will be collected, maintained, and reported to the Clearinghouse:

- a) A verified positive, adulterated, or substituted drug test result;
- b) An alcohol confirmation test with a concentration of 0.04 or higher;
- c) A refusal to submit to any required test;
- d) An employer's report of actual knowledge of:
 - 1. On duty alcohol use;
 - 2. Pre-duty alcohol use;
 - 3. Alcohol use following an accident; and
 - 4. Drug use;
- e) A SAP's report of the successful completion of the return-to-duty process;
- f) A negative return-to-duty test; and
- g) An employer's report of completion of follow-up testing.

Employee Notification

The Superintendent or designee will ensure that each school bus driver receives a copy of **District policy**, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any **policies**, regulations and/or procedures developed by the District with respect to

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to each school bus driver, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver. Representatives of applicable collective bargaining units will be notified of the availability of this information.

The Superintendent or designee will further ensure that each school bus driver receives educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent or designee will arrange for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving drugs and/or alcohol.

Records Management and Retention

Employee records relating to drug and/or alcohol testing, as well as to substance abuse and/or alcohol prevention programs, will be maintained in accordance with law and regulation. All employee drug and/or alcohol testing will be kept confidential and will only be revealed as required or authorized by law or regulation.

49 USC §§ 31136 and 31306
49 CFR Parts 40, 382, and 383
Vehicle and Traffic Law §§ 142, 509-g, 509-l

Adopted: 12/12/95
Revised: 10/28/08; 7/3/18; 12/10/19;

Personnel

SUBJECT: — EQUAL EMPLOYMENT OPPORTUNITY

— The District is an equal opportunity employer that does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, creed, national origin, religion, sex (including gender identity or the status of being transgender), disability, or age, military status, predisposing genetic characteristics, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

Investigation of Complaints and Grievances

— The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination, and will promptly take appropriate action to protect individuals from further discrimination. All complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

— The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Complaints of retaliation may be directed to the Civil Rights Compliance Officer (CRCO). In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.

— When appropriate, follow-up inquiries will be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination have not suffered retaliation.

Age Discrimination in Employment Act, 29 USC § 621
Americans with Disabilities Act, 42 USC § 12101, et seq.
Genetic Information Non-Discrimination Act of 2008 (GINA), Public Law 110-233
Section 504 of the Rehabilitation Act of 1973, 29 USC § 794, et seq.
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d, et seq.
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e, et seq.
Title IX of the Education Amendments of 1972, 20 USC § 1681, et seq.
Civil Rights Law § 40-e
9 NYCRR § 466.13

NOTE: — Refer also to Policies #3420 — Non-Discrimination and Anti Harassment in the District
— #6121 — Sexual Harassment of District Personnel
— #6122 — Employee Grievances

Revised: 6/24/97; 11/12/03; 1/9/07; 10/28/08; 4/7/09; 4/9/13; 1/9/18; 3/24/20

Personnel

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses employment discrimination. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Consistent with this commitment and in accordance with law and regulation, the District is an equal opportunity employer that does not discriminate against any employee or applicant for employment in its programs and activities on the basis of any legally protected class or category including, but not limited to: age; race; creed; religion; color; national origin; sexual orientation; gender identity or expression; military status; sex; disability; predisposing genetic characteristics; familial status; marital status; status as a victim of domestic violence; and criminal arrest or conviction record.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of employment discrimination. The District will promptly respond to reports of employment discrimination, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)).

Reporting Allegations of Employment Discrimination

Any person may report employment discrimination regardless of whether they are the alleged victim or not. Reports of employment discrimination may be made orally or in writing to the District's CRCO or any other District employee including, but not limited to, a supervisor or building principal.

All District employees who witness or receive an oral or written report of employment discrimination must immediately inform the CRCO. Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Additionally, District employees must comply with reporting requirements in any other applicable District policy or document. Applicable policies or documents may include: Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.

(Continued)

Personnel

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (Cont'd.)**Grievance Process for Complaints of Employment Discrimination**

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether oral or written, of employment discrimination and will promptly take appropriate action to protect individuals from further discrimination.

Various District policies and documents address employment discrimination. These policies and documents may include: Policy #3420 -- Non-Discrimination and Anti-Harassment in the District. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff to determine which District policies and/or documents are applicable to the specific facts of the complaint.

If an investigation reveals that employment discrimination has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of employment discrimination.

Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Where appropriate, follow-up inquiries will be made to ensure that the discrimination has not resumed and that those involved in the investigation have not suffered retaliation.

8 USC § 1324b

29 USC § 206

42 USC § 1981

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC § 621 et seq.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC § 2000ff et seq.

(Continued)

Personnel

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (Cont'd.)

National Labor Relations Act (NLRA), 29 USC § 151 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.
Title IX of the Education Amendments Act of 1972, 20 USC § 1681 et seq.
Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC § 4301 et seq.
28 CFR Part 35
29 CFR Chapter I – National Labor Relations Board
29 CFR Chapter XIV – Equal Employment Opportunity Commission
34 CFR Parts 100, 104, and 106
45 CFR Part 86
Civil Rights Law §§ 40, 40-a, 40-c, 47-a, 47-b, and 48-a
Civil Service Law §§ 75-b and 115
Correction Law § 752
Labor Law §§ 194-a, 201-d, 201-g, 203-e, 206-c, and 215
New York State Human Rights Law, Executive Law § 290 et seq.
Military Law §§ 242, 243, and 318
9 NYCRR § 466 et seq.

NOTE: Refer also to Policies #3420 -- [Non-Discrimination and Anti-Harassment in the District](#)
#3421 -- [Title IX and Sex Discrimination](#)
#6121 -- [Sexual Harassment in the Workplace](#)
#6122 -- [Employee Grievances](#)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL

Purpose and Application

The District is committed to maintaining a workplace free from sex-based discrimination and sexual harassment, including sexual violence and intimidation. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace.

This policy is one component of the District's commitment to a discrimination free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the District. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

This District policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the District. In the remainder of this document, the term "employees" refers to this collective group. A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination). All complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints, including Policy #3420 — Non Discrimination and Anti Harassment in the District.

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or with the District's Civil Rights Compliance Officer (CRCO). In the event that the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated an additional individual to serve in that capacity, or to the Superintendent.

(Continued)

Personnel

SUBJECT: ~~SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)~~

~~Additional information regarding the District's discrimination and harassment complaint and grievance procedures, including, but not limited to, the designation of the CRCO, knowingly making false accusations, and possible corrective actions can be found in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.~~

~~All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.~~

~~Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.~~

~~The District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.~~

~~All employees are encouraged to report any harassment or behaviors that violate this policy. The District will provide all employees a complaint form for employees to report harassment and file complaints.~~

~~Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the District's Civil Rights Compliance Officer (CRCO). In the event that the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated an additional individual to serve in that capacity, or to the Superintendent.~~

~~This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an off-site work location) and be provided to employees upon hiring.~~

What is "Sexual Harassment"?

~~Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.~~

(Continued)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) — Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) — Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c) — Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- a) — Physical acts of a sexual nature, such as:
 - 1. — Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - 2. — Rape, sexual battery, molestation or attempts to commit these assaults.
- b) — Unwanted sexual advances or propositions, such as:
 - 1. — Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;

(Continued)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

2. — Subtle or obvious pressure for unwelcome sexual activities.
- c) — Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) — Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) — Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) — Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 1. — Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 2. — Sabotaging an individual's work;
 3. — Bullying, yelling, name calling.

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

(Continued)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) — Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- b) — Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) — Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment; reported that another employee has been sexually harassed; or
- d) — Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or CRCO.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to CRCO.

(Continued)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) — Upon receipt of complaint, CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- b) — If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- c) — Request and review all relevant documents, including all electronic communications.
- d) — Interview all parties involved, including any relevant witnesses.
- e) — Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 1. — A list of all documents reviewed, along with a detailed summary of relevant documents;

(Continued)

Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

2. — A list of names of those interviewed, along with a detailed summary of their statements;
 3. — A timeline of events;
 4. — A summary of prior relevant incidents, reported or unreported; and
 5. — The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- f) — Keep the written documentation and associated documents in a secure and confidential location.
 - g) — Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - h) — Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at [Employer Name], employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections:

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, Section 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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Personnel

SUBJECT: — SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC Section 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

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Personnel

SUBJECT:—SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Civil Rights Act of 1991, 42 USC § 1981(a)

29 CFR § 1604.11(a)

Civil Service Law § 75-B

Labor Law §§ 209-g and 296-d

General Obligations Law § 5-336

CPLR §§ 5003-b and 7515

Local Finance Law § 139-l

Public Officers Law § 17-a

Executive Law §§ 296 and 297

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.

34 CFR § 100 et seq.

Adopted: 1992

Revised: 1/9/07; 10/28/08; 1/9/18; 3/12/19

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment in the workplace. The District will promptly respond to reports of sexual harassment in the workplace, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Title IX Coordinator(s).

Scope and Application

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

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Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school property, on personal devices, or during non-work hours. Accordingly, conduct or incidents of sexual harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy. Applicable policies or documents may include: Policy #3420 -- Non-Discrimination and Anti-Harassment in the District; and Policy #3421 -- Title IX and Sex Discrimination.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

What Constitutes Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Under New York State Human Rights Law, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
 - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
 - 2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:
 - 1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
 - 2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
 - 1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - 2. Sabotaging an individual's work; and
 - 3. Bullying, yelling, or name-calling.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making an oral or informal complaint of harassment to a supervisor, building principal, other administrator, or the CRCO;

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Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Allegations of Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made orally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

District employees must comply with reporting requirements in any other applicable District policy or document. Applicable policies or documents may include: Policy #3420 -- Non-Discrimination and Anti-Harassment in the District; and Policy #3421 -- Title IX and Sex Discrimination.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained in this policy.

Supervisory Responsibilities

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

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Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

Investigating Complaints of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in oral or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate.

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) All complaints of sexual harassment will be investigated regardless of the form in which those complaints are made. For oral complaints, the individual will be encouraged to complete the complaint form, which is available on the District website, in writing. If he or she refuses, a complaint form based on the oral report will be prepared. The complainant will be provided a copy of the completed complaint form.

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Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.
- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - 2. A list of names of those interviewed, along with a detailed summary of their statements;
 - 3. A timeline of events;
 - 4. A summary of prior relevant incidents, reported or unreported; and
 - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in this policy.

Additionally, other District policies and documents address sexual harassment. These policies and documents may include: Policy #3420 -- Non-Discrimination and Anti-Harassment in the District; and Policy #3421 -- Title IX and Sex Discrimination. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

If an investigation reveals that sexual harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;
- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Notification

The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as his or her primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

State Human Rights Law (HRL)

The HRL, codified as N.Y. Executive Law, art. 15, Section 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year (three years beginning August 12, 2020) of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend the time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the District to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC Section 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments Act of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.
Title IX of the Education Amendments Act of 1972, 20 USC § 1681 et seq.
29 CFR § 1604.11(a)
34 CFR Subtitle B, Chapter I
Civil Service Law § 75-b
New York State Human Rights Law, Executive Law § 290 et seq.
Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#6122 -- Employee Grievances
#7551 -- Sexual Harassment of Students

Adopted: 1992
Revised: 1/9/07; 10/28/08; 1/9/18; 3/12/19;

SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS**Pre-employment Medical Examinations**

~~In accordance with the Americans with Disabilities Act, as amended, †~~The District will not require applicants for positions to undergo a medical examination prior to an offer of employment. Further, the District will not make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability. However, the District may make pre-employment inquiries into the ability of an applicant to perform job-related functions.

Examinations During Employment

The Board reserves the right to request a medical examination at any time during employment, at District expense, in order to determine whether any employee can perform the essential functions of the position with or without reasonable accommodation.

~~Annual or more frequent examinations of any employee may be required, when, in the judgment of the school physician or nurse practitioner and the Superintendent, the procedure is deemed necessary.~~

All bus drivers and substitute bus drivers must have yearly physical examinations. Each bus driver initially employed by the District will have a physical examination within the **four eight** weeks prior to the beginning of service. In no case will the interval between physical examinations exceed a 13-month period.

~~The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician will take precedence over all other medical advice.~~

All medical and health related information will be kept in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Examinations and InquiriesAcceptable

The District **will may** conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that work site. The District may make inquiries into the ability of an employee to perform job-related functions.

Prohibited

The District will not require a medical examination and will not make inquiries as to whether the employee is an individual with a disability or as to the nature or severity of the disability, unless the examination or inquiry is shown to be job related and consistent with business necessity.

(Continued)

SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS (Cont'd.)

~~Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Public Law 110-325)~~

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191

~~45 CFR Parts 160 and 164~~

28 CFR §§ 41.55 and 42.513

29 CFR §§ 1630.13 and 1630.14

34 CFR § 104.14

Civil Service Law § 72

Education Law §§ 913 and 3624

Vehicle and Traffic Law §§ 509-b, 509-d, and 509-g

8 NYCRR §§ 136.3 and 156.3(2)

~~10 NYCRR Part 14~~

15 NYCRR Part 6

Adopted: 1992

Revised: 1/9/07; 12/12/17; 7/3/18;



March 3, 2023

Mr. Michael Pullen
Superintendent of Schools
North Rose-Wolcott CSD
11631 Salter-Colvin Road
Wolcott, NY 14590

Re: Bid Award Letter of Recommendation – North Rose-Wolcott CSD 2021 CIP

Dear Mr. Pullen,

North Rose-Wolcott CSD received bids for the 2021 Capital Improvement Project on February 28, 2023. The bids were opened publicly and read aloud by the District, SEI Design Group & DGA Builders representatives. A Tabulation of Bids and Budget Overview is attached.

We have reviewed all bid forms, qualifications and communicated with the low bidder for each prime contract. Based on our review, we present the following summary and information for School Board review and action.

A. SUGGESTED CONTRACT AWARD

General Trades Contract:

Massa Construction, Inc.
Base Bid **\$ 4,322,000.00**

Plumbing Contract:

Oswego Mechanical, Inc.
Base Bid **\$ 333,000.00**

Electrical Contract:

Concord Electric Corporation
Base Bid **\$ 1,497,000.00**

B. ESTIMATED COST OF CONSTRUCTION

Total Project Budget (includes capital outlay and spenddown) **\$ 11,115,831.00**

Total of All Construction Contracts to date **(\$ 6,152,000.00)**

Incidental Cost Budget + State Contract Purchases **(\$ 2,966,464.00)**

Unencumbered Balance and Contingency Budget **\$ 1,997,367.00**

Letter to Mr. Pullen
March 3, 2023
Page 2 of 2

In conclusion, we suggest that the Board award the three prime contracts as noted in Paragraph A above.

We hope that the above information will allow the Board to complete its review and take appropriate action. Please do not hesitate to call me if additional information is needed to assist the Board in its considerations.

Very truly yours,

DGA Builders, LLC

Anthony J. Pesce

Anthony J. Pesce
Project Manager

Report of the Claims Auditor

Date of Warrant: 2/24/2023 Warrant #0044

<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.

Asa M. Coch
(signature)

**North Rose-Wolcott Elementary School
ExtraClassroom Activity Fund
Central Treasurer's Report**

For the Period July 1, 2022 December 31, 2022

Club or Activity	Beginning Balance On Hand	Monthly Receipts	Monthly Disbursements	Ending Balance On Hand
Student Council	\$2,869.55	\$ -	\$ -	\$ 2,869.55
	\$0.00	\$ -	\$ -	-
	\$2,869.55	\$ -	\$ -	\$ 2,869.55

Lyons National Bank Acc #215747124 balance on December 31, 2022 \$2,869.55
 Less outstanding checks: \$0.00

#	#
#	#
#	#
#	#

Ending balance on December 31, 2022: \$2,869.55

Date

Kelly Cole, ES Central Treasurer

**North Rose-Wolcott Middle School
ExtraClassroom Activity Fund
Central Treasurer's Report**

For the Period: July 1, 2022 December 31, 2022

Club or Activity	Ending Balance On Hand	Monthly Receipts	Monthly Disbursements	Ending Balance On Hand
Musical	\$ 4,721.87	\$ 775.00	\$ -	\$ 5,496.87
Honor's Trip	\$ 5,129.47	\$ -	\$ -	\$ 5,129.47
NJHS	\$ 78.57	\$ 87.90	\$ 7.03	\$ 159.44
NYS Tax	\$ 956.31	\$ 147.66	\$ -	\$ 1,103.97
Student Council	\$ 14,723.92	\$ 2,477.85	\$ 1,637.33	\$ 15,564.44
Treasurer's Club	\$ 733.15		\$ 200.00	\$ 533.15
Yearbook	\$ 6,589.75	\$ 779.62	\$ 251.06	\$ 7,118.31
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ 32,933.04	\$ 4,268.03	\$ 2,095.42	\$ 35,105.65

Lyons National Bank Acc #215747140 balance on December 31, 2021 \$35,383.19
Less outstanding checks: \$277.54

#2059	\$46.85	#
#2060	\$64.30	#
#2061	\$115.80	#
#2073	\$50.59	#

Ending balance on December 31, 2021: \$35,105.65

Date

Kelly Cole, MS Central Treasurer

NRW High School School
ECA Funds
Statement of Cash Receipts and Disbursements
For the Period Ending December 31, 2022

	Beginning Balance 7/1/2022	Receipts	Disbursements	Ending Balance 12/31/2022
Class of 2022	\$ 3.59	\$ -	\$ -	\$ 3.59
Class of 2023	\$ 3,711.74	\$ 2,365.00	\$ 182.02	\$ 5,894.72
Class of 2024	\$ 2,206.13	\$ 1,585.57	\$ 825.45	\$ 2,966.25
Class of 2025	\$ 55.55			\$ 55.55
Class of 2026	\$ -	\$ 250.00	\$ 173.52	\$ 76.48
Activities Account	\$ 3,605.73	\$ 25.00	\$ 350.19	\$ 3,280.54
Art Club	\$ 5,412.57	\$ 52.50	\$ 82.77	\$ 5,382.30
AV Club	\$ -	\$ -	\$ -	\$ -
Band Fund	\$ 1,654.63	\$ -	\$ -	\$ 1,654.63
Choir	\$ 1,000.69	\$ -	\$ -	\$ 1,000.69
Cougar Cupboard	\$ 4,335.37		\$ 1,188.85	\$ 3,146.52
FBLA	\$ 509.40	\$ -	\$ -	\$ 509.40
Interact Club	\$ 1,120.47	\$ -	\$ -	\$ 1,120.47
Music Productions	\$ 6,545.94	\$ 5,069.96	\$ 4,494.99	\$ 7,120.91
NHS	\$ 656.48	\$ 115.00		\$ 771.48
Sales Tax	\$ 2,161.28	\$ 656.20	\$ 1,292.59	\$ 1,524.89
School Store	\$ 2,950.84	\$ -	\$ -	\$ 2,950.84
Science Club	\$ 108.58	\$ -	\$ -	\$ 108.58
Student Council	\$ 6,760.31	\$ 1,050.20	\$ 1,045.26	\$ 6,765.25
Varsity Club	\$ 2,754.36	\$ 90.67	\$ 669.43	\$ 2,175.60
Yearbook Club	\$ 1,736.82	\$ 121.00	\$ 5.20	\$ 1,852.62
Totals	\$ 47,290.48	\$ 11,381.10	\$ 10,310.27	\$ 48,361.31