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Wayne Central School District

LETTER to the BOARD

May 30, 2003

"What we hope ever to do with ease we must learn first to do with diligence." - - Samuel Johnson

Greetings from Williamsburg, Virginia! Below are some items of interest.

Newsletter:

1. **Chorus Arrives in Williamsburg-** Your two Board members and superintendent left Wayne this morning at 6:30 with the other chaperones and close to 100 chorus students. You would have been very proud of their behavior which was excellent. We arrived at 7:15 PM and after a great rehearsal they went straight to the pool. We perform tomorrow morning at 10:00 AM.
2. **Homeland Security Procedures Booklet** – I thought you might like to see what I have been developing as a quick reference response guide to emergency/threatening situations. This booklet has been reviewed by Administrative Council and various staff members to gain a broad perspective on the information that should be included. This will be distributed to staff in the near future. Putting the booklets together will take some time. Please let me know if you have any thoughts before we put it into production.
3. **District Calendar** – Information is just beginning to come in regarding district calendar information for the 2003-2004 school year. If you have any items you would like to see included, or thoughts on its development, please let Lori or I know.
4. **Vacancies and Hiring Process** - We continue to interview for fall openings. The interview team for the HR position has sent me two finalists who I will interview when I return. The top two finalists ended up being civil services certified rather than School District Administrator certified. I expect to bring my recommendation to you at one of our June meetings. WE have hired a technology teacher, math teacher and two science teachers. It feels good having these many positions filled before the current school year is closed.

5. **Wayne Web Page** - In the beginning of the school year we discussed the need to improve the content and the maintenance of our web page. If you get a chance, take a look at the content of the page now. While I know there are endless possibilities with all that can be done with web pages, I think our tech staff and Cynthia Marines in particular, have done a nice job in adding to the information that is available to our community and our students. She is in the process of creating a complete revamp and your input is important. We are also ready for the question of the week. If you have any questions you would like asked feel free to submit them to me.

6. **2nd Annual Wayne Varsity Club Memorial Run/Walk** - The students and advisors of the Wayne Varsity Club are sponsoring their 2nd annual Krista Law Memorial Run/Walk to benefit the Pines of Peace in Ontario. The invitation/registration form is attached if anyone would like to participate. The fee is \$10.00. As you may recall, Krista worked at the District Office for several years up until her battle with cancer was lost. Her daughters have both been very active in Wayne athletics over the years.

7. **Events** -

- June 2 – HS Band Concert @ PAC – 7:30 p.m.
- June 3 – BUDGET VOTE/Chicken BBQ
- June 3 – Four County Annual Meeting – Belhurst Castle, Geneva
- June 3 – Wayne Athletic Awards Night @HS PAC – 7:00
- June 4– HS Undergraduate Awards Night @ PAC – 7:30
- June 5 – MS Band Concert @ PAC – 7:30 p.m.
- June 6 – Wayne Golf Tournament @ Blossom CC (Marvin's)
- June 6 – 5th Grade Recognition Banquet @ Freewill
- June 9 – HS PTSA @ District Office – 7:00 p.m.
- June 10 – HS Chorus Concert @ PAC – 7:30 p.m.
- June 11 – Senior Banquet @ Webster Golf Club – 7:00 p.m.
- June 12 – MS Chorus Concert @ PAC – 7:00 p.m.
- June 12 – Senior Picnic
- June 12 – NYSSBA Special Education Law Seminar – Rochester
- June 17 – Four County New School Board Member Orientation – Geneva

Athletics: (home games)

- 6/2 – Boys Modified Baseball vs. Canandaigua @ MS – 4:15
- 6/2 – Girls Modified Softball vs. Canandaigua @ MS – 4:15
- 6/6 – Boys Modified Baseball vs. Mynderse @ MS – 4:15
- 6/6 – Girls Modified Softball vs. Mynderse @ MS – 4:15

8. **Attachments:**

- a) Policy Committee Meeting Minutes
- b) Retirement Party Information
- c) Homeland Security Information

- d) Awards Night Invitation
- e) Walworth Town Board Meeting Minutes

POLICY COMMITTEE MEETING MINUTES

DATE: Thursday, May 22, 2003 **TIME:** 4:00 p.m. **PLACE:** District Office

PRESENT: Trustees Triou & Lyke; Mr. Switzer, Mr. Atseff

PRIOR MEETING MINUTES: Minutes of the meeting of April 24, 2003 were reviewed and filed. (Meeting scheduled for May 8th was cancelled)

OLD BUSINESS:

Erie #1 BOCES Policy Update: Committee members reviewed a draft of a powerpoint presentation report for its report on the policy update to the Board of Education. Additions and revisions were discussed; Mr. Triou and Mr. Switzer will incorporate them for the June 5th policy committee meeting. The Board of Education presentation is set for June 11th.

Mr. Switzer reviewed status on preparation of the new policy handbook by Erie #1 Policy Service for adoption by the Board of Education at the 2003-2004 re-organizational meeting on July 9th.

Policy Handbook Distribution: Committee members discussed logistics on distribution of the proposed new policy handbook. With access for public and staff on the web page and CD-ROMs for public libraries, trustees and management personnel, a reduced number of printed copies are needed (e.g. staff rooms, school offices & libraries). Committee members asked Mr. Switzer to review the number of print copies planned the new handbook in the Erie #1 Policy Update.

Annual Review Policy 5300.1 etal – Code of Conduct: Mr. Triou noted that the staff committee conducting this annual review would provide recommendations for revisions to the Code of Conduct to this committee as needed.

NEW BUSINESS:

Policy 5620 (existing) & 5621(new) – Accounting for Capital Assets : Mr. Atseff presented a proposed policy from Mr. Wager, the independent auditor, on accounting for capital assets. Committee members noted important features of both this proposal and the proposed new handbook version and asked Mr. Atseff and Mr. Switzer to prepare a draft for the June 5th policy committee meeting that incorporates both.

Policy 4514 – Computer Network & Internet Use: Mrs. Lyke attended a meeting of the committee formed by Mr. Havens to review this topic. Committee members noted that the existing policy exhibit on network and Internet use is more appropriate as a regulation and the “Application for Computer Use” form is and should remain as an exhibit.

Policy Update Service – 2003-2004: Committee members noted that the decision to handle the update on regulations and exhibits locally next year provides an option on source for policy update services. Mr. Switzer was asked to obtain quotes for consideration at the next policy committee meeting.

Policy Samples – Erie #1 Policy Service: Mr. Switzer distributed copies of sample policy statements on education of homeless children, military leaves of absence & constitutionally protected prayer in public schools. Committee will review and discuss at a future meeting.

NEXT MEETINGS: Thursdays, June 5th & 19th @ 4 p.m. at the District Office

(continued...)

NEXT & FUTURE MEETING AGENDA ITEMS:

- *Follow-Up On:* Policy Revisions – Accounting for Fixed Assets
- *Follow-Up On:* Quotes for Policy Update Service for 2003-2004
- *Follow-Up On:* Production Details of New Policy Handbook from Erie #1 Policy Review Service
- *Follow-Up On:* Potential Policy on Student Privacy & Parental Access (NCLB)
- *Follow-Up On:* Review of Relevant Policies & Publications Re: Protected Prayer
- *Review of:* Sample Policies Homeless Children, Military Leaves Of Absence & Constitutionally Protected Prayer
- *Follow-Up On:* Review/Revisions of §5300.1 to §5300.12 (Code of Conduct) (Existing Policy) (7310 New)
- *Status Report:* Review of Needed Regulations (Existing Policy)

ADJOURNMENT: 6:00 p.m.

Recorded by Jim Switzer

JES/jes:wp