



# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA

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**DATE:** November 19, 2003

**TIME:** 7:30 p.m.

**PLACE:** Wayne Middle School Media Center

**7:00 Building Tour**

**7:30 Call to Order /Pledge of Allegiance**

**7:30 Approval of Agenda/Approval of Minutes**

**Att. 1**

**7:35 Public Comment**

**7:40 Board Member Comments**

**7:45 Board President's Comments**

**7:50 Action Item Report**

**7:55 Superintendent's Report**

- 1. Full Day Kindergarten**
- 2. Student Questions**

**8:20 Policy**

**Att. 2**

**8:40 Public Comment/Board Comments**

**Adjournment**

Next Meeting: December 10, 2003 7:30 p.m.

Ontario Elementary School

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### ***District Mission Statement***

*Based on the belief that all students can learn, the staff of the Wayne Central School District accepts the responsibility to teach all students, regardless of differences, the fundamental skills. We further accept the responsibility to challenge all students to attain higher levels of achievement. Wayne Central will provide the opportunity, environment, and encouragement to meet this goal while developing the whole child, physically, socially, emotionally, and culturally.*

**WAYNE CENTRAL SCHOOL DISTRICT**  
**Ontario Center, New York 14520**

**BOARD OF EDUCATION MINUTES**  
**APPROVED**

**UNOFFICIAL UNTIL**

**DATE:** Wednesday, November 5, 2003  
p.m.

**TIME:** 7:00

**TYPE:** Regular Business Meeting  
School

**PLACE:** Freewill Elementary

**PRESENT:** Trustees Brunner, Diller, Griswold, Johnson, Lyke, Ratcliffe, Robusto, Triou;  
District Clerk Switzer; Administrators Havens, Armitage, Armocida, Siracuse, Saxby, Woodard,  
Atseff, Spring, Callahan

**ABSENT:** Trustee Wyse

**GUESTS:** Visitor's Roster filed in clerk's agenda file, this meeting

**I. CALL TO ORDER:** 7:00 p.m. by Richard A. Johnson, School Board President

**Prior to start of the business meeting, trustees and school personnel conducted a tour of the building to fulfill the requirement of §1705 of the Education Law for annual building visits.**

**II. EXECUTIVE SESSION** (Personnel, Student Discipline)

Mr. Griswold offered a **MOTION** to adjourn the meeting, at 7:01 p.m., for an executive session on student disciplinary matters and personnel matters pertaining to specific persons. 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse), Carried.

**III. RECONVENE:** 7:34 p.m.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA & MINUTES** (October 8, 20, & 29, 2003)

Mr. Griswold offered a **MOTION** to approve the agenda for this evening's meeting, with addition of an item on the consensus agenda relative to a student disciplinary matter, and the minutes of the meetings of October 8, 20, & 29, 2003, as presented. 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse), Carried.

**A. VI. PUBLIC COMMENT**

Mr. Johnson stated that public comment is some of the most valuable time spent by trustees who appreciate input from speakers. While immediate responses are not always possible, follow-up will occur if needed. He asked speakers to confine their remarks to five (5) minutes. Persons wishing to speak should first be recognized by the school board president, then identify themselves, any organization they may be representing at the meeting, and the agenda topic.

A. Patricia Yates, 4338 Ontario Center Road, Walworth, spoke as president of the Wayne Teachers' Association, and presented flowers and a lapel pin to each trustee in honor of School Board Recognition Week; she noted the many hours of time and

effort by trustees on behalf of students, staff members and the community. She also presented Mr. Johnson with a plaque that paid tribute to the role of school board members. Students, parents and others present extended a round of applause; Mr. Johnson extended thanks on behalf of the Board of Education.

- B. Christy Huff, 5255 Lincoln Road, Ontario, stated that she was present on behalf several neighbors who were curious to know if the shift to a full-day kindergarten program would occur in September, 2004, and if parents would have opportunity to learn details and express views on the subject prior to action by the Board of Education. Mr. Havens stated that he plans to present the topic for consideration by the Board of Education in December with final decisions included as part of development of the 2004-2005-school budget in January and February, 2004. Information for and discussions with parents and other interested parties will occur.

## VII. BOARD MEMBER COMMENTS

- A. Mr. Robusto stated that he and his spouse recently **visited the high school** during lunch periods and **complimented** the food service staff on the meals, management of the cafeteria and the excellent behavior of students. He also **complimented** the diligence of a staff member with whom he was not acquainted who asked him for proper identification.
- B. Mrs. Brunner stated that as senior member of the Board of Education she is **grateful** to Mrs. Yates and the Wayne Teachers' Association for their expression of support this evening and **extended thanks** to first grade students at Freewill Elementary School for their posters displayed on the stage curtains this evening to express thanks to school trustees.

## VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Johnson extended **congratulations to athletes and their coaches** in each of the fall season sports for their achievements in local, sectional competition, and state competition.
- B. Mr. Johnson **thanked trustees for their support** in his role as school board president and for their attendance at the special meeting and workshop on school finance on October 29<sup>th</sup>.

## IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS - None

## X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

Mr. Havens extended welcome to students from Freewill Elementary School and their families who were present this evening and complimented the students on their enthusiastic participation in the Pledge of Allegiance.

### PRESENTATION TO SANDY STRAMONINE

Mr. Havens noted that each year for the past several years the Sandy Stramonine School of Dance has made donations to support the performing arts in the school district, including the performing arts center, and scholarships through the Dollars for Scholars program.

He welcomed Mrs. Sandy Stramonine, studio owner and Wayne Central alumna, to the meeting and presented her with a framed print as a token of appreciation for her long-standing support and contributions to the school district. He added that Mrs. Stramonine has agreed to assist the school district in creation and development of the new fine arts and dance components of the model school's program.

#### **PRESENTATION BY STUDENTS @ FREEWILL ELEMENTARY SCHOOL**

**Mrs. Saxby, principal of Freewill Elementary School, introduced a presentation by fourth and fifth graders who are members of the *K.I.C.K.S.* (Kids Involved In Community Kindness & Service), and their advisors, who shared some of their recent activities related to character education. She noted posters created by students in Team A to recognize the efforts of school board members that were displayed on the stage curtains.**

**Trustees thanked the students and their teachers for their presentation and the efforts they make. Mr. Havens noted that activities such as this are truly illustrations of the role and importance of the school district.**

#### **VIDEO PRESENTATION FROM HIGH SCHOOL MEDIA CLUB**

Trustees viewed a video prepared by the media club at the high school of interviews of primary level children about the role of school board members. Mrs. Cheryl Idzik, club advisor, was present with student representatives Seth Palmer, a sophomore, and Jim Link and Jamie Stacy, both seniors. Audience members and school trustees extended a round of applause in recognition of their efforts.

#### **PRESENTATION TO BOARD OF EDUCATION MEMBERS**

Mr. Havens extended thanks to trustees on behalf of students, staff and the community for their efforts throughout the school year and presented a token of appreciation in observance of School Board Recognition Week.

#### **REVIEW OF EXTERNAL AUDIT REPORT • FY ENDING JUNE 30, 2003**

Mr. Havens and Mr. Atseff introduced and welcomed Raymond Wager of the district's independent auditing firm, Raymond P Wager, CPA, P.C., to review the external audit of the general fund for the fiscal year ending June 30, 2003.

Mr. Wager noted that the format of this year's audit report reflects new standards developed over the past dozen years to present financial data about school districts. The report now includes a detailed management discussion and analysis, much like corporate and private sector financial reports, and is intended to allow private investors and financial analysts to better understand school district finances.

He reviewed the varied components of the report – expense, revenues, use of cash, fund balances – on the financial status of the school district for the past fiscal year. He cautioned trustees that the level of appropriation of surplus funds to reduce the property tax levy must remain constant to prevent an increase in the tax levy and recommended keeping that amount closer to the 2% ceiling recommended by the NYS Comptroller.

He noted the minor procedural items cited in the management letter. The management letter for the 2004 fiscal year will reflect corrective actions taken.

Mr. Johnson thanked Mr. Wager for his visit and reports.

**XI. RECESS:** 8:10 p.m.

**XII. RECONVENE:** 8:20 p.m.

### **XIII. ADDITIONAL REPORTS OF THE SUPERINTENDENT OF SCHOOLS**

#### **A. PROPOSAL FOR ADOPTION OF NEW TEXTBOOK • AP U.S. HISTORY**

Mr. Havens introduced Mr. Spring, assistant superintendent for instruction, for a presentation on a proposed new textbook for the advanced placement course in United States History.

Mr. Spring introduced Mrs. Michelle Timothy, course instructor, who reviewed the process used in review and selection of the proposed new textbook. The existing textbook, which is nearly ten (10) years old, is out of print and additional copies were needed to meet course enrollment levels.

Staff members Holly Armitage, Jo Anna Bucci and Andrew Struski joined Mrs. Timothy in review of potential new textbooks in terms of alignment to the college board curriculum, alignment to state standards, readability, and availability of study guides for students and resource materials for students and teachers. A summary of their findings was distributed (copy filed in clerk's agenda file, this meeting)

The textbook proposed by the committee is widely used among schools in the Greater Rochester area for the advanced placement course. It meets each of the criteria evaluated by the committee and combines political and social history through the events of September 11, 2001. The text includes student and teacher supplements on CD-ROM and includes web-site access to additional readings and resources for students.

Mr. Griswold noted that the proposal is to purchase 25 new textbooks and asked how many students are enrolled in the course. Mrs. Timothy stated that the College Board sets 25 students as the course limit.

Mr. Triou asked about the content and quality of the teacher resources for the recommended textbook. Mrs. Timothy stated she had the opportunity to preview those items and found them of high quality and value.

Mr. Johnson asked if the publisher provides updates to the CD-ROM resources; Mrs. Timothy stated that it does.

Mr. Griswold asked if the students in the course are at risk by switching texts in the midst of the course. Mrs. Timothy stated that she has introduced materials from the text for her class this fall from the samples that she received in the selection process to provide for a smooth transition.

Mr. Havens stated that he recommends adoption of the proposed textbook as outlined by Mrs. Timothy.

Mrs. Brunner offered a **MOTION** to adopt the text *American History: A Survey*, 11<sup>th</sup> Edition, published by McGraw Hill, as presented this evening and recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse), Carried.

## REPORTS ON NYS SCHOOL BOARDS ASSOCIATION STATE MEETING

Mr. Havens invited trustees to share information they obtained at seminars presented at the annual meeting of the NYS School Boards Association in Rochester. Discussion is generally summarized as follows:

Mr. Ratcliffe reported on sessions he attended on sustaining quality programming with traditional funding, taking advantage of grants, improving middle-level education and compiling oral histories of veterans and persons who experienced significant events in American History.

Mrs. Lyke reported on attendance at the session on middle-level education, on an extended school day schedules and homework helpers at a middle school, and the speech and discussions with NYS Education Commissioner Mills on standards, Regents exams, and entry-level vs college level courses.

Mrs. Brunner reported on participation as voting delegate at the annual resolutions assembly and attendance at seminars on oral history, alternatives to remedial programs, curriculum development and planning for instruction.

Mr. Griswold reported on attendance at seminars on Regents exams and standards, current issues facing school districts, policy governance, policy development and current developments and issues facing programs for students with disabilities.

Mr. Triou reported on attendance at seminars on policy governance, policy development, capital project management and public relations.

Mr. Robusto reported on attendance at sessions on mentor teachers, development of a solar car and the history of and trends in education. He noted that many sessions were filled due to undersized rooms.

Mrs. Diller reported on attendance at sessions on Project S.A.V.E., student behavior and policy development.

Mr. Griswold suggested pursuing an idea he has discussed with Mr. Havens to include ***components of the upcoming capital project*** such as drainage and watershed improvements to high school courses ***in science and technology***.

Mr. Havens invited trustees to provide ***copies of information*** they obtained at the seminars and he would share them with all trustees and for administrative staff to explore local applications.

## STUDENT QUESTIONS

Amy Seavet, 4597 Boynton Road, Walworth, asked when construction of the access road from the middle school to the high school will occur. Mr. Havens stated that construction would occur in spring, 2004 and conclude by fall, 2004, pending state approvals and award of bides. Some restrictions will occur on uses of the existing south parking lot during construction.

**XIV. RECESS:** 8:53 p.m.

**XV. RECONVENE:** 8:56 p.m.

## **XVI. ITEMS FOR BOARD OF EDUCATION ACTION**

### **A. PERSONNEL CHANGES**

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

### **INSTRUCTIONAL STAFF**

#### **TENURE APPOINTMENTS**

**RESOLUTION TO GRANT TENURE  
TO LORRAINE ISGRIGG  
IN THE AREA OF SECONDARY MATH**

(December 17, 2003)

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Lorraine Isgrigg,, who is certified in the area of secondary math, is hereby appointed to tenure in the secondary math, tenure area effective December 17, 2003

**RESOLUTION TO GRANT TENURE  
TO SARAH LAINIE HAWLEY  
IN THE AREA OF SCHOOL PSYCHOLOGIST**

(Effective November 25, 2003)

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Sarah Lainie Hawley, who is certified in the area of school psychologist, is hereby appointed to tenure in the school psychologist tenure area effective November 25<sup>th</sup>

#### **LEAVE OF ABSENCE:**

**Lorraine Willis**, special education teacher, assigned to the middle school, a paid FMLA disability leave of absence effective November 3, 2003 thru February 2, 2004 (child rearing)

#### **APPOINTMENTS:**

**Kathy Uerz**, reassigned from instructional technology trainer to elementary teacher (assigned to grade five), at Ontario Elementary School, effective October 27, 2003, @ current salary (replacement for Donna Stalker, shifted to teacher on special assignment as teacher center director)

**Donna Stalker**, assignment as teacher on special assignment as director of the teacher center, effective October 27, 2003, at current salary (transfer from fifth grade teacher, Ontario Elementary School) (partially grant funded)

#### **Substitute Fall & Winter Athletic Event Supervisory Staff • 2003-2004 School Year** (at rates provided by collective bargaining agreement))

See Listing, Clerk's Agenda File, This Meeting

#### **Additional Extra-Duty Appointments/Designations • 2003-2004 School Year**

Spring Musical Advisors, Literacy Coaches and Fall, Winter & Spring Coaches for 2003-2004.  
(September 1, 2003 through June 30, 2004,

See Listing, Clerk's Agenda File, This Meeting

#### **SUPPORTIVE STAFF:**

#### **RESIGNATIONS:**

**Elizabeth Jacobs**, bus driver, effective October 31, 2003 (personal reasons)



**Jane Miller**, teacher aide, assigned to the middle school, effective October 15, 2003 (personal reasons)

**Joshua Simpson**, cleaner, assigned to the high school, effective October 20, 2003 (personal reasons.)

**Linda Ryan**, school bus monitor, effective October 20, 2003 (personal reasons)

**APPOINTMENTS:**

John Leone, substitute school bus monitor, effective October 20, 2003, at \$6.75 per hour

**Jane Cotsonas**, records management clerk, assigned to district office a part-time temporary civil service appointment effective September 24, 2003 through June 30, 2004 @ \$9.00 per hour (grant funded position)

**Laurie Pick**, records management clerk, assigned to district office a part-time temporary civil service appointment effective September 24, 2003 through June 30, 2004 @ \$9.00 per hour (grant funded position)

Mrs. Brunner offered a **MOTION**, seconded by Mr. Triou, to adopt/approve the personnel changes as recommended by the superintendent of schools.

Mr. Triou asked which grant was received for the records clerks. Mr. Havens stated that the district was awarded a \$23,000 grant by the NYS Archives and Records Administration (SARA) through the efforts of Mr. Switzer, district clerk. Mr. Switzer stated that the grant covers preparation and microfilming of 35 years of student records developed by the Committee on Special Education and is the third SARA grant he has obtained in the past 10 years.

Mrs. Lyke who will replace the instructional technology trainer position. Mr. Spring stated that nearly 30 applications were submitted and interviews are planned next week.

Mrs. Brunner asked for clarification about the persons recommended as producers for the high school's spring musical. Mr. Havens provided details.

On the question, the consensus agenda was approved/adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse).

**B. CSE & CPSE PLACEMENT RECOMMENDATIONS**

Mr. Havens presented the pupil placement recommendations of the Committee on Special Education for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Triou, to adopt a **RESOLUTION** for pupil placements by the CSE, **TO WIT:**

RESOLUTION TO APPROVE RECOMMENDATIONS OF THE  
COMMITTEE ON SPECIAL EDUCATION AND  
AUTHORIZE ARRANGEMENT OF RECOMMENDED  
SPECIAL PROGRAMS & SERVICES

**RESOLVED**, that the Board of Education approves the recommendations of the Committee on Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

On the question, the **RESOLUTION** was adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse).

### C. CONSENSUS AGENDA

- (1) Reports of the school district treasurer (A/O 9/30/03)
- (2) Resolution to Accept the Report of the Independent Auditor • FY Ending June 30, 2003
- (3) Approve Budget Transfers
- (4) Uphold Student Suspension by the Superintendent of Schools

Mr. Havens presented the consensus agenda for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Johnson, to adopt and approve the consensus agenda, as presented by the superintendent of schools, as follows:

- (1) Receive & file **reports of the school district treasurer** for the period ending September 30, 2003 (copies attached to these minutes in the minute book)
- (2) Adopt a **RESOLUTION** to accept the report and findings and the management letter for the fiscal year ended June 30, 2003, **TO WIT:**

**RESOLUTION TO ACCEPT THE ANNUAL EXTERNAL  
AUDIT REPORT & MANAGEMENT LETTER**  
(Fiscal Year Ending June 30, 2003)

**RESOLVED**, that the Board of Education does hereby accept the Report on Accounts & Financial Statements for the Fiscal Year Ended June 30, 2003, & the Management Letter for same, as prepared by Raymond P. Wager, CPA, P.C., independent auditors, and authorize and direct the district clerk to forward certified copies and issue public notice as required by law (copy filed in clerk's file)

- (3) Approve Budget Transfers pursuant to Policy 5330 (copy attached to these minutes in the minute book)
- (4) Uphold the decision of the superintendent of schools on the long-term suspension of a specific student

Mrs. Lyke asked about the negative balances indicated on the special aid fund report of the school district treasurer presented this evening. Mr. Atseff provided details.

Mr. Triou asked if steps were taken to address procedures for the "Save The Rain Forest" fund-raiser as cited in the management letter from the independent auditors report and findings on the general fund. Mrs. Brunner asked if the safe in the building office fulfills the auditor's recommendations for handling the funds. Mr. Havens noted that procedures are in place to address the recommendations of the auditor. He added that he was compiling a roster of student fund-raising activities for future reference by the Board of Education.

Mrs. Lyke asked if the senior class conducted the traditional fall magazine sale drive this year; Mr. Havens stated that they did.

Mrs. Brunner asked if steps were underway to address the recommendation of the independent auditor that someone other than the school district treasurer handle reconciliation of bank statements for the accounts that she maintains. Mr. Atseff stated that such steps are underway and commented on how this issue provides another form of oversight.

On the question, the consensus agenda was adopted/approved by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse),

#### XVII. ADDITIONAL PUBLIC COMMENT – None

#### XVIII. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Triou thanked Mrs. Saxby for the *building tour* prior to the meeting and stated it was great to have the **large number of students and parents from Freewill Elementary School present** to share in recognition of *School Board Recognition Week*.
- B. Mrs. Brunner relayed a comment from a resident about **standards for student attire** and how that parent might start the process for the Board of Education to consider standard uniforms for primary and elementary students. Mr. Griswold
- C. Mr. Griswold noted that this **topic was raised in a prior year** but adequate support did not exist. He believes the topic is worthy of further review and feedback from staff members. Mr. Johnson suggested including the topic as the “question of the week” on the district web page.
- D. Mrs. Lyke and Mr. Robusto stated that they would *need data on the number of other public schools* that may have the requirement of uniforms for students and the impact on student behavior and achievement.
- E. Mr. Havens noted that response to the topic of **full-day kindergarten** as the “question of the week” on the district web site shows support for the program by nearly 80% of visitors to that portion of the district’s web site. Mr. Triou asked how many web site visits were recorded; Mr. Havens will obtain details.
- F. Mr. Griswold extended **thanks** to Le Chase Corp., the construction management firm for the 2002 Capital Improvement Project, for meeting with trustees at the state school boards’ association event and feels their oversight role will insure that the project remains within budget and result in economies over the long-run. He suggested that the firm provide trustees with **examples of efforts to reflect their role and value in the capital project** as documentation of the value of this approach for the current and future capital projects.
- G. Mr. Johnson **thanked** Mr. Switzer for his efforts in preparing the state archives grant and Mr. Atseff for his preparation and presentations at the special meeting – workshop session on school finance on October 29<sup>th</sup>.

#### XIX. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:12 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse), Carried.

Respectfully submitted,

**JAMES E. SWITZER**  
School District Clerk

**APPROVAL OF MINUTES**

The foregoing minutes of the Board of Education were submitted for review & (approved as presented)(corrected as noted) at the meeting of

**November 19, 2003**

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School District Clerk

JES/jes:wp

**POLICIES PRESENTED FOR FIRST READING:**

5430 Use of District Credit Cards

**POLICIES PRESENTED FOR SECOND READING:**

None

**November 19, 2003**

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## USE OF DISTRICT CREDIT CARD (S)

Use of credit cards issued in the school district's name [may be used] *is allowed* by officers and employees for reimbursable expenses incurred in the performance of their duties [as outlined in this policy and governed by the Office of the NYS Comptroller] *at both the district and school building levels.*

**[It is the duty of the school district treasurer and school district clerk to have custody of any credit card(s) issued in the school district's name. They shall maintain said credit card(s) in a secure location and control access to said credit card(s).]**

### District Level Credit Cards

Authorization for use of [school] district *level* credit card(s) [is] *must be* obtained from the duly designated purchasing agent of the school district.

Pre-approval must be obtained through district procedures for expenditures made with [school] district *level* credit card(s). *The designated purchasing agent of the district will control access to the district level credit card(s) and is responsible to maintain them in a secure location.*

### **Building Level Credit Card(s)**

*Each building principal shall have a credit card issued jointly in his/her name and the school district's name. Authorization to use a building level credit card requires prior approval by the building principal. Each building principal shall control access to and maintain said building level credit card(s) in a secure location in his/her building.*

### **Use of District & Building Level Credit Card(s)**

Each officer and employee shall sign a receipt for all cards placed in his or her custody. S/he shall take the necessary precautions to ensure the safeguarding of these cards. **[Upon return from travel, each school district officer or employee shall promptly return the credit card(s) to the school district treasurer or school district clerk and sign a receipt indicating such return.]** The theft or loss of any credit card(s) issued in the school district's name must be reported immediately by the officer or employee to the [school district treasurer or school district clerk] *designated purchasing agent or the building principal, as appropriate.*

*Each purchase made with a district or building level credit card shall follow established purchasing procedures of the school district.* Original receipts are required for all expenses made using school district credit card(s). Failure to submit original receipts shall result in personal liability by the school district officer or employee for said undocumented charges.

**[All receipts and credit card(s) shall be submitted to the school district treasurer immediately upon return of the school district officer or employee.]** Any service charges incurred due to delay in returning credit cards or receipts shall be charged to the school district officer or employee.

Credit card expenditures shall be charged to the appropriate budget code (s).

*The designated purchasing agent of the school district is authorized to establish regulations for implementation of this policy.*