

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

November 9, 2023

6:00 PM

Auditorium of the Leavenworth 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 November 9, 2023.

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

2. Presentations:

- Student Presentation – North Rose-Wolcott Elementary School – Marlee Shear
- School Improvement Plans
 - North Rose-Wolcott Directors – Marc Blankenberg, Lisa Brower, Laurie Elliott, Todd Henry, Rita Lopez, Ben Stopka
- Superintendent Update - Michael Pullen

3. Reports and Correspondence:

- Board of Education Building Liaisons
 - Elementary School –John Boogaard
 - Middle School – Shelly Cahoon
 - High School – Linda Eygnor
 - Cougar Ops – Tina Reed
- Four County Board of Directors – Linda Eygnor
- Four County Legislative Committee – Linda Eygnor
- Handbook Committee – Lucinda Collier, Jasen Sloan, Paul Statskey
- Audit Committee –John Boogaard, Shelly Cahoon, Paul Statskey
- District Safety Committee – Jasen Sloan
- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
 - First Reading: The following policies are being submitted for a first reading.

1000	By-Laws	
1110	School District and Board of Education Legal Status and Authority	Delete
1120	Board of Education: Qualifications, Numbers and Terms of Office	Revised
1611	Business of the Annual District Election	Delete
1620	Annual Organizational Meeting	Delete
3000	Community Relations	
3271	Sunday Activities	Delete
3272	Facilities and Public Dedication	Revised
3273	Use of Facilities by the boy Scouts of America and Patriotic Youth Groups	Delete

- The Committee has reviewed the following policy and does not recommend any changes:

1000	By-Laws	
1210	Board Members: Nomination and Election	Reviewed
1220	Reporting of Expenditure Statements and Contributions	Reviewed
1332	Duties of the District Treasurer	Reviewed
1410	Policy and Administrative Regulations	Reviewed

1520	Special Meetings of the Board	Reviewed
1530	Minutes	Reviewed
2000	Internal Operations	
2320	Attendance by Board Members at Conferences, Conventions and Workshops	Reviewed
2330	2330 – Compensation and Expenses	Reviewed
2340	Board Self Evaluation	Reviewed
3000	Community Relations	
3140	Flag Display	Reviewed
3211	Use of Service Animals	Reviewed
4110	Administrative Personnel	Reviewed

- Personnel & Negotiations Committee – Tina Reed, John Boogaard, Lucinda Collier

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 October 26, 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 September 29, October 2, 4, 5, and 11, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

13779	13764	12883	13404	12048	12433	14984	13886	12063
13487	12767	14872	13170	13282				

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. Budget Calendar for 2023-2024

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Budget Calendar for the 2023-24 school year.

e. Long-Term Financial Plan

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Long-Term Financial Plan.

- f. Tax Collector's Report and the Return of Taxes to the County
Gary Barno is recommending that the Tax Collector's Report be approved and the unpaid school taxes be returned to the County for collection of payment.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Tax Collector's Report be approved and the return of the 2023 unpaid school taxes to Wayne County for collection of payment.

- g. Personnel Items:

1. Letter of Resignation – Romanna Lord

Romanna Lord, has submitted a letter of resignation as Senior Account Clerk and Tax Collector.

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 Romanna Lord as Senior Account Clerk and Tax Collector, effective November 12, 2023.

2. Letter of Resignation – Chelsey Palmer

Chelsey Palmer, Clerk/Typist, has submitted a letter for resignation to accept another position within the District.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation, contingent upon her appointment as Senior Clerk/Typist from Chelsey Palmer effective with the close of business November 12, 2023.

3. Letter of Resignation – Shannon Thomas

Shannon Thomas, Clerk/Typist, has submitted a letter for resignation to accept another position within the District.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation, contingent upon her appointment as School Bus Dispatcher from Shannon Thomas effective with the close of business August 13, 2023.

4. Letter of Resignation – Allison Denk

Allison Denk, has submitted a letter of resignation as Elementary School Parent Liaison.

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 Allison Denk as Elementary School Parent Liaison, effective October 27, 2023.

5. Appoint Teacher Aide – Catelyn Glerum

Christie Graves recommends Catelyn Glerum as a Teacher Aide.

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 Catelyn Glerum as a Teacher Aide, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: November 9, 2023-November 8, 2024

Salary: \$15.25 per hour

6. Appoint Technology Parent Liaison- Allison Denk

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 Allison Denk, Technology Parent Liaison at \$15.00/hr. for the 2023-2024 school year effective August 29, 2023.

7. Appoint High School Parent Liaison- Yvonne Bishop

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 Yvonne Bishop, High School Parent Liaison at \$15.25/hr. for the 2023-2024 school year.

8. Appoint Healthy Reward Ambassadors

FLASHP has offered to reimburse the costs associated with the work being done in the district to promote employee wellness and health.

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 Nick Wojieck as the Healthy Reward Ambassador for the 2023-24 school year at a stipend of \$500.00.

9. Create and Appoint Senior Clerk/Typist – Chelsey Palmer

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the North Rose-Wolcott Central School District creates the following 1.0 FTE position and approves the following appointment:

Position: Senior Clerk/Typist

Appointment/Name: Chelsey Palmer

Assign./Loc: Special Education

Civil Service Title and Status: Senior Clerk/Typist, Probationary

Classification/Hourly Rate: Non-Exempt / \$20.81 per hour (minus applicable deductions)

Probationary Period: November 13, 2023-January 8, 2024

10. Appoint Health Teacher – Jerome Brown

Crystal Rupp recommends Jerome Brown to fill a Health Teacher position.

RESOLUTION

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

Certification: Health Education, Initial

Tenure Area: Health

Probationary Period: November 6, 2023-November 5, 2027

Salary: Step A, \$48,514

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.

11. Abolish Positions

RESOLUTION

Be it resolved, that the Board of Education, upon the recommendation of the Superintendent, the Board of Education hereby abolishes 1.0 clerk/typist position, effective August 13, 2023. Further, the Board hereby directs the Superintendent to provide notification to any affected staff member(s) pursuant to Civil Service Law Section 80, regarding their discontinuation.

RESOLUTION

Be it resolved, that the Board of Education, upon the recommendation of the Superintendent, the Board of Education hereby abolishes 1.0 clerk/typist position, effective November 12, 2023. Further, the Board hereby directs the Superintendent to provide notification to any affected staff member(s) pursuant to Civil Service Law Section 80, regarding their discontinuation.

12. Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2023-24 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Boys Basketball Coach	Varsity	Bradley LeFevre	2	6	\$7,418
Boys Basketball Coach	Modified	Paul Maring	3	8	\$4,094
Boys Basketball Coach	Modified	Patricia Jackson	4	25	\$4,503
Girls Basketball Coach	Varsity	Michelle Lancaster	1	2	\$5,495
Girls Basketball Coach	JV	Helena Cuykendall	1	1	\$3,836

13. Co-Curricular Appointments

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

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2023-24 school year.

Name	Bldg.	Title	Step	Year	Salary
Carrie Brown		Athletic Event Staff			Per NRWTA contract
Victoria VanSteen		Athletic Event Staff			Per NRWTA contract
Diana Mitchell		Athletic Event Staff			Per NRWTA contract
Nathan Finch		Athletic Event Staff			Per NRWTA contract
George Mitchell		Athletic Event Staff			Per NRWTA contract

14. 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 2023-2024 school year conditional upon a criminal history record check

according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Cary Merritt	Grant Program Teacher	\$39.78/hr.
Sandra Motyka	Grant Program Teacher	\$39.78/hr.
Kaitlyn Bouwens	Grant Program Teacher	\$39.78/hr.
Amy Suss	Grant Program Teacher	\$39.78/hr.
Karen Cryderman	Grant Program Teacher Assistant	\$19.10/hr.
Darcy Guerra	Grant Program Teacher Aide	\$17.22/hr.

15. 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 2023-2024 school year.

Alicia DiLella

Roxanne Ellersick

Jessica Countryman

Board Member Requests/Comments/Discussion:

- Board Commitments – Lucinda Collier

Good News:

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: ~~SCHOOL DISTRICT AND BOARD OF EDUCATION LEGAL STATUS AND AUTHORITY~~

~~The Constitution of New York State instructs the Legislature to provide for a system of free common schools wherein all children of the State may be educated.~~

~~The State Legislature has implemented this constitutional mandate through the creation of school districts of various types. As a Central School District, the North Rose-Walcott Central School District is organized under and subject to the provisions of Education Law Article 37.~~

~~The Board is the corporate body charged with the general control, management, and responsibility of the schools of the North Rose-Walcott Central School District. As such, it possesses those powers and duties set forth in law.~~

~~The Board is authorized to act as a body duly called in session. Individual Board members have no authority over school affairs.~~

~~Education Law §§ 2, 1501, 1604, 1701, 1709, 1804, 2502, and 2503~~

~~Adopted: 1992
Revised: 6/13/17~~

By-Laws

SUBJECT: BOARD OF EDUCATION: QUALIFICATIONS, NUMBERS AND TERMS OF OFFICE

A Board member of the District must meet the following qualifications:

- a) A citizen of the United States;
- b) Eighteen years of age or older;
- c) Able to read and write;
- d) A legal resident of the District for a continuous and uninterrupted period of at least one year prior to the election;
- e) Cannot be an employee of the District;
- f) The only member of his or her family (that is, cannot be a member of the same household) on the District Board;
- g) May not simultaneously hold another incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer or librarian, or an employee of the Board.
 - 1. In union free and central school districts, however, a Board member may be appointed clerk of the Board and of the District.
 - 2. A Board member of a BOCES may not be employed by any of that BOCES' component districts.
- h) Must not have been removed from a school district office within one year preceding the date of appointment or election to the Board.

Number of Members

The Board of the District will consist of seven members elected by the qualified voters of the District at the annual election as prescribed by law.

Terms of Office

Members of the Board will serve for five years beginning July 1 following their election and each term will expire on the 30th day of June of the fifth year, [unless filling a vacated position](#).

Education Law §§ 1602, 1702(1), 1804(1), 1950(9), 2101, 2102, 2103, 2103-a, 2130(1), 2105, and 2502
Public Officers Law § 3
Town Law § 23(1)

Adopted: 1992
Revised: 5/15/15; 6/13/17

SUBJECT: — BUSINESS OF THE ANNUAL DISTRICT ELECTION

— The Board will appoint at a regular or special meeting prior to the Annual Election, a qualified voter as chairperson.

— The chairperson will call the meeting to order and proceed to the following order of business:

- a) — Designate the District Clerk as clerk of the election and assistant clerks;
- b) — Designate tellers and/or inspectors of election as previously appointed by the Board;
- e) — Read the notice of call of the election by the Clerk;
- d) — Open the voting process, whether by machine or paper ballot;
- e) — Close the voting process;
- f) — Receive the Clerk's report of the results of the elections;
- g) — Adjourn.

Education Law §§ 1716, 2025 and 2601-2613

Adopted: 1992

Revised: 6/13/17

By-Laws

SUBJECT:—ANNUAL ORGANIZATIONAL MEETING

—School Boards may, by resolution, hold the Annual Organizational Meeting of the Board at any time during the first 15 days of July if the Annual District Election is held in May or June. Accordingly, by resolution adopted by the Board of Education, the annual organizational meeting is held on the first regular meeting date in July.

Officers

—The meeting shall be called to order by the District Clerk, who shall act as a Temporary Chairperson. The Board shall proceed to the election of a President. The President shall then take the chair. The Board shall then elect a Vice President. Election shall be by a majority vote.

Oath of Office

—The District Clerk shall administer the Oath of Office to the newly elected officers and new members of the Board.

Education Law Sections 1701, 1706, 1707, 1709, 2109, 2502(9) and 2504(1)

Adopted: 1992
Revised: 1/9/07

2005-3271

Community Relations

SUBJECT: — SUNDAY ACTIVITIES

—The Board of Education encourages and supports the concept of family days. Sunday is often considered a family day.

—In keeping with this concept, all requests for building use on Sunday, which may involve the participation of the student body in the planned activity, will receive careful review and may be denied. This review will be completed as part of the process of approving and granting use of the buildings as established by the Superintendent of Schools.

Adopted: 4/12/05

2005 3272

Community Relations

SUBJECT: FACILITIES AND PUBLIC DEDICATION

The Board of Education recognizes and acknowledges the many outstanding performances and contributions of people associated with our school district. When personal recognition is proposed, it must be deemed suitable by the Board. This recognition should be for a person or persons who have attained substantial national or local prominence, or who have provided significant benefit to the district either in the course of his/her employment or volunteer efforts on behalf of the district.

The naming of school facilities for an individual or group is not recommended. ~~considered an acceptable form of recognition.~~

Adopted: 4/12/05

**SUBJECT: ~~USE OF FACILITIES BY THE BOY SCOUTS OF AMERICA AND
PATRIOTIC YOUTH GROUPS~~**

~~—To the extent the District receives funds made available through the United States Department of Education and maintains a "designated open forum" or a "limited public forum," as those terms are defined in federal regulation, it will not deny any group officially affiliated with the Boy Scouts of America or any other patriotic youth group listed in Title 36 of the United States Code equal access or a fair opportunity to meet. Likewise, the District will not discriminate against any such group that requests to conduct a meeting within the District's designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the group's membership or leadership criteria or oath of allegiance to God and country.~~

~~—The District will provide groups officially affiliated with the Boy Scouts of America or other Title 36 patriotic youth group access to facilities and the ability to communicate using school-related means of communication on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.~~

~~—The District is not required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.~~

~~20 USC § 7905
36 USC Subtitle H
34 CFR Parts 75, 76 and 108~~

~~NOTE: — Refer also to Policy #3270 -- Use of School Facilities, Materials, and Equipment~~

~~Adopted: 4/14/15~~

SUBJECT: BOARD MEMBERS: NOMINATION AND ELECTION

- a) Candidates for the office of member of the Board must be nominated by a petition directed to the Clerk of the School District which is signed by at least 25 qualified voters of the District, or by 2% of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer, and the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board must be filed with the Clerk of the District no later than 30 days before the Annual or Special District Meeting at which the School Board election will occur, between 9 a.m. and 5 p.m.
- c) Voting will be by machine or paper ballot, and provision will be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots will be determined by lot at a drawing conducted by the District Clerk on the day after the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting will be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes, will be declared elected in accordance with Education Law.
- f) At least ten days prior to the election, the Board will appoint at least two inspectors of election for each voting machine or ballot box, and set their salary.
- g) The District Clerk will oversee the election. The Clerk will also give notice immediately to each person declared elected to the Board, informing him or her of the election and his or her term of office.
- h) Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.
- i) No electioneering will be allowed within 100 feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his or her term of office immediately upon election and the taking and filing of the oath of office.

Education Law Sections 2004, 2012, 2018, 2025, 2029, 2031-a, 2032, 2034(7)(d), 2105(14), 2121, 2602, 2608(1) and 2610

Revised: 6/24/97; 11/12/03; 1/9/07; 6/13/17

SUBJECT: REPORTING OF EXPENDITURE STATEMENTS AND CONTRIBUTIONS

Each candidate for the position of member of the Board of Education whose expenses and/or contributions received exceed \$500 must file a statement accounting for his/her campaign expenditures and contributions with the District Clerk and an additional statement with the Commissioner of Education. In the event the expenses do not exceed \$500 and the aggregate amount of all contributions made to the candidate do not exceed \$500, then a sworn statement to that effect must only be filed with the District Clerk.

Required contribution statements shall include:

- a) The dollar amount and/or fair market value of any receipt, contribution or transfer which is other than money;
- b) The name and address of the transferor, contributor or person from whom received;
- c) If that transferor, contributor or person is a political committee as defined in Section 14-100 of the Election Law;
- d) The name and political unit represented by the committee;
- e) The date of receipt;
- f) The dollar amount of every expenditure;
- g) The name and address of the person to whom the expenditure was made, or the name of and political unit represented by the committee to which it was made; and
- h) The date of the expenditure.

The times for filing the statements are as follows:

- a) The first statement on or before the thirtieth day preceding the election to which it relates;
- b) A second statement on or before the fifth day before the election;
- c) A third statement within 20 days after the election.

Any contribution or loan in excess of \$1,000 received after the close of the period covered in the last statement filed before the election (b above) but before the election itself shall be reported within 24 hours after receipt.

All statements must be sworn before a notary public, a commissioner of deeds, a lawyer or a public official authorized by New York State law to administer oaths.

Education Law Sections 1528 and 1529
Election Law Section 14-100(1)
Adopted: 1992
Revised: 1/9/07

By-Laws

SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) Acts as custodian of all monies belonging to the School District and lawfully deposits these monies in the depositories designated by the Board;
- b) Pays all authorized obligations of the District as directed, including payments of bond principal and interest;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;
- f) Safeguards either his or her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;
- g) Assumes other duties customary to the office.

Education Law §§ 2122, 2130 and 2523
Local Finance Law §§ 163 and 165
8 NYCRR §§170.2(g), 170.2(o) and 170.2(p)
9 NYCRR § 540.4

By-Laws

SUBJECT: POLICY AND ADMINISTRATIVE REGULATIONS

The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. The Superintendent shall act as an advisor to the Board in the adoption and approval of written Board policies. The Board shall seek input from the staff and community where appropriate. These guides for discretionary action shall constitute the policies governing the operation of the School System.

The formulation and adoption of these written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the School System. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Education shall exercise its control over the operation of the School System.

The adoption of a written policy shall occur only after the proposal has been moved, discussed and voted on affirmatively at two separate meetings of the Board of Education (i.e., the "first reading" and the "second reading"). The policy draft may be amended at the second meeting. By a majority vote, the Board may waive the "second reading" and complete the adoption of the proposed policy at its "first reading."

Board action is also necessary for revising policies that require amendment or rescinding policies that are no longer relevant or applicable to the District.

The formal adoption, amendment or deletion of written Board policy shall be recorded in the official minutes of the Board. Such written Board policy shall govern the conduct and affairs of the District and shall be binding upon the members of the educational community in the District.

It shall be the Board's responsibility to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

Execution of Policy: Administrative Regulations

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the Board. The Board shall be kept informed periodically of changes in administrative regulations.

Education Law §§ 1604(9), 1709(1), 1709(2) and 2503(2)
Adopted: 1992
Revised: 7/12/00; 6/9/15

By-Laws

SUBJECT: SPECIAL MEETINGS OF THE BOARD

Any member of the Board may call for a special meeting. A reasonable and good-faith effort will be made by the Superintendent or the Board president, as the case may be, to give every member of the Board 24-hours' notice of the time, place, and purpose of the meeting. In an emergency, however, the members may waive the 24-hour notice requirement.

All special meetings will be held at a regular meeting place of the Board and in accordance with all applicable provisions of the Open Meetings Law. Public notice of the time and place will be given, to the extent practicable, to the news media, and it will be conspicuously posted in one or more designated public locations at a reasonable time before the meeting.

Education Law § 1606(3)
Public Officers Law §§ 103 and 104

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

By-Laws

SUBJECT: MINUTES

The minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings will be kept by the Clerk or, in his or her absence, by the Superintendent or designee. The minutes will be complete and accurate and maintained in accordance with law and posted on the District website. However, minutes of executive sessions need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

The minutes of each meeting of the Board will state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent;
- d) Board members' arrival and departure time, if different from opening or adjournment times;
- e) All action taken by the Board, including a record or summary of all motions, proposals, resolutions, and other matters formally voted upon, with evidence of those voting in the affirmative and the negative, and those abstaining.

All Board minutes shall be signed by the District Clerk when approved and maintained in accordance with law. Unless otherwise provided by law, minutes will be available to the public within two weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

Minutes of Executive Sessions

Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record or summary of the final determination of the action, the date and the vote. However, this summary need not include any matter which is not required to be made public by the FOIL.

If action is taken by a formal vote in executive session, minutes will be available to the public within one week of the date of the executive session.

Education Law §§ 2121 and 3020-a
Public Officers Law §§ 103 and 106

Adopted: 1992
Revised: 11/12/03; 1/9/07; 6/13/17

Internal Operations

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,
CONVENTIONS AND WORKSHOPS**

In keeping with the stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following principles:

- a) A calendar of school Board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- b) Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
- c) Reimbursement to Board members for their travel expenses will be in accordance with the regulations established by the Board for travel reimbursements.
- d) When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-c

NOTE: Refer also to Policies #5313 -- Reimbursement for Meals/Refreshments
#6161 -- Conference/Travel Expense Reimbursement

Adopted: 1992
Revised: 1/9/07

2008 2330

Internal Operations

SUBJECT: COMPENSATION AND EXPENSES

All members of the Board of Education may be reimbursed for actual expenses incurred in representing the District. All bills or claims for reimbursement must be itemized in reasonable detail.

Conference Travel for Newly Elected Board Members

In accordance with General Municipal Law, the Board, by a majority vote, may authorize a newly elected Board member whose term of office has not yet commenced to attend a conference. Such conference travel shall be for official District business and shall be made utilizing a cost-effective and reasonable method of travel.

Authorization must be by resolution adopted prior to such attendance and duly entered in the minutes. However, the Board may delegate the power to authorize such attendance at a conference to the Board President or Board Vice President.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-b(2)

Revised: 10/28/08

1992 2340

Internal Operations

SUBJECT: BOARD SELF-EVALUATION

The Board shall review the effectiveness of its internal operations at least once annually and will formulate a plan for improving its performance.

The Superintendent and others who work regularly with the Board may be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a legislative body.

Community Relations

SUBJECT: FLAG DISPLAY

In keeping with State Education Law and Executive Law, the Board of Education accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as it may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion. Regulations for seeking such approval shall be established in the Administrative Manual of the District.

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board of Education meetings are conducted, as well as displayed in all rooms used for instruction.

Education Law Sections 418 and 419

Executive Law Sections 402 and 403

8 New York Code of Rules and Regulations (NYCRR) Sections 108.1-108.3

SUBJECT: USE OF SERVICE ANIMALS

The Board allows the use of service animals on school grounds by individuals with disabilities, subject to restrictions permitted by federal and/or state law, and procedures established by the Superintendent or designee.

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Psychiatric service animals that have been trained to take a specific action to help avoid an anxiety attack or to reduce its effects, however, may qualify as a service animal.

It shall be the responsibility of the principal or designee to develop building-specific regulations and rules regarding the use of service animals in each building and adjacent school grounds by individuals with disabilities.

28 CFR §§ 35.104, 35.136, 35.139

Adopted: 4/14/15
Revised: 6/13/17

SUBJECT: ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel will be considered to be those District employees officially designated by Board action as responsible for the administrative and supervisory tasks required to carry out Board policy, programs, decisions, and actions.

These employees must meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Commissioner's regulations. Administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

Abolishing an Administrative Position

Existing administrative positions will not be abolished by the Board without previous written notification of the impending abolition. This written notification must be served to the individual currently holding that position. In all cases the individual currently holding the position should receive as much advance notice as possible.

Education Law §§ 1709, 2503(5), and 3013

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

October 26, 2023 6:00 PM AUDITORIUM OF THE LEAVENWORTH MIDDLE SCHOOL

PRESENT:

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

Absent: Linda Eygnor

Superintendent: Michael Pullen

Pro Tem District Clerk: Melanie Geil

Approximately 23 students, staff and guests

1. Call to Order/Pledge of Allegiance

President, Lucinda Collier called the meeting to order at 6:00p.m.

Approval of Agenda:

Motion for approval was made by Paul Statskey and seconded by Tina Reed with the motion approve 6-0.

Prior to approval of the agenda, additions to the agenda were added as item #2.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the additions to the October 26, 2023 meeting agenda.

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

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

2. Presentations:

- Superintendent Update – Michael Pullen
 - Mr. Pullen provided a presentation and answered questions regarding the Transportation Department. Specifically, employee numbers, retention and recruiting, contract language and possible solutions moving forward.

There was a motion made by John Boogaard and seconded by Paul Statskey to authorize the Superintendent to open negotiations with the North Rose-Wolcott Service Employee Association. The motion was approved 6-0.

3. Public Access to the Board:

- Bridgett Henry, Linda Maeske and Debbie McIntyre each spoke regarding the Transportation Department.

4. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Paul Statskey and seconded by John Boogaard with the motion approved 6-0.

- a. Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the meeting minutes of October 12, 2023.

b. Recommendations from CSE and CPSE

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the recommendations for the Committee on Special Education dated September 27, 28, 29 October 3, and 10, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14995	13844	14882	14654	14960	14723	14063	14948	13864
IEP Amendments:								
12537	15011	13979						

c. Substitute Teachers and Substitute Service Personnel

RESOLUTION

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

d. Treasurer Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Report for June 2023.

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 July 2023.

e. Basic Financial Statements & Management Letter

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, accepts the Basic Financial Statements and Management Letter for the year ending June 30, 2023.

f. Personnel Items:

1. Letter of Resignation – Keshia Laird

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 Keshia Laird as Teacher Aide, effective October 31, 2023.

2. Letter of Resignation – Stacy Scott

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 Stacy Scott as Teacher Aide, effective October 20, 2023.

3. Letter of Resignation – Mary Jo Shrey

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 Jo Shrey as Acting Director of Special Education and Pupil Personnel Services, effective October 13, 2023.

4. Letter of Resignation – Michele Schinsing

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 Michele Schinsing as Bus Driver, effective October 30, 2023.

5. Appoint English Teacher – Norene Marlowe

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 Norene Marlowe as an English Teacher, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: English Language Arts Grades 5-9, Professional

Tenure Area: English Language Arts

Probationary Period: November 1, 2023-October 31, 2027

Salary: Step I \$54,959

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.

6. Appoint Chairperson for the Special School District Meeting of the Voters.

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 Special School District Meeting of the Voters on December 13, 2023.

7. Election Workers for the Special School District Meeting of the Voters

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 December 13, 2023 Special School District Meeting of the Voters to serve as Chief Inspector of Election, Inspectors of Election, and Assistant Clerks at \$17.50 per hr.

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

8. Election Workers for the Special School District Meeting of the Voters

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 December 13, 2023 Special School District Meeting of the Voters to serve as Inspectors of Election and Assistant Clerks, pay is per the NRWSEA contract.

<u>Name</u>	<u>Name</u>
Jamie Smith-Bundy	Sarah Munger
Jennifer Bundy	Carrie Brown
Chesley Palmer	Jennifer Kerr

9. Election Worker for the Special School District Meeting of the Voters

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 December 13, 2023 Special School District Meeting of the Voters to serve as Inspectors of Election, and Assistant Clerk, pay is per contract.

Name
Melanie Geil

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 appointments for the 2023-24 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Indoor Track & Field Coach	Varsity	George Mitchell	4	23	\$9,067
Wrestling Coach	Varsity	Jerry DeCausemaker	4	42	\$9,067
Wrestling Coach	JV	Brian Jeary	4	19	\$6,329
Wrestling Coach	Modified	Kurt Laird	2	4	\$3,684
Boys Swim Coach	Varsity	Brian Cole	4	17	\$9,067
Swim Coach	Modified	Mike VanAkin	1	1	\$2,976
Girls Basketball Coach	Modified	Patricia Jackson	4	25	\$4,503
Boys Basketball Coach	JV	Ethan Durocher	2	5	\$5,179

11. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2023-24 school year.

Name	Bldg.	Title	Step	Year	Salary
Colleen Anthony		Athletic Event Staff			Per NRWTA contract
Lorryn Moore		Athletic Event Staff			Per NRWTA contract

12. Program Appointment

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various enrichment programs during the 2023-2024 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Ronald Colon	Grant Program Teacher	\$39.78/hr.
Patricia Weber	Grant Program Teacher	\$39.78/hr.
Joanna Samar	Grant Program Teacher	\$39.78/hr.
David Hahn	Grant Program Teacher	\$39.78/hr.
Adam Bishop	Grant Program Teacher	\$39.78/hr.

Carrie Hoestermann	Grant Program Teacher	\$39.78/hr.
Alexis Ball	Grant Program Teacher	\$39.78/hr.
Kristin Winslow	Grant Program Teacher	\$39.78/hr.
Amy Johnson	Grant Program Teacher	\$39.78/hr.
Jordan Camp	Grant Program Teacher	\$39.78/hr.
Crystal Shaft	Grant Program Teacher Aide	\$15.25/hr.
Tracy Frazer	Grant Program Teacher Aide	\$16.97/hr.
Carol Hull	Grant Program Teacher Aide	\$20.96/hr.

13. Aquatics Program

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individual as Water Safety Instructors and/or Lifeguards or Program Directors for all swim programs during the 2023-2024 school year.

Name	Position(s)	Rate/Hr.
Margaret Wanek	Lifeguard	\$14.20/hr.

14. 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 2023-2024 school year.

Tiffany Cahoon	Jakelyne Foro	Rachel Guthrie	Irene Interlichia
Sarah Lynn	Shelly Mastrangelo	Seth Nesbitt	Kimberly Parks Cameron
Christen Perry-Jackson	Michelle Sheldon	Melinda Stebbins	Alecia Steves
Erin Wanek	Jason Wanek	Whitney Furguson	

Board Member Requests/Comments/Discussion:

- Four County Legislative Announcement – Lucinda Collier
 - ◆ Lucinda Collier reported that she would be sending each Board member a 2024 Position Paper Survey to complete and return to Linda Eygnor.

EXECUTIVE SESSION:

A motion was requested to enter executive session to discuss a personnel matter.

The motion was made by Shelly Cahoon and seconded by John Boogaard with motion approved 6-0.

Time entered: 7:13 p.m.

Return to Regular Session: 8:13

Adjournment:

A motion was requested to adjourn the regular meeting.

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

Time adjourned: 8:14p.m.

Melanie Geil, Pro Tem Clerk of the Board of Education

UNOFFICIAL

North Rose-Wolcott Central School District
Budget Calendar 2024-25

- 11/9/23** BOE reviews Budget Factors, Calendar, and Long Term Financial Plan
Budget Calendar Adopted
Long Term Financial Plan Adopted (5 Year Fund Balance projection)
- 11/20/23** Budget Packets sent to buildings.
- January 2024** Review enrollment projections and staffing needs for 2024-25; determine program needs related to instructional equipment, supplies, textbooks, and special projects.
- Distribute Budget requisitions forms to staff.
- Budget requisitions completed by staff and reviewed by principals
- Instructional staff requisitions to District Office and reviewed by Superintendent.
- January 2024** Budget updates as needed to the Board of Education
- 2/8/24** Budget update as needed to the Board of Education
- 2/22/24** Budget Presentation to the Board of Education
- 3/1/2024** Submit Tax Levy limit to Office of NYS Comptroller
- 3/6/2024** Contact Vote Election Workers.
- 3/14/24** Budget Presentation to the Board of Education
- 3/28/24** Budget Presentation to the Board of Education
Draft #1 of proposed spending plan and revenues presented to Board of Education.
Approve Legal Notice.
- 4/2- 5/10/24** Legal Notice of Annual Meeting and Vote/Election to FL Times and Lakeshore News.
(Must be published 4 times in 7 weeks with first notice at least 45 days prior to Annual Meeting).

- 4/4/2024** **Budget Work Session**
-
- 4/11/2024** **Budget Presentation to the Board of Education**
Board of Education adopts 2024-25 proposed spending plan.
Contact Board of Elections for list of absentee voters.
Vote workers approved by Board of Education.
Board of Education approves Property Tax Report Card.
- 4/12/24** **Transmit Property Tax Report Card to State Ed and local newspaper.**
Prepare Budget Brochure and send to printer after Board adoption of budget.
- 4/26/24** **Budget brochures made available to public (mailers).**
Budget Statement and required attachments made available to public.
-
- 5/9/24** **Budget Hearing**
- 5/13/24** **Budget Notice mailing**
-
- 5/21/24** **Annual Budget Vote, Election of Board Members**
Notify all candidates of the results of the vote.
Newly elected member names and addresses to Town Clerks.