

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: January 13, 2005
TIME: 6:00 p.m.
PLACE: Freewill Elementary Media Center

- 6:00** Call to Order /Pledge of Allegiance
Executive Session
- 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. Athletic Presentations
 2. CSEA Negotiations
 3. Building Project
 4. Budget
 5. Student Questions
- 8:45** Board Action Items:
- Personnel Action **Att. 2**
 - CSE/CPSE Action **Att. 3**
 - Treasurer's Report **Att. 4**
- Policy – First Reading **Att. 5**
- Public Comment/Board Comments
- Adjournment

Next Meeting: January 27, 2005 7:30 p.m. District Office Board Room

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: Thursday, December 9, 2004
p.m.

TIME: 7:30

TYPE: Regular Business Meeting
School

PLACE: Ontario Elementary

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto, Schultz, Triou, Wyse; District Clerk Switzer; Administrators Havens, Morrin, Armitage, Pirozzolo, Armocida, La Ruche, Siracuse, Saxby, Woodard, Atseff, Spring

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

I. CALL TO ORDER: 7:30 p.m. by John D. Triou, 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. The renovations and improvements completed this past summer as part of the 2002 Capital Improvement Project. Of special interest were installation of the new lift for access to the stage and gym/auditorium areas by persons with disabilities, and the transition of the classrooms formerly leased by Wayne-Finger Lakes Board of Cooperative Educational Services to local uses.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA & MINUTES (November 18, 2004)

Mr. Triou presented a proposed lease agreement for use of retail space for the Eagle Ventures program as an additional consensus agenda item. Mr. Johnson presented the appointment of an additional member of the policy committee and first reading of a hand-carry policy statement revision as additional business items for the policy committee report. Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting, as revised, and the minutes of the meeting of November 18, 2004, as presented. 7 Ayes, 0 Nays, 2 Abstentions (Mr. Griswold, Mr. Wyse), Carried.

A. IV. PUBLIC COMMENT

Mr. Triou 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. Donna Peterson, 5907 Arbor Road, Ontario, spoke as president of the track booster club to express thanks to the Board of Education for approval of indoor track as a winter sport for 2004-2005. She noted several top seeds and placements by boys and girls who participated in their first meet last week.

B. Linda Waasdorp, 2128 Evergreen Circle, Ontario, noted that she has received a response from Mr. Havens about seat time requirements. She asked who she could

contact about her remaining unanswered questions. Mr. Triou asked her to schedule a meeting with Mr. Havens to discuss the matter. Mrs. Waasdorp stated she has taken that approach and asked if a school board member could also attend such a meeting, Mr. Triou stated that he would discuss the issue with Mr. Havens and provide a response to Mrs. Waasdorp.

V. BOARD MEMBER COMMENTS

- A. Mrs. Lyke reported on the recent positive and candid discussions among representatives of the **Four County School Boards** Association and local Regent Milton Cofield; he welcomes input and discussion from school officials in the 7th Judicial District area he represents and plans to return to the area next spring. She noted that he has a unique view of educational needs through his daughter who is a first year teacher in the schools of the City of New York.
- B. Mrs. Lyke reported that work continues by the **legislative committee** of the Four County School Boards Association on position papers for state and federal issues. She noted that action this past month by the U.S. Congress addressed a large number of issues on the federal position paper which will now undergo additional revisions.
- C. Mr. Robusto reported that he and Mr. Triou attended a **meeting for school board presidents and vice-presidents** sponsored by the Four County School Boards Association which he found very informative. He added that attendance at such events always make him appreciate how well our school board operates, the good management practices in place in our school district and the excellent staff we have. Mrs. Lyke noted she learns a lot at those meetings as well.

VI. BOARD PRESIDENT'S COMMENTS - None

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

VIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. HOLIDAY GREETINGS FROM CSEA UNIT

Mr. Havens noted receipt of a holiday card and refreshments for this evening's meeting from the CSEA Unit.

B. UPDATE ON DISTRIBUTION OF COUNTY SALES TAX AMONG SCHOOL DISTRICTS

Mr. Havens reported that discussion of sales tax distribution with school districts by the Wayne County Board of Supervisors is anticipated at a meeting on December 21st at 9:00 a.m. at the county courthouse in Lyons. He noted that the school districts in Wayne County presently receive appx. \$5.4 million in county sales tax funds each year and the share for our district is \$835,000.

He reviewed the efforts of school superintendents in the county and the Wayne County Education Coalition at recent meetings with county officials. He stated that the town supervisors from both the Town of Ontario and the Town of Walworth continue to support continuation of the distribution of sales tax among school districts. Similar support among the remaining thirteen (13) town supervisors varies, with some still undecided on the issue. He noted the need for residents, business owners, and

parent group leaders to contact their local town supervisors to emphasize the importance of the sales tax revenue to local school districts.

Mr. Griswold stated that he was surprised to learn that this issue is under active consideration again by county supervisors and very disheartened that some supervisors are in favor of ending the distribution of sales tax with school districts.

Mr. Griswold asked what percentage of the weighted vote among the town supervisors is in support of continuing the sales tax distribution. Mr. Havens reviewed the present breakdown of support and non-support.

Mrs. Brunner asked if the Marion Town Supervisor supports continuation of the sales tax distribution among school districts. Mr. Havens stated he is uncertain at this time. Mr. Johnson noted that the recent announcement of closing of the large food processing plant in that town is no doubt a concern for that town.

Mr. Johnson asked when a potential change in distribution of sales tax would occur if it is approved by the Board of Supervisors. Mr. Havens stated that the latest proposal would phase-out the sales tax revenues over a three-year period, representing a reduction of appx. \$275,000 per year for our school district.

Mr. Griswold asked if the Board of Supervisors could vote to change the distribution method in a future year. Mr. Havens stated it could.

C. ACADEMIC REPORT • FIRST QUARTER • 2004-2005 SCHOOL YEAR

Mr. Havens introduced Mr. Laurence Spring, assistant superintendent for instruction, to present and review the academic report for the first 10-week quarter of the 2004-2005 school year.

Mr. Spring noted that the report provides an overview of student progress in grades K to 12. The focus for this year is on literacy and math skills. Overall, it shows positive results to the efforts to provide additional support for students in those areas. (copy filed in clerk's agenda file, this meeting)

At the primary and elementary levels, students are reading at grade level and showing progress with basic math skills. The analysis of achievement this year includes a graphic comparison of student scores to prior years and a review of fourth grade students (appx. 93%) who are making adequate annual progress within state standards.

He noted that the new approach this year of assigning an experienced teacher as a coach for teachers who prepare students for the language arts exam is also very successful. The goal is for 90% of fourth grade students to achieve a passing score. The local goal of 90% passing on the state math exam was reached last year and continues on track.

At the middle school, student achievement and mastery levels were reviewed in the four core subjects of math, science, social studies and English/language arts with note of areas of success and needed improvement. Mr. Spring noted that special attention is also directed at the number of children in need of academic intervention services in the varied subject areas. Staff members have also renewed efforts to outline expectations for students and to continue efforts to align or adjust curricula as needed.

Writing instruction is included in all subject areas and teachers provide supplemental support for those students who need additional time and reinforcement. Recognition of academic success, such as the middle school's award-winning Science Olympiad team, is also highlighted by new signage on major highway entries at the boundaries of the school district.

At the high school, student progress on Regents Exams in English and math were reviewed with special attention to mastery and passing rates in those subjects. Student achievement is closely monitored by teachers throughout the school year. State accountability criteria are also applied to monitor annual yearly progress of students within state standards for those subjects as well. The achievement by one (1) or two (2) students can have a significant impact.

Some concerns identified in student achievement in earth science will lead to recommendations later this year. A new state exam in Math B is expected this year and teachers will integrate new expectations into their course work. Staff members are making similar adjustments in the global studies course to adapt revised state scoring standards

Mr. Johnson asked if the freshman academy concept included in the model school's program is under consideration. Mr. Spring stated that a staff committee has that topic under study at this time.

Mr. Triou noted some concerns among parents during orientation sessions last spring about the longer school day for full day kindergarten and asked how the new program is working. Mr. Spring stated that the first year of the full day kindergarten program is successfully underway.

Mr. Havens thanked Mr. Spring for his report and presentation.

D. PRESENTATION ON TRANSITION PROGRAM • “Wings of Success”

Mr. Havens asked Mr. Spring to introduce the presentation on the transition program. Mr. Spring noted that this effort is a continuation of efforts to address issues which were discovered from in-depth review and analysis of student achievement – in this case, as eighth graders move from the middle school to the high school as freshmen.

He introduced high school staff members Jeff Pirozzolo, an assistant principal, Jackie Shiers, a resource room teacher, and Frank Goff, a science teacher, to review the program.

They noted that the program was started during the summer, 2004 recess as a “transition program” to provide two (2) dozen students who had failed two or more subjects at the end of eighth grade with skills to achieve success as they move into their freshman year in the new setting of the high school. Permission was obtained from parents to enroll students in the summer program.

Based on the positive response from students and parents and the success in meeting student needs, the program was continued as an after-school activity on two (2) days each week and re-named “Wings of Success.” Students who participated in the summer program joined with additional students who were referred as achievement levels merited.

Using graphs comparing data on eligible students, they showed the great deal of success among students and the improvements from failing to passing scores by the students during their first quarter of classes in the current school year. (copy of report filed in clerk's agenda file, this meeting)

They reviewed examples of classroom activities used in the after-school program including emphasis in reading, writing and vocabulary skills, preparation for mid-year exams, additional time with subject area teachers and building rapport with the students to help them gain confidence in their abilities and to recognize and celebrate their success. Parents have shared their enthusiasm about the success of the students as a result of participation in the program.

Mr. Robusto, Mrs. Lyke & Mr. Griswold asked how many students are enrolled in the program at this time. Mr. Pirozzolo stated that the number ranges from 25 to 30 and varies as students leave or enter the program as their academic achievement levels dictate.

Mr. Robusto noted that this type of program was included in the examples of successful efforts in model schools. He asked if participation by parents is optional or mandatory.

Mr. Pirozzolo stated that parents, students and teachers are required to sign a contract for participation by students in the program.

Mr. Griswold asked if students who were not identified at risk based on failure of two (2) or more classes can also enroll in the program. Mr. Pirozzolo stated that the program is limited to students with the specific achievement needs at this time.

Mrs. Lyke asked if the teachers would add more students to the program if that were possible. Mr. Pirozzolo stated they would.

Mr. Griswold asked if the summer 2005 program will focus on the eighth grade to freshman transition again or if it would expand to include students moving from freshman to sophomore years. Mr. Pirozzolo stated that while the data indicates the value an additional year in the future, the 2005-2006 programs will serve eighth to ninth grade students.

Mr. Griswold commented that the review of this program last summer was part of a larger discussion on extension of the school day for students. He believes that the school district should attempt to include more students in the after-school program.

Mr. Johnson noted examples of the model school's program in Brockport where students concluded high school diploma requirements by the end of their junior year and could begin college level courses in their senior year.

Mr. Havens noted that the "Wings of Success" is an example of an initiative included in the district's model school's program.

Trustee thanked the staff for their presentation with a round of applause.

Mr. Spring commented that the key ingredient of programs that result in student achievement, including the "Wings of Success," are the staff members such as those who spoke this evening who work with students on a daily basis,

Mr. Wyse stated he was probably the most inquisitive trustee when the transition program was first outlined for the Board of Education last summer and he is pleased to extend his compliments on an excellent program as reported this evening.

E. PROGRESS REPORT ON 9-12 SCHOOL IMPROVEMENT GOALS • 2004-2005

Mr. Havens asked Mr. Spring to introduce the report on student achievement in grades nine through 12 as outlined in the school improvement plan for 2004-2005.

Mr. Spring introduced Mrs. Lory Morrin, high school principal, to present and review the goals and achievements of high school students. She added her compliments to the dedicated efforts of staff members who are involved with the "Wings of Success" program.

She reviewed the varied strategies in place to reach the goal of a 95% passing rate on the Regents Exams in Comprehensive English and Math Level A. These include instruction targeted at individual student needs, emphasis on specific skills and joint teaching efforts by special education and subject area teachers. Targeting instruction last year in Math A and English, for example, resulted in an increase in the passing rate for students in those courses from 67% to 89% and 79% to 92%, respectively.

In the current school year, the time resource room teachers can spend in the subject area classroom was increased in math and English. Mrs. Morrin shared video clips of the collaborative approach that addresses specific student needs during their advisory periods. She added that joint efforts are underway among subject area teachers from the middle and high schools to review student needs and develop strategies for success on the Regents exams beginning in the middle school.

Mr. Spring noted that the district goal is to achieve a 95% passing rate on the Regents Exams in Math A and Comprehensive English. Both Mrs. Emison and Mr. Scott, math and English department chairpersons at the high school, respectively, were present and reviewed efforts to reach those goals. Mr. Havens asked each of them what percentages of students were considered at risk in their classes; they each provided information.

Mr. Spring stated that the academic report for the second quarter (20 weeks) will focus more on the middle school.

Trustees extended thanks to the presenters with a round of applause, which was seconded by the audience.

F. ADOPTION OF BUDGET DEVELOPMENT CALENDAR • 2005-2006 SCHOOL YEAR

Mr. Havens presented the proposed budget development calendar for the 2005-2006 school year for review and adoption by the Board of Education. He asked Mr. Atseff to review highlights of the document.

Mr. Atseff noted that adoption of this budget calendar formally begins the budget development process for the next school year. The proposed calendar is the same as in prior years, with presentation of proposed expenditures at school board meetings in the three-part format prescribed by the NYS Education Department.

He noted that the date proposed for adoption of the proposed budget occurs on a Monday evening and is the date of a quarterly joint meeting of the Walworth and Ontario Town Boards and the Board of Education. He asked trustees to consider if they wish to schedule an additional meeting for final deliberations and adoption of the proposed budget or if they wished to conduct a business meeting following the joint meeting.

Mr. Atseff distributed the pupil enrollment data and projections developed for use in budgetary and staffing factors of the proposed new budget. (copy filed in clerk's agenda file, this meeting)

Mr. Wyse offered a **MOTION** to adopt the proposed budget development calendar for the 2005-2006 school year. 9 Ayes, 0 Nays, Carried. (copy filed in clerk's agenda file, this meeting)

G. ESTABLISH PUBLIC HEARING DATE • TAXABLE ASSESSED VALUE • POWER PLANT

Mr. Havens presented a draft of a payment in lieu of taxes (PILOT) agreement for a period of ten (10) years among the town, county, school district and R. E. Ginna Nuclear Power Plant, LLC relative to the taxable assessed valuation of the nuclear power plant in the Town of Ontario.

Each of the parties to the proposed agreement must conduct a public hearing prior to taking formal action on the proposal. While a resolution adopted by a majority of the Board of Education is the only action required by the school district, both the town and county must adopt local laws to implement the provisions of the proposed PILOT agreement.

Mr. Havens noted that the attorneys for the Town of Ontario and County of Wayne are now working on necessary details. The school attorney has reviewed the proposal as well. Given the steps that that the town and county must still complete, and the amount of time for required legal notice of the public hearings, it now appears that action will not occur until sometime in January, 2005.

Mr. Havens thanked Mr. Robusto for serving as school board liaison and contributing his realtor and appraiser expertise in development of the final agreements.

Mr. Johnson asked if Couch, White, etal, the law firm enlisted to assist the school district in the valuation effort, was also working with the legal advisors and officials at the town and county levels. Mr. Havens stated that they are.

H. STUDENT QUESTIONS

- (1) Jordan Cole, 628 Haley Road, Ontario, noted he is pleased to see the progress on new classrooms and other improvements at the high school. Although as a senior he will not have the chance to use them, his 9-year old brother and other students, perhaps his own children, will. He stated that he is an avid runner and asked about the status of use of the new track next spring. Mr. Havens stated asphalt

surfaces were completed prior to onset of inclement weather but Christa Construction did not complete preparations to allow installation of the rubberized surface before weather changed. As a result, only practice events can occur on the new track.

- (2) Joe Gieger, 5659 Lincoln Road, Ontario, noted that faculty members are wearing sweatshirts from their college alma maters tomorrow. He asked if the goal for 95% of students to attend college is realistic based on comments by Mr. Havens in a recent district publication that the current college-bound rate is 78%. Mr. Havens explained his belief that every graduate has the ability to attend college and cited the increasing need for post-secondary education in workplace.

IX. RECESS: 8:50 p.m.

X. RECONVENE: 8:58 p.m.

XI. 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:

SUPERVISORY SUPPORT STAFF

RESIGNATION:

Donald Davis, director of facilities, effective April 29, 2005 (retirement, 25 years service to Wayne Central School District)

INSTRUCTIONAL STAFF

APPOINTMENTS:

Additional Per Diem Substitute Teachers • 2004-2005 School Year

See Listing, Clerk's Agenda File, This Meeting

Winter Coaching Appointments/Designations • 2004-2005 School Year

(September 1, 2004 through June 30, 2005, per collective bargaining agreement)

See Listing, Clerk's Agenda File, This Meeting

Coaching Appointments • Fall Post Season Play • 2004-2005 School Year

See Listing, Clerk's Agenda File, This Meeting

Winter Event Staff & Substitute Appointments/Designations • 2004-2005 School Year

(Event supervisors, scoreboard, announcers, tickets, per collective bargaining agreement)

See Listing, Clerk's Agenda File, This Meeting

SUPPORTIVE STAFF:

RESIGNATION:

Linda Craft, bus driver, effective November 22, 2004 (personal reasons)

APPOINTMENTS:

Dale Cline, school bus driver, a six month probationary civil service appointment effective November 29, 2004 through May 28, 2005 at \$12.20 per hour (replacement for Linda Craft, resigned)

Julynn Criscuolo, school bus driver, a six month probationary civil service appointment effective November 29, 2004 through May 28, 2005 at \$12.20 per hour (replacement for Carmella Heintzelman, disability dismissal)

Dawn Heintzelman, food service worker, assigned to the high school, a six month probationary civil service appointment effective November 1, 2004 through April 30, 2005 at \$7.45 per hour (new position due to block scheduling)

Sherrie Lucas, school bus monitor, a temporary civil service appointment effective November 29, 2004 through June 30, 2005 at \$8.30 per hour (replacement for Kathryn McMahon, medical leave)

Francesca Masisak, school bus driver, a six month probationary civil service appointment effective November 29, 2004 through May 28, 2005 at \$12.20 per hour (replacement for Monica Ambeau, disability dismissal).

Bonnie Scott, school bus monitor, a six month probationary civil service appointment effective November 29, 2004 through May 28, 2005 at \$8.05 per hour (replacement for Barbara Twist, disability dismissal).

Mr. Wyse offered a **MOTION** to approve the personnel changes as recommended by the superintendent of schools. 9 Ayes, 0 Nays, Carried.

B. CSE & CPSE PLACEMENT RECOMMENDATIONS

Mr. Havens presented the pupil placement recommendations of the Committees on Special Education and Pre-School Special Education for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt the following **RESOLUTIONS** for pupil placements by the CSE/CPSE, **TO WIT:**

(1) to approve the recommendation for CSE pupil placements,

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.

- (2) to approve the recommendation for CPSE pupil placements:

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

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

On the question, the **RESOLUTIONS** were adopted by a vote of 9 Ayes, 0 Nays.

C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 10/31/04)
- (2) Accept Gift to School District (Freewill Elementary Parents' Group)
- (3) Dates & Designations for 2004-2005 Annual Fire Safety Inspection
- (4) Approve Budget Transfer
- (5) Adopt Resolution for Non-Public Health Services Contract (Webster CSD)
- (6) Adopt Resolution for Change Order – 2002 Capital Improvement Project (High School Corridor Ceiling)
- (7) Adopt Resolution for a Lease Agreement for Retail Space at 2000 Ridge Road, Suite B (Eagle Ventures)

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

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to approve/adopt 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 October 31, 2004 (copies attached to these minutes in the minute book)
- (2) Accept the **donation** of a library circulation desk valued at \$10,000 and two (2) wooden library shelves, valued at \$2,000, **from the Freewill Elementary Parents' Group** for use at Freewill Elementary School
- (3) Approve annual **appointments and designations for fire safety inspections** of school facilities as required by §807 (a) of the NYS Education Law and Part 155.4 of the Regulations of the Commissioner of Education (copy filed in clerk's agenda file, this meeting)
- (4) Approve a **budget transfer** pursuant to Policy 5330 (copy attached to these minutes in the minute book)
- (5) Adopt a **RESOLUTION** for a **non-public health services** contract with the Webster CSD, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT
WITH WEBSTER CENTRAL SCHOOL DISTRICT
(Non-Public School Pupils, 2004-2005)**

RESOLVED, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Webster Central School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the

2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (6) Adopt a **RESOLUTION** for a ***change order*** for the 2002 Capital Improvement Project, **TO WIT:**

**RESOLUTION TO APPROVE CHANGE ORDER
FOR 2002 CAPITAL FACILITIES PROJECT - CO-REQUEST 52
(Christa Construction - High School Corridor Ceiling)**

BE IT RESOLVED that, upon the recommendation of the superintendent of schools, the Board of Education of Wayne Central School District hereby approves change order Request 52 in the amount of \$19,534 to demolish and reinstall a new ceiling in the corridor area of "B" wing (copy attached to these minutes in the minute book)

- (7) Adopt a **RESOLUTION** for a ***real estate lease agreement*** with Neil & Robin Schmidt for retail space at 2000 Ridge Road, Suite B, in the Town of Ontario, **TO WIT:**

**RESOLUTION FOR A REAL ESTATE LEASE
BETWEEN WAYNE CENTRAL SCHOOL DISTRICT
& NEIL & ROBIN SCHMIDT AT 2002 RIDGE ROAD
(Retail Space, Eagle Ventures Program)**

RESOLVED, that the Board of Education of Wayne Central School District hereby approves a real estate lease with Robin & Neil Schmidt for +/- 1,200 sq. ft. of retail space at 2000 Ridge Road, Suite B, in the Town of Ontario, Wayne County, New York, in an amounts set forth in said lease, for a term from November 1, 2004 to August 31, 2009, and authorizes the superintendent of schools to execute same (copy filed in clerk's files)

Mrs. Brunner asked if the new circulation desk was installed at this point and if thanks and appreciation to the parents' group is made in written form. The answer to both questions was yes.

On the question, the consensus agenda was approved/adopted by a vote of 9 Ayes, 0 Nays.

XII. POLICY COMMITTEE ITEMS

*Appointment of Committee Member To Replace Mr. Ratcliffe • 2004-2005 School Year
First Reading Policy 8220 (Fire Drills, Bomb Threats, Student Safety) – Revisions & Additions*

Mr. Johnson noted that a ***vacancy exists on the policy committee*** due to the resignation of Mr. Ratcliffe as a school trustee. In accord with past practice and tradition, he recommended that the newest member of the Board of Education fill that vacancy.

Mr. Triou appointed Mr. Schultz as a member of the policy committee for the 2004-2005 school year.

Mr. Johnson presented the ***proposed revisions and additions to Policy 8220*** on fire drills, bomb threats and student safety for first reading and consideration by the Board of Education.

Mr. Wyse noted that the proposed revision of notification of fire and emergency agencies of a bomb threat "...at the option..." of the superintendent of schools does not address the issue he originally raised that prompted this review of this policy.

He expressed his belief that notification needs to occur to place fire and emergency personnel on standby status as soon as a bomb threat notification is made to law enforcement agencies. He cited the potential of longer response time to assemble a fire or emergency crew during daytime hours and for a potential explosive fire situation as documentation to his argument.

He understands the importance to avoid pre-mature alerts but, at a minimum, he believes that school district policy should require that the superintendent of schools take steps to have fire and emergency crews available on standby at their base location.

Mr. Johnson stated that he would support provision for the superintendent of schools, or a designee, to have the option to notify fire and emergency personnel for standby but would not have that decision made by other staff members who learn of a bomb threat situation.

Mr. Wyse stated that he would expect that the superintendent of schools of schools would order the evacuation of a facility if a bomb threat is made and if such an evacuation were ordered, he believes it should also include the requirement for notification of fire and emergency personnel for standby status. Mr. Havens reviewed the process for evacuation of school facilities.

Mr. Robusto asked for an explanation of the term "standby." Mr. Wyse stated that "standby" means that a fire chief or ambulance officer assembles a crew and has equipment and apparatus ready based on telephone notification of a pending emergency situation. He noted that time to assemble and dispatch a crew can amount to ten (10) minutes and the "standby" effort reduces delays in response time if a true emergency situation arises.

Mr. Robusto asked if the crew and equipment remain at their base and do not respond to school; Mr. Wyse stated that was correct.

Mr. Johnson stated that the policy committee felt that the notifications should occur without having an alleged bomb threat reported and dispatched over fire and emergency frequencies as an actual event until such status is confirmed. He added that addition of a provision to require that the superintendent of schools make non-emergency contact with the fire or ambulance chief would provide an acceptable compromise.

Mr. Griswold asked if the fire or ambulance chief is obligated to place a crew on standby or if he or she has discretion to do so once they receive non-emergency notification.

Mr. Wyse stated that a notification phone call would result in a subsequent conversation between the fire or ambulance chief and the superintendent of schools. If the fire or emergency chief elects not to assemble a standby crew, the liability for any damage or injury rests with the fire or emergency agency, not the Board of Education.

Mrs. Brunner asked how a standby notification is made on the police scanner if such status is desired by the fire or ambulance chief; Mr. Wyse stated it is announced as a standby for a crew at the fire or ambulance base with no reason or incident stated.

Mr. Robusto asked how much time is required for an evacuation to occur; Mr. Havens reviewed the procedures used.

Mr. Wyse confirmed that the procedure does not include notification of the 911-center by the superintendent of schools. Mr. Havens stated that the direction to school officials from the NYS Education Department is to make notification of law enforcement personnel.

Mr. Johnson noted that the intent of the proposed policy is to avoid frequent or unnecessary responses by fire and emergency personnel and to provide discretion for the superintendent of schools as the situation may merit.

Mr. Triou suggested continuation of these topics and review of district emergency management plans by the policy committee. Mr. Griswold suggested that an additional reading of the proposed policy revisions might occur.

Mr. Wyse suggested that fire and emergency leaders join the policy committee for their continued discussion and offered to make contacts with appropriate personnel.

Mr. Wyse offered a **MOTION** to table first reading of the revisions to Policy 8220. 9 Ayes, 0 Nays, Carried.

Mr. Griswold noted the excellent dialogue that had occurred and the large amount of information he learned this evening.

XIII. ADDITIONAL PUBLIC COMMENT - None

XIV. ADDITIONAL BOARD MEMBER COMMENTS

A. Mr. Griswold extended ***thanks and congratulations for job well done*** to the persons who made staff reports this evening. He appreciates the opportunity to obtain a good understanding of new and existing programs.

B. Mr. Johnson extended ***best wishes for the holiday*** season to trustees, school officials and visitors present.

C. Mr. Atseff noted that the personnel action this evening included the ***retirement announcement*** by Mr. Davis, director of facilities, next April. He added that Mr. Davis has made many contributions to our school district during his 25 years of service.

D. Mr. Wyse suggested that the Board of Education ***recognize the service and contributions*** of Mr. Davis in written form. Trustees ***concurred*** with this suggestion.

XV. ADJOURNMENT

Mr. Wyse offered a **MOTION** to adjourn the meeting at 9:17 p.m. 9 Ayes, 0 Nays, Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF **UTES**

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

January 13, 2005

JES/jes:wp

School District Clerk

WAYNE CENTRAL SCHOOL DISTRICT

To: Board of Education

From: Michael Havens, Superintendent of Schools
(Prepared by Mark D. Callahan, Director of Human Resources)

Re: Personnel Action

Date: January 13, 2005

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF**Tenure Recommendation:**

Eryne Altmire is being recommended by the Superintendent for appointment to tenure in the tenure area of Elementary Education effective February 1, 2005.

Barbara Brock is being recommended by the Superintendent for appointment to tenure in the tenure area of Art Education effective February 1, 2005.

Darlene Martino is being recommended by the Superintendent for appointment to tenure in the tenure area of Elementary Education effective February 1, 2005.

Sara Moran is being recommended by the Superintendent for appointment to tenure in the tenure area of Music Education effective February 1, 2005.

Resignations: None

Leave of Absence:

Jane DelGuidico, Foreign Language Teacher, assigned to the Thomas C. Armstrong Middle and James A. Beneway High Schools, a combination paid and unpaid FMLA disability leave anticipated March 18, 2005 through June 30, 2005. *For the purpose of child rearing.*

Jenny Wing, Social Studies Teacher, assigned to the Thomas C. Armstrong Middle School, a combination paid and unpaid FMLA disability leave anticipated February 7, 2005 through April 22, 2005. *For the purpose of child rearing.*

Marian Wulfert, English Teacher, assigned to the Thomas C. Armstrong Middle School, a paid FMLA disability leave anticipated December 20, 2004 through March 30, 2005. *For purpose of surgery.*

Appointments

Allison Leahy, English Teacher, assigned to the Thomas C. Armstrong Middle School, a six month temporary appointment effective December 20, 2004 through March 30, 2005 at \$34,250 pro-rated. Temporary replacement for Marian Wulfert (*surgery*).

Athletic Appointments (Amended):

Winter Athletic Event Substitute Supervisor List: add **Alan Eagle**

Extra Curricular Appointments (Amended):

MODEL SCHOOL CLUB ADVISORS

<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>
Jayson Gauthier	Skateboard Club	MS	\$549.00
Jacquelyn Courtney	Book Club	HS	\$549.00

SUPPORT STAFF

Resignations: None

Appointments

Myra J. Cotsonas, 1:1 Teacher Aide (.5 FTE) assigned to the James A. Beneway High School, an eight month temporary Civil Service appointment effective October 19, 2004 through June 30, 2005, at \$9.45/hr. *Position required to support new student.*

Substitute Support Staff Appointments (Amended):

David Crokek, Substitute Bus Driver effective December 10, 2004 at \$10.50/hr.

Dawn Landry, Substitute Bus Driver effective December 10, 2004 at \$10.50/hr.

Policy Submitted for First Reading

7500 Student Safety and Security

8220 Fire Drills, Bomb Threats and Student Safety
School Bus Emergency Drills

7501 Student Safety and Security

**P
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Policy Submitted for Second Reading

None

Students

STUDENT SAFETY & SECURITY

The Board of Education is committed to providing safe and secure facilities at all times that schools are in use for instructional or community purposes.

To fulfill its obligation and responsibility for the safety and protection of students, staff and visitors, the following regulations and guidelines are established.

Security of School Facilities

Protections of school facilities against unlawful entry and procedures for secure access to school facilities during and after the school day are outlined in policy regulations and administrative procedures as appropriate.

Identification of Employees & School Board Members

Each employee and school board member will receive and be required to visibly display a photo identification badge. Substitute teachers will be issued a non-photo badge to be worn while working on district property. Badge holders may also be asked to personally identify themselves upon request.

Identification of Visitors to Schools

Visitors to schools will receive a temporary identification tag upon entering school facilities.

Persons with access to school facilities during capital improvement projects or other special events will receive temporary photo identification badges for use during the time they are on school premises.

Badge holders may also be asked to personally identify themselves upon request.

Surveillance of School Facilities

School officials will make any necessary arrangements to monitor the actions of persons on school property or in school facilities. The Board of Education will approve regulations for use of surveillance or detection devices on school premises,

Adopted:

Students

STUDENT SAFETY & SECURITY

Use of Electronic Devices *

The use of electronic devices capable of recording an image is permitted for instructionally appropriate purposes, only. Photos taken of another person are permitted only with the expressed consent of the person.

The superintendent of schools shall establish administrative procedures to be followed by all personnel and students to implement the provisions of this policy.

(*) (e.g. personal digital assistant, cellular camera phone)

Adopted:

Instruction

FIRE DRILLS, BOMB THREATS AND STUDENT SAFETY SCHOOL BUS EMERGENCY DRILLS

(Re-located introductory paragraph, no change in text)

The Board of Education has an obligation and a responsibility to insure the safety and protection of students and other building occupants.

Fire Drills

Fire drills are conducted in each of the schools of the district as provided by NYS Education Law.

B. Bomb Threats

A bomb threat is a criminal act and must be treated as one. Upon the receipt of any bomb threat. Therefore, any bomb threat to the school district shall be taken seriously. **A bomb threat is a criminal act and must be treated as one.** Law enforcement authorities must be notified immediately upon receipt of any bomb threat.

The superintendent of schools shall establish procedures to be followed by all personnel and students in the event of a bomb threat. Such procedures shall be made a part of each school's emergency management plan. All appropriate personnel shall receive a copy of those procedures and the superintendent of schools shall ensure that all staff members understand their respective roles and responsibilities in the event of a bomb threat.

The superintendent of schools, or his or her designee, must inform both the Board of Education and the parents and guardians of district students as soon as possible after any incident that results in the activation of the district or building emergency management plan. He or she ***has the option to notify the E-911 center to alert local fire and emergency personnel at the time of the incident*** and must notify the NYS Education Department and the BOCES/District Superintendent ***of the occurrence*** of each bomb threat incident.

Penal Law, § 240.55

Revised Bomb Threat Guidelines, NYS Education Dept 8 NYCRR § 155.13

School Bus Safety

The superintendent of schools and building principals shall cooperate with governmental agencies on matters of safety. They shall establish and check bus loading and unloading procedures at each school and student conduct on buses.

Adopted: September 10, 2003

Revised:

Policy Handbook • Wayne Central School District • Ontario Center, New York 14520

Instruction

FIRE DRILLS, BOMB THREATS & STUDENT SAFETY SCHOOL BUS EMERGENCY DRILLS

(continued)

(Delete; Duplication of Existing Text, Policy 5750)

Bus Safety Drills

The building principal shall also:

- a) Inform parents and students of the need to obey the traffic safety rules and regulations, and enforce those regulations on the school site.
- b) Report, in writing, any overcrowding to the transportation manager;
- c) Require that students ride their assigned school bus except as permitted by the administrative regulations, and
- d) Take prompt action on all behavior problems.

The superintendent of schools or his or her designee shall arrange for a minimum of three (3) bus safety drills on each school bus during the school year, with the first occurring during the first week of school, the second between November 1st and December 31st, and the third between March 1st and April 30th.

The drills must include instruction and practice in the location, use, and operation of the emergency door, fire extinguishers, first aid equipment, and windows as a means of escape in case of fire or accident. Drills must also include instruction in safe boarding and exiting procedures, with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking, and in the importance of orderly conduct by school bus passengers.

A member of the teaching or pupil transportation staff at each school site shall give such instruction and the conduct of the drills.

Students attending public and non-public schools who do not participate in the bus drills as required by the Regulations of the Commissioner also shall be provided with drills on school buses, or, as an alternative, shall be provided with classroom instruction covering the content of such drills.

The superintendent of schools shall certify on the annual report to the NYS Education Department that the district has complied with the above requirements.

Student Medical Information Needed by Bus Driver

The names of students who have a medical history of seizures, allergic reactions to bee stings, diabetes, and other conditions that may require medical treatment shall be provided to the bus driver of the vehicle in which the student rides to and from school. The school nurse will provide this information to the transportation office before the opening day of each school year and immediately upon enrollment of new entrants. Such information will be kept confidential.

Education Law §§2,1501-b, 1502, 3602 (7)(b), 3623, 3625-a, 3636.8 NYCRR §156.3 (h)

Adopted: September 10, 2003

Revised:

Students

STUDENT SAFETY & SECURITY

C. SURVEILLANCE & DETECTION DEVICES

The Board of Education endorses the use of surveillance & detection devices on school premises for the purpose of maintaining safety and security of individuals.

The following guidelines will govern the use of surveillance and detection devices on school premises:

- (1) Surveillance and detection devices may be used on school premises at the discretion of the superintendent of schools, or his or her designee
- (2) Staff, students and visitors are prohibited from tampering or otherwise interfering with surveillance or detection equipment.
- (3) The superintendent of schools, or his or her designee, will notify students, their parents or guardians, and staff at the beginning of each school year that surveillance or detection devices may be used on school premises. A copy of the policy and regulations for surveillance and detection devices will be made available upon request.
- (4) The district will comply with the provisions of state federal law regarding surveillance and detection devices.
- (5) All recordings made by surveillance and detection devices will be stored and secured by the superintendent of schools, or his or her designee, to avoid tampering and ensure confidentiality.
- (6) Tapes or recordings made by surveillance or detection devices will be stored for ten (10) days after initial recording, whereupon such recordings may be released for erasure. They will be retained for review or for other purposes deemed appropriate by the district in their original form pending resolution. Recordings or tapes then will either be released for erasure or kept as necessary as part of school district records in accordance with established district procedures.
- (7) Review of recordings or tapes made by surveillance or detection devices will be conducted by the superintendent of schools, or his/her designee, if requested.

Regulation Approved: