



Letter to the Board

Michael Havens

Superintendent of Schools

Phone: 315-524-1001

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December 23, 2005

“During this Christmas season, May you be blessed with the spirit of the season, which is peace, The gladness of the season, which is hope, And the heart of the season, which is love.”

-- Christmas Blessing

Greetings from Wayne Central. Below are a few items of interest.

Board Letter:

- High School Assembly:** US Army Staff Sgt. Robert Heintzelman, a resident of Ontario and father of three Wayne students (one HS student) put on an assembly this Wednesday at the HS with a flag presentation to the HS and to myself of flags which flew at his base in Iraq the past year. I must admit that Larry and I were nervous over the content of his speech as well as the behavior of our students, just before break. I also was uneasy about the level of respect they would show. I am most pleased to say that they were absolutely wonderful. I was very proud of their behavior and at how respectful they were. They gave two standing ovations and listened intently to the stories that the Sgt told. One of our graduates from last year, Joe Geiger who is in the Army ROTC program at a Colorado University attended as well and received a tremendous welcome from the students and staff. I intend to have the flags properly displayed and labeled. As I said, I was extremely proud of our students today.
- Clark Patterson Letter:** I have sent the attached letter to Todd Liebert regarding the numerous change orders of the capital project and the cost associated with them. I have asked them to share in the cost of some of them that I feel are directly the result of poor designs on their part. We shall see where it goes.
- Policy Attachments:** Rick Johnson and the policy committee have asked me to shared copies of several revisions and modifications to policy and regulations for review by board members prior to formal presentation and first reading at the January 12th school board meeting.
- Phil Corletto:** Phil was found guilty of the gambling charges and sentencing will occur on February 13. I met with him on Wednesday and he told me he is appealing the decision. We will be meeting with our attorneys to decide what action to take. I will keep you posted as I learn more.
- Model Schools:** We have not been able to obtain a school social worker this year through Wayne County as was budgeted through model schools. We have decided to move forward with one of the other components of the model schools program, the school internship. We will use the school social worker monies to hire the internship coordinator for the program. As you recall, each student will be required to have a 40 hour internship in order to graduate. The coordination of these 200 students with businesses will be tremendous so we will be looking for a highly qualified business teacher.

6. **Graduation:** FLCC has announced that the new shell will not be ready for their graduation. They believe it will be ready for summer concerts and our graduation. However given our experience with contractors we have met to develop alternate plans. Area facilities appear to either be too small or unavailable during graduation week. We have tentatively set Porray field as our back up site for graduation. Back up number two will be the performing arts center. If we use the indoor site, we will not be able to accommodate everyone and over flow will have to view the graduation via TVs in the cafeteria or gymnasium. If that occurs each student will be given a designated number of tickets for the performing arts center.
7. **Board Letter:** There will not be a board letter next week. The district holidays next week are December 26, 27, 30 and January 2 for Christmas and New Years. Lori will be taking off the two days between as will many of our district office and building staff members. There will be very little news to report that week with no students and very few staff in the district. I think it is a good time for all of us to take a break and have nothing but a good book to read. Best wishes to all of you for a wonderful holiday week.
8. **Upcoming Events:**
12/26, 27, 30 & 1/2– Schools Closed for Holiday Recess (All Offices)
1/5 – Policy Committee Meeting @ DO – 5:15 p.m.
1/22-24 – NYSCOSS Mid-Winter Conference @ Albany Desmond
1/30 – Four County General Membership Meeting - TBD

Athletics (Home Events Only)

- 12/23 – Boys’ JV & V Wrestling vs. Bath – 6:00 & 7:00 p.m.
- 12/28 – Girls’ JV & V Basketball – Wayne Eagles Tournament vs Williamson – 4:00 & 8:00 p.m.
- 12/29 – Girls’ JV & V Basketball – Wayne Eagles Tournament Finals Round – TBD
- 12/30 – Boys’ JV & V Basketball vs. School of the Arts – 10:00& 11:30 a.m.
- 1/4 - Boys’ JV & V Basketball vs. Finney HS – 6:00 & 7:30 p.m.
- 1/6 – Girls’ JV & V Basketball vs. Marcus Whitman – 6:00 & 7:30 p.m.

8. **Attachments:**

- a) Clark Patterson Letter
- b) Policy Committee Revisions (Regulations and Policies)



Wayne Central School District Office of the Superintendent of Schools

PO Box 155
6200 Ontario Center Road
Ontario Center, NY 14520
315-524-1001

December 21, 2005

Mr. Todd Liebert
Clark Patterson Associates
186 North Water Street
Rochester, NY 14604

Dear Todd,

This letter is in follow up to our conversations regarding the recent building project. I believe we will be very proud of the product we have once it is complete. There were however more issues that had to be addressed in this project than we would expect. We understand that there will always be change orders because of unforeseen conditions or owner requests. We also understand that in a project of this magnitude there will be some errors and omissions on the part of the architect. What concerns the district are the number of errors and omissions that appeared in this project. Setting aside the electrical drawing issues, there appeared to be more than 3% errors and omissions. That is much larger than what we were expecting or have experienced.

As a result we are proposing that CPA help bear the cost of some of the errors and omissions. Specifically we suggest CPA pay for the cost of the football field sign relocation, the cutouts in the science tables and the technology room stairs.

As you are aware the scoreboard drawings did not include a foundation. Once the score board was installed its location placed it in harms way of any field goal or point after kick and had to be moved. The high school science lab tables were a design issue. After installation was begun, it was discovered that the majority of our high school boys and taller high school girls could not fit their legs under the lab tables. The aprons needed a cut-out in order to accommodate student size. The third design problem was the technology stairs going to the storage mezzanine area. As originally designed the stairs made it impossible to supervise the classroom from the West end of the room. The design and the location had to be changed in order to safely use the equipment.

The estimated cost of these three items are as follows:

1. football sign:	\$35,260
2. science table modifications	\$10,520
3. technology room stairs:	<u>\$ 15,358</u>

total	\$61,138
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I believe this will bring the errors and omissions for the project more on line with what all of us are accustomed to. It also helps to maintain the relationship between CPA and Wayne Central that has existed for more than twenty years. As discussed, the cost of these items will be deducted from the architectural fee for the project.

I look forward to our continued relationship.

Respectfully,

Michael Havens
Superintendent of Schools

MH/les
xc. Board of Education

PROPOSED POLICY COMMITTEE AGENDA

DATE: Thursday, January 5, 2006 **TIME:** 5:15 p.m. **PLACE:** District Office

PRIOR MEETING MINUTES: December 1, 2005 (copy provided by e-mail)

OLD BUSINESS:

- (1) Proposed Revisions – Code of Conduct – Athletics & Extra-Curricular: Continued Review, Working Draft
(copy provided with November 3rd proposed agenda)
- (2) Required Annual Review of Policies – (Re-Scheduled from December; 2nd Monthly Committee Meeting)
(First Reading By Board of Education on January 12th)

3410 - Code of Conduct on School Property

3420 – Harassment & Discrimination

- (3) Proposed Revisions – Items in Section 1000 From Prior Meeting Review (Via E-Mail)
(First Reading By Board of Education on January 12th)

1230 – Reporting of Campaign Expenditures

1320 – Appointment & Duties of the School District Treasurer

1420 – Execution of Policy Through Administrative Regulations

1610 – Voting Procedures for School Elections

- (4) Proposed Revisions –Items in Section 2000 – Internal Operations From Prior Meeting Review (Via E-Mail)
(First Reading By Board of Education on January 12th)

2320P - Policy on Attendance by Board of Education Members @ Conferences, Conventions, Workshops

2340R - Regulation on Self-Evaluation by the Board of Education

- (5) Proposed Revisions – Policy 5430 – Use of District Credit Cards (Via E-Mail) (First Reading By B.O.E.on January 12th)

- (6) Proposed Revisions – Section 3000 – 50% Review of Handbook (First Reading By Board of Education on January 12th)

3410R – Regulation for Public Conduct on School Property (via e-mail)

3420R – Regulation for Sexual Harassment, Discrimination, Misconduct (via e-mail)

NEW BUSINESS:

- (1) Proposed New Regulation 1335 - Reporting Procedure for Internal Claims Auditor (via e-mail)
(First Reading By Board of Education on January 12th)

- (2) Required Annual Review of Policies – (Re-Scheduled from December 2nd Monthly Committee Meeting)

4250 – Evaluation of the Superintendent of Schools (Mrs. Brunner)

5220 – District Investments (Mr. Davis, Mr. Atseff)

5221 – Principles of Purchasing (Mr. Davis, Mr. Atseff)

- (1) Scheduled Monthly Review – 50% of Policy Handbook – Section 3000 – Community Relations: (Mr. Johnson)

- (2) New Policy/Committee – Wellness & Child Nutrition – Mr. Johnson

NEXT MEETING: Thursday, January 19th, District Office @ 5:15 p.m.

ADJOURNMENT: p.m.

NEXT & FUTURE MEETING AGENDA ITEMS:

- *Follow-Up On:* Revisions to Athletic/Extra-Curricular Code of Conduct
- *Follow-Up On:* Review of Policy
- *Follow-Up On:* Proposed Wellness Policy/Committee
- *Follow-Up On:* Proposed
- *Follow-Up On:* Revisions Section 3000 – Annual Review – First & Second Reading
- *Follow-Up On:* Review of 50% of Policy Handbook
- *Follow-Up On:* Review of Required Policies

JES/jes:wp

REGULATION - PUBLIC CONDUCT ON SCHOOL PROPERTY

These rules govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property under the control of the district and used in its teaching programs and activities, and in its administrative, cultural, recreational, athletic, and other programs and activities.

Prohibited Conduct

No person, either singly ***alone*** or in concert with others, shall:

- (1) obstruct or disrupt the teaching, research, administration, disciplinary procedures or other school district activities
- (2) willfully cause physical injury to any other person nor threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which he or she has a lawful right not to do
- (3) physically restrain or detain any other person, nor remove such person from any place where he or she is authorized to remain, except that students may be restrained as permitted under Policy 7310 (Student Code of Conduct) or lawful defense of him/herself or another person
- (4) willfully damage or destroy property of the district or property under its jurisdiction, nor remove or use such property without authorization
- (5) without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member
- (6) enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others
- (7) without authorization, remain in any building or facility after it is normally closed
- (8) refuse to leave any building or facility after being directed to do so by an officer or employee
- (9) obstruct the free movement of persons and vehicles in any place to which these rules apply
- (10) disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or interfere with the freedom of any person to express his/her views, including invited speakers
- (11) have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object that is not necessary for school activities and which could be used as a weapon.

A "*weapon*" is defined as any instrument capable of firing a projectile or the frame or receiver of any such weapon, firearm, muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm (peace officers/***police officers*** are excluded from this prohibition).

REGULATION APPROVED: July 24, 1996
REGULATION REVISED: January ..., 2006

RE-NUMBERED: August 25, 2005

REGULATION - PUBLIC CONDUCT ON SCHOOL PROPERTY

Prohibited Conduct (continued)

- (12) use, possess, sell or distribute alcohol or controlled substances as defined in Board of Education policy
(13) willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
(14) violate any federal or state statute, local ordinance, or policy of the Board of Education

Penalties and Procedures

A person who violates any of the provisions of these rules shall be subject to the following penalties and procedures:

1. If a licensee or invitee, his or her authorization to remain upon the grounds or other property shall be withdrawn and he or she shall be directed to leave the premises. In the event of failure to do so, he or she shall be subject to ejection from the premises.
2. If a trespasser or visitor without specific license or invitation, he or she shall be subject to ejection from the premises.
 3. **If a student, he or she shall be subject to immediate ejection and to disciplinary action as the facts of the case my warrant, including suspension, probation, loss of privileges, reprimand or warning as prescribed by §3214 of the Education Law so long as the provisions pertaining to notice and hearing have been met.**
4. If a tenured faculty member, he or she shall be subject to immediate ejection, and to warning, reprimand, suspension and/or other action as prescribed by and in accordance with §3020-a of the Education Law.
5. If a staff member in the classified service of the civil service, he or she shall be subject to immediate ejection and to the penalties and procedures prescribed in §75 of the Civil Service Law.
6. If a staff member other than one described in subdivisions 4 and 5, he or she shall be subject to immediate ejection and to dismissal, suspension without pay or censure.

Enforcement

The superintendent of schools shall be responsible for the enforcement of these rules, and he or she shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

Any violation of the above rules shall be reported immediately to the building principal or area supervisor who may report such violation to the superintendent of schools as the case may warrant.

REGULATION APPROVED: July 24, 1996
REVISED: January ..., 2006

RE-NUMBERED: August 25, 2005 **REGULATION**

REGULATION FOR PUBLIC CONDUCT ON SCHOOL PROPERTY

Enforcement (continued)

In the case of any apparent violation of these rules by such persons, which, in the judgment of the superintendent of schools or his/her designee, does not pose any immediate threat of injury to person or property, the designated school official may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented.

In so doing, such school official shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct is in violation of these regulations.

In any case where violation of these regulations does not cease after such warning and in other cases of willful violation of such regulations, the superintendent of schools or his/her designee shall cause the ejection of the violator from any premises that he or she occupies in such violation and/or, if appropriate, make recourse to police authorities ***law enforcement personnel***. The school official may also initiate disciplinary action as hereinbefore provided.

The superintendent of schools or his/her designee may apply to the public authorities for any aid which he or she deems necessary in causing the ejection of any violator of these rules and he or she may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

This regulation and the penalties contained herein are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal law, state law, or local ordinance and the imposition of a fine or penalty provided for therein.

REGULATION APPROVED: July 24, 1996

RE-NUMBERED: August 25, 2005 **REGULATION**

REVISED: January ..., 2006

Sexual Misconduct

The Board of Education requires that the relationship between employees, volunteers and students is based upon mutual respect and professionalism. All employees and volunteers are expected to exercise good judgment and maintain professional boundaries when interacting with students in all curricular and extra-curricular activities, both on and off school property.

Any behavior of a sexual nature that constitutes professional misconduct, is a violation of criminal or civil statutes, or a violation of the professional codes of ethics or policy or regulations of the Board of Education, is strictly prohibited.

Such behavior includes, but is not limited to, the following:

- ***Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of the Education Amendments of 1972.***
- ***Any conduct that would constitute sexual abuse of a minor under the New York State Penal Law (e.g., rape, forcible touching, sexual intercourse, aggravated sexual conduct).***
- ***Any sexual relationship by an employee or volunteer with***
 - (1) any student in the school district, regardless of the student's age, or***
 - (2) a former student under age 18.***
- ***Any activity directed toward establishing a sexual relationship such as dating, sending intimate letters and/or engaging in sexualized dialogue whether in person, by phone, via the Internet, or in writing.***

Individuals who are aware of any sexual misconduct by an administrator, employee or volunteer of the school district shall report such action to the Title IX Officer, the building principal, or the superintendent of schools.

After a thorough investigation, and depending on the nature of charges, the school district will take appropriate disciplinary action in accordance with school board policy, collective bargaining agreements and appropriate criminal and civil statutes.

Where appropriate, such disciplinary penalties might involve seeking revocation of certification and/or reporting such activity to appropriate law enforcement officials.

Amendment

These rules and regulations may be amended or modified by the Board of Education. All future amendments shall be filed with the Board of Regents and Commissioner of Education not later than ten (10) days after adoption or amendment.

REGULATION APPROVED: July 24, 1996

RE-NUMBERED: August 25, 2005

REGULATION REVISED: January ..., 2006

Policy Regulation Handbook • Wayne Central School District

**Regulation For Procedure for Reports To The
Board of Education By The Internal Claims Auditor**

The internal claims auditor is appointed annually at the re-organizational meeting by, and reports directly to, the Board of Education.

All claims are reviewed by the internal claims auditor to make sure that proper procedures and controls have been observed.

During the months of September, December, March and June, the internal claims auditor will provide a written and oral report at a regular meeting of the audit committee of the Board of Education.

Each report will include general findings about the fiscal controls system as well as review of any errors or insufficiencies.

Errors or insufficiencies shall be defined as follows:

- (1) Items for which documentation could not be shown
- (2) Items for which documentation had to be created
- (3) Instances when procedures are knowingly violated
- (4) Serious unusual findings

All payments which are pulled due to the errors or insufficiencies noted above will be safeguarded by being placed in the vault by the purchasing agent until released by the internal claims auditor.

Reports to the Board of Education by the internal claims auditor on errors or insufficiencies will include:

- (1) the discovered condition
- (2) the action taken by the internal claims auditor
- (3) the suggested corrective action plan
- (4) the results of the corrective action.

In addition, if there is ever a serious breach of control or suspicion of fraud, the internal claims auditor will immediately report his or her findings, in writing, to the President of Board of Education and the superintendent of schools.

By-Laws

REPORTING OF CAMPAIGN EXPENDITURES

Each candidate for the position of member of the Board of Education whose expenses, ***or contributions received by him or her***, exceed \$500.00 must file a ***sworn*** statement accounting for his or her campaign expenditures and contributions with ***both*** the school district clerk and an additional statement with the Commissioner of Education, ***itemizing such expenditures and/or contributions***.

In the event the expenses, ***or contributions received by him or her***, do not exceed \$500.00, ***in the aggregate***, then a sworn statement to that effect must ***only*** be filed with the school district clerk.

A preliminary statement must be filed no later than thirty (30) days before the election.

The first ***second*** statement shall be filed no later than ***five (5)*** ten (10) days before the election.

The third and final statement shall be filed within twenty (20) days after the election. Each statement must cover the period up to and including the day before the day specified for the filing of the statement.

Any contribution or expense, however, in excess of \$1,000 that is received after the closing date for the most recent required statement, but before the election, must be reported, in the same manner as other contributions, within twenty-four (24) hours after its receipt.

Persons who make expenditures of \$25.00 or more on the candidate's behalf, without the candidate's approval, must also file a sworn statement with the school district clerk that such expenses were not approved by the candidate.

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.

Each statement is deemed filed when it is deposited in an established post office within the prescribed time, duly stamped, registered and directed to the school district clerk and, if necessary, the Commissioner of Education. Each statement shall be preserved for a period of three (3) years from the date of filing thereof and is considered a public record open to public inspection.

Education Law § 1528 and 1529, As Amended
Adopted: September 10, 2003

Revised: January ..., 2006

By-Laws

APPOINTMENT & DUTIES OF THE SCHOOL DISTRICT TREASURER

Job Description

The school district treasurer is appointed each year by the Board of Education at the re-organizational meeting and serves at the pleasure of the Board of Education. The salary of the school district treasurer shall also be fixed annually at the re-organizational meeting. The school district treasurer is the custodian of district monies and will be bonded as required by law.

Duties and responsibilities will include the following:

1. Receiving and disbursing district monies, including:
 - (a) Depositing monies in the Board **officially** designated bank(s)
 - (b) Disbursing monies upon receipt of a signed warrant or certified payroll
 - (c) Issuing pre- numbered receipts for monies received, with the original going to payer and a copy retained by the treasurer
 - (d) Signing all checks, using check-signing machine authorized by the Board of Education, and properly safeguarding the signature plate and key.

2. Maintaining detailed accounting records including:
 - (a) Reconciling cash bank balances after obtaining the bank statements each month.
 - (b) Rendering a monthly report for each fund (bank account), showing cash balance on hand at beginning of the month, receipts by source during the month and reconciliation with bank statement
 - (c) Rendering a report to the Board **of Education** at least quarterly (monthly, if budget transfers have been made since the last report) for each fund including no less than the revenue and appropriation accounts required in the annual state budget report.
 - (d) Being responsible **Have responsibility for** the preparation of the annual financial report in the format prescribed by law.
 - (e) Maintaining separate bank accounts for **each fund**: payroll, capital fund, federal aid fund and extra classroom activity fund account.
 - (f) Serve, by annual appointment of the Board of Education, as (the) treasurer of extra-classroom activity fund(s)**
 - (g) Transferring between or among budget appropriations when authorized by the Board of Education
 - (h) Auditing accounts and filing such reports annually as required.

3. Establishing and maintaining records to show the following information:
 - (a) Available balance at the close of a fiscal year and the projected total expenditures
 - (b) Amount of insurance premiums coming due
 - (c) Amounts of principal and interest on indebtedness that will need to be paid during the coming fiscal year and the amount of retirement deductions
 - (d) Expenditure and receipt history of previous years

Adopted: September 10, 2003

Revised: January ..., 2006

VOTING PROCEDURES FOR SCHOOL ELECTIONS

Procedures for voting in annual and special elections in the Wayne Central School District are outlined as follows:

Eligibility to Vote

A person shall be entitled to vote in any school district election and on all matters placed upon the official ballot if such person is:

- (1) a citizen of the United States,
- (2) at least 18 years of age,
- (3) a resident within the school district for a period of thirty (30) calendar days next preceding the election at which such person desires to vote,
- (4) qualified to register or is registered to vote in accord with §5-106 of the NYS Election Law, which excludes:
 - (a) those convicted felons who have not been pardoned or had their rights of citizenship restored,
 - (b) those whose maximum sentence of imprisonment has not expired, and/or
 - (c) those who have not been discharged from parole
 - (d) persons adjudged mentally incompetent by a court
- (5) capable of providing one form of proof of residency such as a valid driver's license, a non-driver identification card or utility bill, as well as signature, printed name and address (NYSSBA deleted)

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law. The school district clerk shall preside over each annual or special school meeting and election and shall have the responsibility of properly handling any challenges to the qualification of any voter.

Voting Procedures

Voting machines shall be used for recording the votes on all elections, budget votes and special propositions. The only exception to the use of voting machines shall be an emergency situation whereby the machines are unavailable due to a mechanical failure or state or local law prohibiting their use. If this shall arise, paper ballots will be used.

Each voting machine shall have at least two (2) election inspectors, appointed by the Board of Education, in attendance during all voting hours. It shall be the duty of the school district clerk, or assistant clerks and clerks to keep a poll list containing the name (not signature) and legal residence of each person before each person is permitted to vote.

Adopted: September 10, 2003

Revised: January ..., 2006

By-Laws

VOTING PROCEDURES FOR SCHOOL ELECTIONS

Entering a voting machine with another person is prohibited except upon request from a voter, in which case an election inspector shall be allowed to enter the voting machine with the voter for the sole purpose of assisting that person in the actual manipulation of the voting machine.

The election inspector shall not advise or induce such voter to vote on any proposition or candidate and the election inspector shall never reveal the vote(s) recorded by the voter to any other voter at any time.

Write-in Ballots for Trustee Candidates

Write-in ballot windows are required on each voting machine. Ballots containing the names of nominated candidates will be provided by the Board of Education. On a paper or absentee ballot, one blank space will be provided by the name of the last candidate for each office so that voters may vote for candidates who have not been nominated for the offices to be filled at the election. There will be as many write-in spaces as there are vacancies at the time of election.

The writing in, with a black lead pencil, of a name in the blank space so provided will sufficiently indicate a vote. The school district cannot require a voter to place any other mark beside the name of a write-in candidate.

Absentee Ballots

The Board of Education NYS Education Law provides for absentee ballots **for voting in annual school elections**. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget and on questions and propositions submitted to the voters of the school district.

The school district clerk must receive the application for an absentee ballot at least seven (7) days prior to the school election, if the ballot is to be mailed to the voter, or by the close of business on the day prior to the school election, if the ballot is to be personally delivered.

The application must be completed and returned to the school district clerk and the individual must verify therein that he or she meets all requirements of voters and explain the reason for his/her inability to appear in person to vote.

The school district clerk shall request lists from the Wayne and Monroe County Boards of Elections for those voters whose registration record has been marked "permanently disabled" and mail absentee ballots to said individuals in advance of each annual or special school district election as required by Education Law.

Adopted: September 10, 2003

Revised: January ..., 2006

VOTING PROCEDURES FOR SCHOOL ELECTIONS

Nomination of School Trustee Candidates

Nomination for school trustee shall be in accordance with the following:

Application for Absentee Ballot

In particular, the individual must explain that he or she will be unable to appear to vote in person on the day of the school election because:

- (1) s/he will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or disability,
- (2) his/her duties, occupation, business or studies will require him/her to be outside of the county or city of his/her residence on such day,
- (3) s/he will be on vacation outside the county or city of his/her residence on such day, or
- (4) s/he will be detained in jail awaiting action by a grand jury, awaiting trial, or is confined in prison after conviction for an offense other than a felony

[This section was inadvertently included here; not relevant to this topic]

A petition will be obtained from the school district clerk.

- (1) The petition will be signed by at least twenty-five (25) qualified voters of the district or two (2%) percent of the number of voters voting in the last election for school trustees, whichever is greater.
- (2) The petition will state the name and residence of the candidate.
- (3) Individuals signing the petition will indicate their residence.
- (4) The petition will be filed with the district clerk not later than thirty-(30) days prior to the annual meeting.
- (5) Ballot order of nominees will be determined by random drawing conducted by the school district clerk on the day following the final date for filing petitions.
- (6) Board of Education candidates run "at large."

The school district clerk will supervise the procedure used to establish the order of names on the ballot. The Board of Education may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. If more candidates seek election than there are seats available, the candidates with the highest number of votes will be declared elected to the terms available. Terms of board members shall be for three (3) years.

Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within one hundred (100) feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by an individual, group or organization in any school building on those days when the polls are open for voting on school district matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.

Adopted: September 10, 2003

Revised: January, 2006

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

Internal Operations

ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS AND WORKSHOPS

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area and state school boards associations as well as in the activities of other educational groups.

Board of Education members are encouraged to study and examine materials received from these organizations as well as publications and tapes available in the district office.

In order to control both the investment of time and funds necessary to implement this policy, the Board of Education establishes these principles and procedures for its guidance:

- a) The superintendent of schools will compile, maintain, and distribute to each school board member a calendar listing school board conferences, conventions, and workshops to help them decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- b) School board members may seek reimbursement for reasonable and necessary expenses not paid for directly by the district (e.g. travel, hotel, meals, and registration) upon submission of receipts.
- c) Upon request, Board of Education members may be given a reasonable cash advance for anticipated conference expenses. An accounting and documentation of the funds must be made to the business office within fourteen (14) calendar days of the school board member's return to the district.
- d) When any Board of Education member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the event.

Adopted: September 10, 2003

Revised: January ..., 2006

REGULATION – SELF - EVALUATION BY THE BOARD OF EDUCATION

The Board of Education may review the effectiveness of its internal operations annually. The superintendent of schools and others who work regularly with the Board of Education may be asked to participate in this review and to suggest ways by which the Board of Education can improve its functioning as a deliberative and legislative body.

Operational Procedures

The Board of Education shall set forth the standards by which it will evaluate itself, taking into account the following:

- (1) the district's needs and the ability of the Board of Education to meet such needs;
- (2) the district's **long- and short-term** goals for its instructional programs;
- (3) the relationship of the Board of Education with the superintendent of schools and district staff;
- (4) the community's perception of members of the Board of Education as educational leaders
- (5) fulfilling its responsibilities for fiscal oversight of school district operations as established by state laws and regulations**
- (6) the long- and short-term goals for maintenance and improvement of school district facilities and the annual requirements for completion of plans and reports on needs and conditions of same, the latter as established by state laws and regulations**

Evaluations of the Board of Education will be supported by as much objective evidence as possible. The opportunity for improvement is enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

This self-evaluation of the Board of Education will occur during the first six (6) months of each school year, and not later than January 1st. Coordination and planning of this activity is delegated to the school board president.

REGULATION APPROVED: July 24, 1996
REGULATION REVISED: January ..., 2006

RE-NUMBERED: August 25, 2005

USE OF DISTRICT CREDIT CARD (S)

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

District Level Credit Cards

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

The district-level credit card will be issued in the name of the designated purchasing agent of the Board of Education.

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

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

Building Level Credit Card(s)

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

Use of District & Building Level Credit Card(s)

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

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

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

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

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

Adopted: February 28, 2001

Revised: December 10, 2003

Revised: January ..., 2006

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By-Laws

EXECUTION OF POLICY THROUGH ADMINISTRATIVE REGULATIONS

The Board of Education delegates to the superintendent of schools 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 of Education.

The Board of Education shall review and approve administrative regulations. The administrative regulations shall become a part of the school district policy handbook and are available for public inspection in written **printed and**/or electronic format at the district offices.

Adopted: September 10, 2003

Revised: January, 2006