

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

March 23, 2023

5:15 PM

Auditorium of the High 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 March 23, 2023.

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

2. EXECUTIVE SESSION:

A motion will be requested to enter executive to discuss a legal matter.

The motion was made by _____, and seconded by _____ any discussion- All in favor ___-___.

3. Presentations:

- Budget Presentation – Gary Barno
- Superintendent Update – Michael Pullen

4. Reports and Correspondence:

- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed
 - First Reading: The following policies are being submitted for a first reading.

6000	Personnel	
6213	Registration and Professional Learning	Revised
6572	Employment of Retired Persons	Revised
7000	Students	
7133	Students in Temporary Housing	Revised
7221	Participation in Graduation Ceremonies and Activities	Revised
7240	Student Record: Access and Challenge (Cont'd)	Revised

5. 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.

6. 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 March 9, 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 January 25, February 14, March 2, 3, 6, 7, 9, 13, 15, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

13434	14349	14499	14504	13780	12799	12539	13304	14687
13776	12972	14753	12070	14857	14793	14503	13296	
IEP Amendments:								
14868								

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. 2023-2024 Board of Education Meeting Calendar

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law adopts the 2023-2024 Board of Education Meeting Calendar.

e. Personnel Items:

1. Letter of Resignation –Jeremy Barnes

Jeremy Barnes has submitted a letter of resignation as Transportation Supervisor.

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 Jeremy Barnes as Transportation Supervisor effective April 7, 2023.

2. Letter of Resignation –Lucien Macro

Lucien Macro has submitted a letter of resignation as Recreation Assistant – Fitness Center.

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 Lucien Macro as Recreation Assistant – Fitness Center effective March 10, 2023.

3. Letter of Resignation –Jena Bozeat

Jena Bozeat has submitted a letter of resignation as Teaching Assistant.

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 Jena Bozeat as Teaching Assistant effective March 31, 2023.

4. Letter of Resignation –Wendy Jason

Wendy Jason has submitted a letter of resignation as Senior Bus Driver.

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 Wendy Jason as Senior Bus Driver effective June 23, 2023

5. Letter of Resignation –MaryEllen Stacklyn

MaryEllen Stacklyn has submitted a letter of resignation as an English Teacher.

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 MaryEllen Stacklyn as an English Teacher effective April 20, 2023.

6. Letter of Resignation – Keri McQuown

Keri McQuown, Food Service Helper, 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 Cook, from Keri McQuown effective with the close of business March 26, 2023.

7. Appoint Cook – Keri McQuown

Rita Lopez recommends Keri McQuown to fill the Cook position.

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 Keri McQuown as Cook conditional upon a criminal history record check according to commissioners Regulation §801.11 and Part 87 as follows:

Probationary Period: March 27, 2023-March 26, 2024

Salary: \$15.00/hr.

8. Letter of Resignation – Brandon Jones

Brandon Jones, Maintenance Work, 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 his appointment as Head Custodian, from Brandon Jones effective with the close of business March 19, 2023.

9. Provisionally Appoint Head Custodian – Brandon Jones

Ben Stopka recommends Brandon Jones as Head Custodian.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the provisional appointment of Brandon Jones as Head Custodian conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 at a rate of \$20.00/hr. effective March 20, 2023.

10. Appoint Alternate Chairperson for the Annual Budget Vote and Election of Board Members

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 Carrie Brown as the Alternate Chairperson of the Annual Budget Vote and Election of Board Member on May 16, 2023.

11. 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 2022-2023 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Christine Schwind	Grant Program Teacher	\$33.50/hr.
Nicole Smith	Grant Program Teaching Assistant	\$20.00/hr.
Crystal Shaft	Grant Program Teacher Aide	\$15.00/hr.

12. Appoint Mental Health Counselor Intern –Site Supervisor – John Bittner

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 John Bittner as Mental Health Counselor Intern-Site Supervisor at a rate of pay of \$2,500 prorated for the 2022-2023 school year.

13. Appoint Network Technician –Hunter Victorious

Lisa Brower recommends Hunter Victorious to the Network Technician position.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the provisional appointment of Hunter Victorious as the Network Technician, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 effective April 3, 2023.
Salary: \$25.00/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 2022-2023 school year.

Gayle Schmiegel Delicia Crippen

7. Policies

A motion for approval of items as listed under Policies is made by _____, and seconded by _____ any discussion- All in favor ___-___.

1. Approval of Policies

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following new and/or revised policies:

6000	Personnel	
6215	Probation and Tenure	Revised
6220	Temporary Personnel	Revised
6411	Use of Email in the District	Revised
6550	Leaves of Absence	Revised

8. Items requiring a roll call vote:

A motion for approval of Item a is made by _____ and seconded by _____

- a) SEQRA Resolution – 2023-2024 Capital Outlay Project

WHEREAS, the North Rose-Wolcott Central School District (the "District"), is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), and

WHEREAS, the District is considering undertaking the 2023-24 Capital Outlay project (the "Project") consisting of interior reconstruction at the North Rose High School Library, and

WHEREAS, the proposed elements of the Project are routine activities of an educational institution for the purpose of maintenance or repair of existing structures and facilities; replacement, rehabilitation or reconstruction of a structure or facility, in kind; and/or routine activities of educational institutions including expansion of existing facilities by less than 10,000 square feet of gross floor area; and

WHEREAS, SEI Design Group has reviewed the scope of the Project and has advised the District that the Project constitutes a Type II Action pursuant Part 617.5(c)(10) of the Regulations, and as such is not subject to review under SEQRA; and

WHEREAS, the Board of Education of the District has carefully reviewed the criteria contained in Part 617.5(c)(10) of the Regulations, together with the recommendations provided by SEI Design Group; and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The District hereby determines that the Project is a Type II Action as such term is defined in the Regulations.

Section 2. This Resolution shall take effect immediately.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were ___ votes in favor of the resolution and ___ votes against the resolution as follows:

Lucinda Collier	Voting	___ yes	___ no
Jasen Sloan	Voting	___ yes	___ no
John Boogaard	Voting	___ yes	___ no
Shelly Cahoon	Voting	___ yes	___ no
Linda Eygnor	Voting	___ yes	___ no
Tina Reed	Voting	___ yes	___ no
Paul Statskey	Voting	___ yes	___ no

The resolution was thereafter declared adopted.

Board Member Requests/Comments/Discussion:

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: REGISTRATION AND PROFESSIONAL DEVELOPMENT LEARNING**Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if ~~he or she~~ **they** holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to ~~his or her~~ **their** name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if ~~he or she~~ **they** holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. ~~Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.~~

(Continued)

Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT LEARNING
(Cont'd.)**

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Learning Plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a professional development learning plan for the succeeding school year have been met and that it has complied with the professional development learning plan for the current school year.

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50% of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15% of the required CTLE hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15% of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15% of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)

Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~LEARNING
(Cont'd.)**

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which ~~he or she~~ they obtains this certification. However, ~~the~~ the employee must still meet any language acquisition requirements, ~~however~~.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional ~~development~~ learning it conducts or provides for educators for at least seven years from the date of completion. ~~These records will be available for review by SED. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders.~~

Education Law §§ 3006, 3006-a, and 3012-d
8 NYCRR Subpart 80-6
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adopted: 11/27/07
Revised: 12/12/17; 3/24/20;

Personnel

SUBJECT: EMPLOYMENT OF RETIRED PERSONS

A retired person may be employed and earn compensation in a position in the School District, without any effect on his or her status as retired and without suspension or diminution of his or her retirement allowance subject to the conditions enumerated in Retirement and Social Security Law Section 211(1). However, there shall be no earning limitations on or after the calendar year in which any retired person attains age 65.

No retired person may be employed in the District except upon approval of the Civil Service Commission or the Commissioner of Education unless otherwise authorized in accordance with law, ~~as discussed below.~~

Two sections of the Retirement and Social Security Law (RSSL Section 211 and 212) affect a retiree's return to public employment in New York State. If a retiree returns to public employment, he or she may still be able to collect his or her pension depending upon:

- a) How much is earned after returning to work; and
- b) The retiree's age.

If a retiree is under age 65, he or she can return to public employment without approval or reduction in retirement benefits as long as his or her calendar year earnings do not exceed \$30,000 ~~(the RSSL the Section 212 limit)~~. If a retiree's earnings will be more than the Section 212 limits, the employer must request and receive prior approval from the appropriate agency to hire the retiree under Section 211. ~~This may help avoid a reduction or suspension of the retiree's pension. (Refer to subheading below for more information regarding RSSL Section 211 and the approval process.)~~

Section 211 waivers are provided for "unclassified service" positions. Retired police officers employed by a school district as a School Resource Officer fall under the "classified service" but may have the earnings limitation waived at the discretion of the Commissioner of Education, as long as all of the requirements for waivers in the unclassified service are fulfilled.

There is generally no restriction on a retiree's earnings beginning in the calendar year he or she turns 65, unless returning to public office.

~~RSSL~~ Section 211 Approval Process

Approval for post-retirement employment of a person under the age of 65 or a retired police officer employed as a School Resource Officer whose calendar year earnings exceed ~~\$30,000~~ the Section 212 limit may be granted only on the written request of the District giving detailed reasons related to the standards set forth in Section 211; and on a finding of satisfactory evidence by the Civil Service Commission or the Commissioner of Education that the retired person is duly qualified, competent, and physically fit for the performance of the duties of the position in which he or she is to be employed and is properly certified where certification is required.

(Continued)

Personnel

SUBJECT: EMPLOYMENT OF RETIRED PERSONS (Cont'd.)

The District will prepare a detailed recruitment plan to fill such vacancy on a permanent basis when the need arises and will undertake extensive recruitment efforts to fill the vacancy prior to making a determination that there are no available non-retired persons qualified to perform the duties of such position.

Approvals to hire retired individuals may be granted for periods not exceeding two years each, provided that a person may not return to work in the same or similar position for a period of one year following retirement. However, in accordance with RSSL Section 212, a retiree may return to work in the same or similar position within the same year following retirement if his or her earnings are under ~~\$30,000~~ the Section 212 limit or if he or she receives a Section 212 waiver, or other conditions exist as enumerated in law.

Reporting Requirements and Disclosure

- a) The ~~School~~ District shall report all money earned by a retired person in its employ in excess of the earnings limitation outlined in ~~Retirement and Social Security Law~~ Section 212 to the retirement system administered by the ~~State state~~ or any of its political subdivisions from which the retired person is collecting his or her retirement allowance.
- b) The ~~School~~ District, when employing a retired person who is eligible to collect or is already collecting a retirement allowance from a retirement system administered by the state or any of its political subdivisions, shall report on an annual basis to the retirement system paying such retirement allowance and to the State Comptroller. This report shall consist of the re-employed retiree's name, date of birth, place of employment, current position, and all earnings.

Public Record

Any request for approval of the employment of a retired person, including the reasons stated, and the findings and determination of such request shall be a public record open for inspection in the Office of the Civil Service Commission, the Commissioner of Education, or the Board ~~of Education~~ making such findings and determination as specified in ~~Retirement and Social Security Law~~ Section 211.

Education Law §§ 525

Retirement and Social Security Law §§ 111, 211, 212, 217, and 411

8 NYCRR § 80-5.5(b)

Adopted: 7/7/09

Revised: 5/5/15;

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING

The Board recognizes the unique challenges that face students in temporary housing (i.e., homeless children and youth) and will provide these students with access to the same free and appropriate public education, including public preschool education, as other students, as well as access to educational and other services necessary to be successful in school. The District will ensure that these students are not separated from the mainstream school environment. The Board is also committed to eliminating barriers to the identification, enrollment, attendance, and success of students in temporary housing.

Identification of Students in Temporary Housing

All districts are obligated to affirmatively identify all students in temporary housing. Therefore, the District will determine whether there are students in temporary housing within the District by using a housing questionnaire to determine the nighttime residence of all newly enrolled students and all students whose address changes during the school year. The housing questionnaire must be included as the first page of the District's enrollment packet. Not all students in temporary housing can be identified through social service agencies or shelters, as children may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. For this reason, the District uses a housing questionnaire that asks for a description of the current living arrangements of the child or youth to determine whether the child or youth meets the definition of a homeless child.

In addition to using the housing questionnaire, the District will also contact the local department of social services (LDSS) (i.e., the social services district) to identify students in temporary housing, as well as the local runaway and homeless youth shelter, and any other shelters located within District boundaries to ensure all students in temporary housing are properly identified and served.

Definitions

a) Feeder school means:

1. A preschool whose students are entitled to attend a specified elementary school or group of elementary schools upon completion of that preschool;
2. A school whose students are entitled to attend a specified elementary, middle, intermediate, or high school or group of specified elementary, middle, intermediate, or high schools upon completion of the terminal grade of such school; or
3. A school that sends its students to a receiving school in a neighboring school district.

b) Homeless child means:

1. A child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- (a) Sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
 - (b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - (c) Abandoned in hospitals;
 - (d) A migratory child who qualifies as homeless under (a), (b), or (c) of this subparagraph or item 2) below; or
 - (e) An unaccompanied youth; or
2. A child or youth who has a primary nighttime location that is:
- (a) A supervised, publicly, or privately operated shelter designed to provide temporary living accommodations, including, but not limited to, shelters operated or approved by the state or LDSS, and residential programs for runaway and homeless youth established in accordance with applicable law; or
 - (b) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- c) Migratory child means a child or youth who made a qualifying move in the preceding 36 months:
- 1. As a migratory agricultural worker or a migratory fisher; or
 - 2. With, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.
 - 3. A qualifying move is either: when the child has moved from one school district to another, is in a state that is comprised of a single school district and has moved from one administrative area to another within such district, or resides in a school district of more than 15,000 square miles and migrates 20 miles or more to a temporary residence to engage in a fishing activity.
- d) Preschool means a publicly funded prekindergarten program or a Head Start program administered by the District and/or services under the Individuals with Disabilities Act administered by the District.

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- e) Receiving school means:
1. A school that enrolls students from a specified or group of preschools, elementary schools, middle schools, intermediate schools, or high schools; or
 2. A school that enrolls students from a feeder school in a neighboring local educational agency.
- f) Regional placement plan means a comprehensive regional approach to the provision of educational placements for homeless children that has been approved by the Commissioner of Education.
- g) School district of current location means the public school district within New York State in which the hotel, motel, shelter or other temporary housing arrangement of a homeless child, or the residential program for runaway and homeless youth, is located, which is different from the school district of origin.
- h) School district of origin means the school district within New York State in which:
1. The homeless child was attending a public school or preschool on a tuition-free basis or was entitled to attend when circumstances arose that caused the child to become homeless, which is different from the school district of current location;
 2. The child was residing when circumstances arose that caused the child to become homeless if the child was eligible to apply, register, or enroll in public preschool or kindergarten at the time the child became homeless; or
 3. The homeless child has a sibling who attends a school in the school district in which the child was residing when circumstances arose that caused the child to become homeless.
- i) School of origin means:
1. The public school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool or a charter school;
 2. The designated receiving school at the next grade level for all feeder schools for a student in temporary housing who completes the final grade level served by the school of origin; and
 3. The public school or preschool in which the child would have been entitled or eligible to attend based on the child's last residence before the circumstances arose which caused the child to become homeless if the child becomes homeless after the child is eligible to apply, register, or enroll in the public preschool or kindergarten or if the child is living with a school-age sibling who attends school in the school district of origin.

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- j) Unaccompanied youth means a homeless child or youth who is not in the physical custody of a parent or legal guardian. This does not include those living with someone other than a parent or guardian solely to take advantage of the District's schools.

The McKinney-Vento Liaison for Students in Temporary Housing

The District will designate an appropriate staff person, who may also be a coordinator for other federal programs, as the District liaison for students in temporary housing (otherwise referred to as the McKinney-Vento liaison). The District's McKinney-Vento liaison serves as one of the primary contacts between families experiencing homelessness and school staff, ~~district~~ District personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.

The District's McKinney-Vento liaison must ensure that:

- a) Students in temporary housing are identified by school personnel and through coordination activities with other entities and agencies;
- b) Students in temporary housing enroll in, and have full and equal opportunity to succeed in, the District's schools;
- c) Students in temporary housing and their families receive educational services for which they are eligible, including Head Start programs administered by a local educational agency, Early Head Start, early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District.
- d) Students and parents in temporary housing receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
- e) Parents or guardians of students in temporary housing are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- f) Parents and guardians of students in temporary housing, and unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school district of origin and are assisted in accessing transportation services;
- g) Disputes regarding eligibility, school selection, enrollment and/or transportation are mediated in accordance with applicable laws and regulations;

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- h) Assistance in commencing an appeal, in accordance with applicable law, of a final determination regarding eligibility, enrollment, school selection, and/or transportation is provided to the student in temporary housing's parent or guardian or the unaccompanied youth;
- i) A record is maintained of all appeals of enrollment, school selection, and transportation;
- j) Public notice of the educational rights of students in temporary housing is posted in locations where these students receive services, such as schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of students in temporary housing, and unaccompanied youth;
- k) School personnel providing services to students in temporary housing receive professional **development learning** and other support;
- l) Unaccompanied youths:
 - 1. Are enrolled in school;
 - 2. Have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations; and
 - 3. Are informed of their status as independent students under **section Section** 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the McKinney-Vento liaison to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA);
- m) School personnel, service providers, advocates working with students in temporary housing, parents and guardians of students in temporary housing, and students in temporary housing are informed of the duties of the McKinney-Vento liaison;
- n) Coordinate with the nutrition department to ensure students in temporary housing receive free school meals in accordance with federal law; and
- o) Assistance with obtaining any necessary immunizations or screenings, or immunization or other required health records is provided to the parents or guardians of the students in temporary housing.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**School District and School Designations**

A designator will make the initial decision about which school district and school a student in temporary housing will attend. A designator is:

- a) The parent or person in parental relation (guardian) to a student in temporary housing;
- b) The student in temporary housing, together with the McKinney-Vento liaison, in the case of an unaccompanied youth; or
- c) The director of a residential program for runaway and homeless youth, in consultation with the student in temporary housing, where the student is living in that program.

The District will ask the designator to designate one of the following as the school district of attendance for the student in temporary housing:

- a) The school district of current location;
- b) The school district of origin; or
- c) A school district participating in a regional placement plan.

The District will also ask the designator to designate one of the following as the school where a student in temporary housing seeks to attend:

- a) The school of origin; or
- b) Any school that permanent housed children and youth who live in the attendance area in which the child or youth is actually living are eligible to attend, including a preschool.

A student in temporary housing is entitled to attend the schools of the school district of origin without the payment of tuition for the duration of ~~his or her~~ **their** homelessness and through the remainder of the school year in which the student becomes permanently housed and for one additional year if that year constitutes the student's terminal year in that school building, subject to a best interest determination.

Designation/STAC 202 Form

The District will identify all students in temporary housing, and a designation form will be completed by the designator for all these students and any other student who claims homelessness. Designations must be made on the STAC 202 form provided by the Commissioner.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

The appropriate designator must complete the designation form. The District makes designation forms available to a student in temporary housing who seeks admission to school or to the parent or person in parental relation who seeks to enroll the child in school.

The District will provide completed designation forms to the McKinney-Vento liaison immediately, but no later than two business days from the earlier date on which the child or youth either:

- a) Sought enrollment in school; or
- b) Was placed in a temporary housing facility or residential facility for runaway and homeless youth.

Copies of the STAC 202 form should be given to:

- a) State Education Department, STAC Unit, if the student was last permanently housed in a different district in NYS from the district of attendance;
- b) School district of attendance;
- c) School district of origin;
- d) School district where the student was most recently enrolled;
- e) Parent/Guardian/Unaccompanied youth/director of a residential program for runaway and homeless youth; and
- f) LDSS, only if the student was placed in temporary housing by LDSS.

Where a parent or person in parental relation or a child who is neither placed in a temporary housing facility by the LDSS nor housed in a residential program for runaway homeless youth, designates the District as the school district of current location, the District will forward to the State Education Department a completed designation form and a statement of the basis for its determination that the child is a homeless child entitled to attend the District's schools.

Immediate Enrollment and Best Interest Determinations

Upon identification of a child who is in temporary housing and/or receipt of a completed designation/STAC 202 form, the District will:

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- a) Immediately review the designation form to ensure that it has been completed and immediately enroll the student in temporary housing even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunization records, proof of residency or other documentation and even if the child or youth has missed application deadlines;
- b) Determine whether the designation made by the designator is consistent with the best interests of the student in temporary housing. In making best interests decisions the District will:
 1. Presume that keeping the child in the school of origin is in the child's best interest, except when doing so is contrary to the wishes of the parent or guardian (or youth in the case of an unaccompanied youth); and
 2. Consider student-centered factors such as the effect of mobility on student achievement, education, health, and safety of the child, giving priority to the wishes of the child's parent or guardian (or the youth, if a homeless unaccompanied youth).
 3. If the District determines that it is in the best interest of the student in temporary housing to attend a school other than the school of origin or the designated school, the District will provide the parent or guardian (or youth, if an unaccompanied youth) with a written explanation of its determination in a manner and form understandable to such parent, guardian, or unaccompanied youth. This explanation must include information regarding the right to a timely appeal. The homeless student must be enrolled in the designated school during the pendency of all available appeals.
- c) Provide the child with access to all of the District's programs, activities and services to the same extent as they are provided to resident students;
- d) Immediately contact the school district where the child's records are located in order to obtain a copy of these records (the student's former school must send all records to the requesting school within five days of the receiving the request) and coordinate the transmittal of records for students with disabilities pursuant to applicable laws and regulations;
- e) Immediately refer the parent or guardian of the student in temporary housing to the McKinney-Vento liaison who must assist in obtaining necessary immunizations or immunization or medical records if the child or youth needs to obtain immunizations or immunization or medical records;
- f) Forward the STAC 202 form to the Commissioner and the school district of origin, where applicable. In all cases, the District will give a copy of the completed STAC 202 form to the designator and keep a copy of the STAC 202 form for the District's records;

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- g) Arrange for transportation in accordance with applicable laws and regulations; and
- h) Arrange for the child to receive free school meals.

Request for Records

Within five days of receipt of a request for school records from a new school, the District will forward, in a manner consistent with state and federal law, a complete copy of the student in temporary housing's records, including, but not limited to, proof of age, academic records, evaluations, immunization records, and guardianship papers, if applicable.

Tuition Reimbursement

The District is eligible to request reimbursement from the State Education Department for the direct costs of educational services to students in temporary housing that are not otherwise reimbursed under special federal programs, when:

- a) The District of the designated school is not the district of the student's last residence;
- b) The District is either the school district of current location or a school district participating in a regional placement plan;
- c) The District is designated as the school district of attendance; and
- d) The school district of origin for the student in temporary housing is within New York State.

All claims for reimbursement will be made on the STAC 202 form prescribed by the Commissioner of the State Education Department.

The school district of origin must, in turn, reimburse the State Education Department for its expenditure on behalf of the student.

In addition, the District is eligible for reimbursement for the direct costs of educational services, including transportation costs for students who continue enrollment in the District schools after finding permanent housing midyear in a different school district within New York State. In these cases, the District will directly bill the new district where the student permanently resides for all direct costs of educational services, including transportation, that are not otherwise reimbursed under special federal programs.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**Transportation Responsibilities**

The LDSS is responsible for providing transportation to students in temporary housing who are eligible for benefits under Social Services Law § Section 350-j, including those in preschool and students with disabilities whose IEPs include special transportation services and placed in temporary housing arrangements outside their designated districts. Where the LDSS requests that the District provide or arrange for transportation for a student in temporary housing in the circumstances above, the District will provide or arrange for the transportation and directly bill the LDSS so that the ~~district~~ District will be fully and promptly reimbursed for the cost of the transportation.

If the District is the designated school district of attendance, the District will provide for the transportation of each student in temporary housing who is living in a residential program for runaway and homeless youth, including if the temporary housing is located outside the school district. The costs for transportation for each student in temporary housing who lives in a residential program for runaway youth and homeless youth located outside of the designated school district will be reimbursed by the State Education Department, to the extent funds are provided for the purpose, with the submission of a Runaway and Homeless Youth Act Transportation Program Form. Where the District provides transportation for a student living in a Runaway and Homeless Youth facility, the District will promptly request reimbursement using the Runaway and Homeless Youth Act Transportation Form.

The District will transport any student in temporary housing to their school of origin, including preschools and charter schools, where it is the designated district of attendance and the student in temporary housing is not entitled to receive transportation from the Department of Social Services.

When the District is designated as the school district of current location for a student in temporary housing and the student does not attend the school of origin, the District will provide transportation on the same basis as it is provided to resident students, unless the local transportation policy represents a barrier to the student's attendance in school.

If the student in temporary housing designates the District as the school district of attendance, transportation will not exceed 50 miles each way, unless the Commissioner determines that it is in the best interest of the child.

The designated school district or applicable social services district must provide transportation services to students in temporary housing to and from extracurricular or academic activities when:

- a) The student participates in or would like to participate in an extracurricular or academic activity, including an after-school activity, at the school;
- b) The student meets the eligibility criteria for the activity; and
- c) The lack of transportation poses a barrier to the student's participation in the activity.

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

Where the District is designated as the school district of attendance, it will provide transportation as described above for the duration of homelessness, unless the LDSS is responsible for providing transportation. After the student becomes permanently housed, the District will provide transportation to the school of origin until the end of the school year and for one additional year if that year constitutes the child's terminal year in the school building.

Dispute Resolution Process

The District has established the following procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth:

- a) The District will provide a written explanation, including:
 1. An explanation of the school's decision;
 2. A statement regarding the right to appeal, to the parent or guardian of a student in temporary housing, or to an unaccompanied youth, if the District determines that the District is not required to either enroll and/or transport the child or youth to the school of origin or a school requested by the parent or guardian or unaccompanied youth, or if there is a disagreement about a child's or youth's status as a homeless child or unaccompanied youth;
 3. The petition form used to file an appeal with the Commissioner; and
 4. The McKinney-Vento liaison's availability to help the parent, guardian, or unaccompanied youth with any appeal and the contact information for the liaison, including the liaison's name, post office address, and phone number.
- b) The District will immediately enroll the student in the school in which enrollment is sought by the parent or guardian or unaccompanied youth, provide transportation to the school, and will delay for 30 days the implementation of a final determination to decline to either enroll in and/or transport the student in temporary housing to the school of origin or a school requested by the parent or guardian or unaccompanied youth.
- c) If the parent or guardian of a student in temporary housing or unaccompanied youth commences an appeal to the Commissioner within 30 days of such final determination, the student will be permitted to continue to attend the school he or she is enrolled in at the time of the appeal and/or receive transportation to that school pending the resolution of all available appeals.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**Appeal Process**

- a) The parent, guardian, or unaccompanied youth may appeal the District's decision to the Commissioner of Education within 30 days of the written determination letter sent by the District.
- b) The student must remain enrolled throughout the entire appeal process.
- c) On appeal, the Commissioner will uphold the District's decision unless the decision was arbitrary and capricious.
- d) The Commissioner will make his or her decision on a case-by-case basis.

The McKinney-Vento Liaison's Dispute Resolution Responsibilities

The District's McKinney-Vento liaison must assist the student in temporary housing's parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner of a final school district decision regarding enrollment, school selection and/or transportation. In the event of a dispute regarding eligibility, enrollment, school selection, and/or transportation, the District's McKinney-Vento liaison will:

- a) Provide the parent or guardian or unaccompanied youth with a copy of the form petition;
- b) Assist the parent or guardian or unaccompanied youth in completing the form petition;
- c) Arrange for the copying of the form petition and supporting documents for the parent or guardian or unaccompanied youth, without cost to the parent or guardian or unaccompanied youth;
- d) Accept service of the form petition and supporting papers on behalf of any District employee or officer named as a party, or the District if it is named as a party, or arrange for service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;
- e) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgment verifying that ~~he or she has~~ they have received the form petition and supporting documents, and will either accept service of these documents on behalf of the District employee or officer or District, or effect service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- f) Transmit on behalf of the parent or guardian or unaccompanied youth, within five days after the service of, the form petition or any pleading or paper to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- g) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgement verifying that they have received the form petition and supporting documents and will transmit these documents on behalf of the parent, guardian or unaccompanied youth to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- g h) Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, if the parent or guardian or unaccompanied youth so elects. He or she will also make this correspondence available to the parent or guardian or unaccompanied youth; and
- h i) Maintain a record of all appeals of enrollment, school selection, and transportation determinations.

Coordination

The District will coordinate the provision of services described in this policy with local social services agencies, housing providers and other agencies or programs providing services to students in temporary housing and their families, including services and programs funded under the Runaway and Homeless Youth Act.

The District will coordinate with other school districts on inter-district issues, such as transportation or transfer of school records.

The District will coordinate implementation of the above provision of services with the requirements of the Individuals with Disabilities Education Act (IDEA) for students with disabilities.

Coordination with Title I

The District acknowledges that students in temporary housing are eligible for services under Title I, Part A, whether or not they live in a Title I school attendance area or meet the academic requirements required of other children. The District will ensure that:

- a) Title I, Part A funds are set aside as are necessary to provide students in temporary housing, who may have unique needs that differ from their permanently housed peers, with educationally related support services;
- b) Its local plan includes a description of how the plan is coordinated with McKinney-Vento;
- c) Its local plan describes the services provided to students in temporary housing;

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)

- d) Its local plan describes the efforts it made to identify students in temporary housing, including unaccompanied youth, if the District reports that there are no students in temporary housing enrolled in the District. These efforts will include contacting the LDSS or Office of Children and Family Services (OCFS) to verify that there are no students in temporary housing in the District; and
- e) Its housing questionnaire ~~is on the first page of the enrollment packet and~~ asks about the living arrangements of the child or unaccompanied youth, including asking if ~~he or she is~~ **they are** living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing. Documentation of the District's efforts to identify students in temporary housing will be maintained on file and a copy of the housing questionnaire will also be kept on file.

Reporting Requirements

The District will collect and transmit to the Commissioner of Education, at the time and in the manner as the Commissioner may require, a report containing information as the Commissioner determines is necessary, including the numbers of homeless students, their grade, and their nighttime residence.

Access to Free Meals

The District will provide free meals to all children identified as homeless. They do not have to complete a free or reduced-price meal application. When the McKinney-Vento liaison or a shelter director provides a child's name to the District's school food service office, free school meals will commence immediately.

Removal of Barriers

The District will review and revise its policies that may act as barriers to the identification of students in temporary housing and their enrollment and retention in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

Comparable Services

The District will provide services to students in temporary housing comparable to those offered to other students in the District, including: transportation services; educational services for which the child or youth meets the relevant criteria, such as services provided under Title I or similar state or local programs; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**Student Privacy**

Information about a student in temporary housing's living situation will be treated as a student education record and will not be deemed to be directory information under the Family Educational Rights and Privacy Act (FERPA). A parent or guardian or unaccompanied youth may consent to the release of a student's address information in the same way they would for other student education records under FERPA.

Training

All school enrollment staff, secretaries, school counselors, school social workers, and principals will be trained on the requirements for enrollment of students in temporary housing. Other staff members including school nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

~~McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of 2015,
42 USC § 11431, et seq.~~

~~Education Law §§ 902(b) and 3209~~

~~Executive Law Article 19-H~~

~~8 NYCRR § 100.2(x) NYSED, Dear Colleagues Letter (2021)~~

~~NYS TEACHS~~

McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of 2015, 42 USC § 11431 et seq.

Education Law §-3209

Executive Law Article 19-H

8 NYCRR § 100.2(x)

Adopted: 1/27/04

Revised: 1/9/07; 10/28/08; 12/12/17; 5/25/21;

Students

SUBJECT: PARTICIPATION IN GRADUATION CEREMONIES AND ACTIVITIES

Any student who has satisfactorily completed all graduation requirements will be permitted to participate in the graduation ceremony and all related graduation activities of their graduating class subject to certain exceptions. Students may be prohibited from participating in the graduation ceremony or related graduation activities as a consequence of violating the District's *Code of Conduct*.

The District permits any student to participate in the graduation ceremony and all related graduation activities of his or her high school graduating class, if the student has been awarded a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Commencement Credential, but has not otherwise qualified to receive a Regents or local diploma. While permitted to participate, these students are not required to participate in the graduation ceremony or related graduation activities of their high school graduating class. For purposes of this policy, a student's high school graduating class is the twelfth grade class with which they entered into ninth grade.

The District will provide annual written notice of this policy and any related procedures to all students and their parents or guardians.

Education Law § 3204(4-b)
8 NYCRR § 100.2(oo)

Adopted: 7/3/18
Revised:

SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Challenge to Student Records

Parents/guardians or eligible students will have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data-contained therein.

Release of Information to the Non-Custodial Parent

The District may presume that the non-custodial parent has the authority to request information concerning his or her child and release this information upon request. If the custodial parent wishes to limit the non-custodial parent's access to the records, it is his or her responsibility to obtain and present to the school a legally binding instrument that prevents the release of information related to the child.

Parents' Bill of Rights

~~— The District posts a parents' bill of rights for data privacy and security on its website, and it includes this bill of rights with every contract it enters into with a third-party contractor that receives student, teacher, or principal data. The bill of rights informs parents of the legal requirements regarding privacy, security, and use of student data.~~

Family Educational Rights and Privacy Act of 1974, 20 USC§ 1232g
34 CFR Part 99
Education Law § 2-d

NOTE: Refer also to Policies [#5676 -- Privacy and Security for Student Data and Teacher and Principal Data](#)
[#7241 -- Student Directory Information](#)
[#7242 -- Military Recruiters and Institutions of Higher Education](#)
[#7643 -- Transfer Students with Disabilities](#)

Adopted: 1992
Revised: 1/9/07; 10/28/08; 4/7/09; 12/18/12; 4/14/15; 12/12/17; 5/25/21; 6/22/21;

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

March 9, 2023

6:00 PM

Auditorium of the Middle School

PRESENT:

BOE Members: Lucinda Collier, John Boogaard, Linda Eygnor [via video conferencing], Paul Statskey, Tina Reed, Jasen Sloan

Absent: Shelly Cahoon

Superintendent: Michael Pullen

District Clerk: Tina St. John

Approximately 20 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 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 March 9, 2023.

2. Presentations:

- Student Presentation – High School Student
 - Junior, Reilly Batzold was the student presenter.
- North Rose-Wolcott Middle School– Scott Hassall, Sara Boogaard, Casie De Wispelaere, Jill Ricci, and Tony Tubolino
 - NRW Middle School Team presented the winter update of the School Improvement Plan and answered questions.
- Budget Presentation– Gary Barno
- Superintendent Update – Michael Pullen
 - Mr. Pullen thanked the LaValley Brothers Construction for the new fuel tank at the transportation department
 - Mr. Pullen congratulated the winter sectional champions, Vivian Bishop, Jack DeFeo, AJ Anthony and Noah Wazinski
 - Mr. Pullen congratulated Eryn Youngman, the recipient of the W-FL Superintendent’s Award.
 - Mr. Pullen stated that the March 23rd BOE meeting will be held at the High School due to the Musical at the Middle School

3. Reports and Correspondence: Committee chairperson or liaison provided an update.

- Board of Education Building Liaisons
 - Elementary School –Linda Eygnor
 - Middle School – Paul Statskey
 - High School – Tina Reed
- Four County Update – Linda Eygnor
- Handbook Committee – Lucinda Collier, Tina Reed, Jasen Sloan – nothing to report
- Audit Committee –John Boogaard, Shelly Cahoon, Linda Eygnor – nothing to report
- Building & Grounds/Capital Project/Energy Committee – Jasen Sloan, Shelly Cahoon, Paul Statskey – nothing to report
- District Safety Committee – Jasen Sloan – nothing to report
- Alternative Learning Center – Jasen Sloan – nothing to report
- Policy Committee – Paul Statskey, Shelly Cahoon, Tina Reed

➤ First Reading: The following policies are being submitted for a first reading.

6000	Personnel	
6215	Probation and Tenure	Revised
6220	Temporary Personnel	Revised
6411	Use of Email in the District	Revised
6550	Leaves of Absence	Revised

4. Public Access to the Board:

- No one addressed the Board of Education

5. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Tina Reed 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 February 23, 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 February 8, 9, 16, 17 and 27, 2023; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14737	11815	11783	13579	14654	14382	14325	12354	14727
12547	13739	13755	14020	14668	1016			
IEP Amendments:								
12334								

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. Amendment to 2022-23 Budget

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approve the budget amendment in the amount of \$6,464.17 from insurance proceeds and amend the 2022-2023 budget by an increase of \$6,464.17 to the Repairs and Towing code A-5510-400-06-2800.

e. 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 January 2023.

f. Motion to Ratify

Due to the last minute need to go Zoom due to a power outage,

RESOLUTION

Be it resolved that the Board of Education hereby ratifies all votes taken at the February 23, 2023 Board of Education meeting.

- g. Office of the State Comptroller's Audit Report on the Smart Schools Bond Act Allocations Corrective Action Plan

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Corrective Action Plan dated March 2, 2023 to the Office of the State Comptroller's Smart Schools Bond Act Allocations Report dated December 2022.

- h. Personnel Items:

1. Letter of Intent to Retire-Lisa Knorr

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation for the purpose of retirement from Lisa Knorr, Bus Driver and School Monitor, effective with the close of business on March 15, 2023.

2. Letter of Resignation –Mary Ellen Stacklyn

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 Ellen Stacklyn as Class Advisor for Class of 2027 and Class Advisor for Class of 2028 effective February 22, 2023.

3. Letter of Resignation –Jessica Burry

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 Jessica Burry as Cook effective March 15, 2023.

4. Letter of Resignation –Eric Cannuli

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 Eric Cannuli as Network Technician effective March 31, 2023.

5. Letter of Resignation –Laura Brown

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 Laura Brown as Speech Therapist effective April 16, 2023.

6. Leave of Absence – Kailea Nelson

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the unpaid leave of absence for Kailea Nelson from approximately August 29, 2023 through June 26, 2024.

7. Appoint School Monitor – Crystal Shaft

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 Crystal Shaft as a School Monitor conditional upon a criminal history record check according to

commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: February 27, 2023-February 26, 2024
Salary: \$15.00/hr.

8. Appoint School Psychologist – Ashley Sherman

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 Ashley Sherman as a School Psychologist conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: School Psychologist - Provisional
Tenure Area: Psychologist
Probationary Period: March 20, 2023-March 19, 2027
Salary: Step D \$50,929

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.

9. Permanent Appointment –Victoria VanSteen

RESOLUTION

Be it resolved, that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the permanent appointment of Victoria VanSteen as Cleaner effective February 28, 2023.

10. 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 individual to fill a co-curricular position for the 2022-23 school year.

Name	Bldg.	Title	Step	Year	Salary
Casie DeWispelaere	MS	7 th Grade Advisor			\$631.00 prorated
Danielle Webster	MS	8 th Grade Advisor			\$631.00 prorated

11. Program 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 individuals to work various enrichment programs during the 2022-2023 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Lindsey Roberts	Grant Program Teacher	\$33.50/hr.

12. Coaching and Athletic Department 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 coaching and athletic appointments for the 2022-23 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.

Name		Position	Step	Years	Salary
Mike VanAkin	Modified	Softball Coach	1	1	\$2,383
Ethan Durocher	Modified	Volunteer Assistant Baseball Coach			Volunteer

13. Appoint Chairperson for the Annual Budget Vote and Election of Board Members

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 Annual Budget Vote and Election of Board Member on May 16, 2023.

14. Appoint Election Workers for the Annual Budget Vote and Election of Board Members

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 May 16, 2023 Annual Budget Vote and Election of Board Members to serve as Chief Inspector of Election, Inspectors of Election, and Assistant Clerks at \$15.00 per hr.

<u>Name</u>	<u>Name</u>
Ruth Martin	Kathy Topping
William Fisher	Yvonne Bishop
Jessica Graham	

15. Appoint Election Workers for the Annual Budget Vote and Election of Board Members

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 May 16, 2023 Annual Budget Vote and Election of Board Members to serve as Inspectors of Election and Assistant Clerks, pay is per the NRWSEA contract.

<u>Name</u>	<u>Name</u>
Carrie Brown	Sarah Munger
Chelsey Palmer	Jennifer Kerr

16. Appoint Election Worker for the Annual Budget Vote and Election of Board Members

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 May 16, 2023 Annual Budget Vote and Election of Board Members to serve as Inspectors of Election and Assistant Clerk, pay is per contract.

<u>Name</u>
Melanie Geil

17. Correction Appoint Elementary School Parent Liaison – Casey Ferguson

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 Casey Ferguson, Elementary School Parent Liaison at ~~\$16.07/hr.~~ \$15.00/hr. for the 2022-2023 school year effective February 27, 2023.

6. Policies

A motion for approval of the following items as listed under Policies is made by Paul Statskey and seconded by Tina Reed with the motion approved 6-0.

1. Approval of Policies

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the following new and/or revised policies:

5000	Non-Instructional/Business	
5681	School Safety Plans	Revised
5741	Drug and Alcohol Testing for School Bus Drivers	Revised
6000	Personnel	
6120	Equal Employment Opportunity	Revised
6121	Sexual Harassment of District Personnel	Revised
6140	Employee Medical Examinations	Revised

7. **Award Bids**

A motion for approval of the following items as listed under Award Bids is made by Tina Reed and seconded by Jasen Sloan with the motion approved 6-0.

1. Award Bid for General Trades Contract

It is the recommendation of our Construction Managers, DGA Builders, to award the General Trades Contract to Massa Construction, Inc per the February 28, 2023 Bid Opening in the following amounts:

\$4,322,000.00 Base Bid

RESOLUTION

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid to the bidder deemed to be the lowest responsible meeting the bid specifications as follows.

Bidder	Items	Amount
Massa Construction, Inc. 630 Pre-Emption Road Geneva, NY 14456	Phase II 2021 CIP	Base Bid \$4,322,000
TOTAL		\$4,322,000

2. Award Bid for Electrical Contract

It is the recommendation of our Construction Managers, DGA Builders, to award the Electrical Contract to Concord Electric Corporation, per the February 28, 2023 Bid Opening in the following amounts:

\$1,497,000 Base Bid

RESOLUTION

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid to the bidder deemed to be the lowest responsible meeting the bid specifications as follows.

Bidder	Items	Amount
Concord Electrical Corporation 305 Pinewild Drive, Suite 4 Rochester, NY 14606	Phase II 2021 CIP	Base Bid \$1,497,000

TOTAL \$1,497,000

3. Award Bid for Plumbing Contract

It is the recommendation of our Construction Mangers, DGA Builders, to award the Plumbing Contract to Oswego Mechanical Inc. per the February 28, 2023 Bid Opening in the following amounts:

\$333,000.00 Base Bid

RESOLUTION

Be it Resolved, the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, authorizes awarding a bid to the bidder deemed to be the lowest responsible meeting the bid specifications as follows.

<u>Bidder</u>	<u>Items</u>	<u>Amount</u>
Oswego Mechanical Inc. 45 W. 2 nd Street, PO Box 913 Oswego, NY 13126	Phase II 2021 CIP	Base Bid \$333,000
TOTAL		\$333,000

8. Items Requiring a Roll Call Vote:

A motion for approval of item a is made by Jasen Sloan and seconded by John Boogaard,

a) **Language Approval for May 16, 2023 Budget Vote**

The Board is required to formally approve the following propositions that will be considered by voters at the May 16, 2023 Budget Vote and Election of Board Members:

RESOLUTION:

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following four (4) propositions as they will be presented to the voters on May 16, 2023.

Proposition No 1: 2023-24 Budget

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2023 and ending June 30, 2024, as presented by the Board of Education, in the amount of \$ XXX be approved and adopted, the required funds be appropriated and the necessary real property taxes required be raised by a tax on the taxable property in the District to be levied and collected as required by law?

Proposition No. 2: Transportation Purchases and Expenditures

Shall the Board of Education of the North Rose-Wolcott Central School District, be authorized to purchase the following motor vehicles for use in student transportation: four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 from the District's existing Capital Reserve Fund (known as the "Bus Purchase Capital Reserve Fund"), established by the voters of the District in May 2019; and that the District shall be authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

If necessary, due to space constraints on the voting ballot, said proposition may be presented in substantially the following abbreviated form:

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to purchase

four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 from the District's existing Capital Reserve Fund, established by the voters in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

Proposition No. 3: Annual Appropriations For Wolcott Public Library and Rose Free Library

Shall the annual sum collected by the North Rose – Wolcott Central School District as required by New York State Education and Municipal laws for the 2023-24 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$18,000.00 to the total sum of \$223,100 annually to be allocated in the amounts of \$132,000 to the Wolcott Public Library and \$91,100 to the Rose Free Library?

Proposition No. 4: 2023 Capital Bus Reserve Proposition

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized and directed to establish a reserve fund pursuant to Education Law Section 3651 to be known as the “**2023 Capital Bus Reserve Fund**,” for the purpose of financing, in whole or in part, the purchase of vehicles for student transportation and costs incidental thereto; with the ultimate amount of such reserve fund not exceeding six million dollars (\$6,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being five (5) years, but with said reserve fund continuing in existence for its stated purpose until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which funds shall be obtained for said reserve fund being: (a) an initial deposit of one million, two hundred seventy-one thousand, six hundred eighty-three dollars (\$1,271,683), which shall be transferred from the 2019 Capital Bus Reserve Fund, (b) current and future unappropriated fund balances made available by the Board of Education from time to time, (c) state aid received and made available by the Board of Education from time to time related to transportation and/or vehicles, and (d) any other monies derived from budgetary appropriations or other sources authorized by the voters from time to time, all as permitted by law?

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were -6- votes in favor of the resolution and -0- votes against the resolution as follows:

Lucinda Collier	Voting	<u> X </u> yes	___ no
Jasen Sloan	Voting	<u> X </u> yes	___ no
John Boogaard	Voting	<u> X </u> yes	___ no
Shelly Cahoon	Voting	absent	
Linda Eygnor	Voting	<u> X </u> yes	___ no
Tina Reed	Voting	<u> X </u> yes	___ no
Paul Statskey	Voting	<u> X </u> yes	___ no

The resolution was thereafter declared adopted.

A motion for approval of item b is made by John Boogaard and seconded by Tina Reed,

b) **Notice of Public Hearing and Annual School District Election RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following:

Section 1: That pursuant to §2004(1) of the Education Law, as amended, the annual school district budget vote and election of the North Rose - Wolcott Central School District, shall be conducted in the

North Rose-Wolcott High School, 11631 Salter-Colvin Rd., Wolcott, NY on Tuesday, May 16, 2023, for the purpose of voting by paper ballot upon the propositions hereinafter set forth. Polls for the purpose of voting shall be kept open between the hours of 12:00 noon and 9:00 PM local time.

Section 2: That the Public Hearing on the proposed school budget will occur Thursday, May 4, 2023 at 6:00 PM in the Leavenworth Middle School Auditorium in said school district.

Section 3: That the notice of said public hearing and annual school election, including the propositions to be voted upon, shall be in substantially the following form:

LEGAL NOTICE
NOTICE OF ANNUAL SCHOOL DISTRICT ELECTION &
PUBLIC HEARING ON PROPOSED BUDGET
North Rose - Wolcott Central School District
Wolcott, New York

NOTICE IS HEREBY GIVEN by the Board of Education of North Rose - Wolcott Central School District, Wayne County, New York that the annual election of the school district shall occur on the 16th day of May, 2023, in the North Rose - Wolcott High School, 11631 Salter-Colvin Rd., Wolcott, New York from 12:00 noon until 9:00 PM for the purpose of voting, by paper ballot upon the propositions hereinafter set forth on the machine labels as follows:

Proposition No 1: 2023-24 Budget

Shall the budget for the North Rose-Wolcott Central School District (the "District") for the fiscal year commencing July 1, 2023 and ending June 30, 2024, as presented by the Board of Education, in the amount of \$ XXX be approved and adopted, the required funds be appropriated and the necessary real property taxes required be raised by a tax on the taxable property in the District to be levied and collected as required by law?

Proposition No. 2: Transportation Purchases and Expenditures

Shall the Board of Education of the North Rose-Wolcott Central School District, be authorized to purchase the following motor vehicles for use in student transportation: four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 from the District's existing Capital Reserve Fund (known as the "Bus Purchase Capital Reserve Fund"), established by the voters of the District in May 2019; and that the District shall be authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

If necessary, due to space constraints on the voting ballot, said proposition may be presented in substantially the following abbreviated form:

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized to purchase four (4) 65-passenger school buses and one (1) 39-passenger handicapped bus at an aggregate cost of \$918,668, less any trade in value, with such sum to be paid from an expenditure of \$727,668 from the District's existing Capital Reserve Fund, established by the voters in May 2019; and the District further authorized to enter into one or more purchase contracts on terms satisfactory to the Board of Education, with respect to the vehicles hereby authorized to be acquired?

Proposition No. 3: Annual Appropriations For Wolcott Public Library and Rose Free Library

Shall the annual sum collected by the North Rose - Wolcott Central School District as required by New York State Education and Municipal laws for the 2023-24 operating budgets of the Wolcott Public Library and the Rose Free Library, as determined by both Library Boards of Trustees, be increased by \$18,000 to the total sum of \$223,100 annually to be allocated in the amounts of \$132,000 to the Wolcott Public Library and \$91,100 to the Rose Free

Library?

Proposition No. 4: 2023 Capital Bus Reserve Proposition

Shall the Board of Education of the North Rose-Wolcott Central School District be authorized and directed to establish a reserve fund pursuant to Education Law Section 3651 to be known as the “**2023 Capital Bus Reserve Fund**,” for the purpose of financing, in whole or in part, the purchase of vehicles for student transportation and costs incidental thereto; with the ultimate amount of such reserve fund not exceeding six million dollars (\$6,000,000) plus any accrued earnings on amounts deposited in such reserve fund, the probable existence of said reserve fund being five (5) years, but with said reserve fund continuing in existence for its stated purpose until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which funds shall be obtained for said reserve fund being: (a) an initial deposit of one million, two hundred seventy-one thousand, six hundred eighty-three dollars (\$1,271,683), which shall be transferred from the 2019 Capital Bus Reserve Fund, (b) current and future unappropriated fund balances made available by the Board of Education from time to time, (c) state aid received and made available by the Board of Education from time to time related to transportation and/or vehicles, and (d) any other monies derived from budgetary appropriations or other sources authorized by the voters from time to time, all as permitted by law?

FURTHER NOTICE IS GIVEN that a copy of the statement of the estimated monies which will be required during the 2023-24 fiscal year for school purposes, specifying the purposes and the amount of each and a copy of the report of the amount of total assessed value of the final assessment roll(s) used in the budgetary process that is exempt from taxation will be available, upon request, to taxpayers in this District during the hours of 8:00 AM to 4:00 PM from May 2, 2023 to May 16, 2023, exclusive of Saturdays, Sundays and holidays, at each schoolhouse in the District, the Rose Free Library, the Wolcott Public Library, and on the District website: www.nrwcs.org.

NOTICE IS ALSO GIVEN That pursuant to §1707(2) of the Education law as amended, the Public Hearing on the proposed school budget will occur Thursday, May 4, 2023 at 6:00 PM in the Leavenworth Middle School Auditorium in said school district.

ELECTION OF MEMBERS OF THE BOARD OF EDUCATION

NOTICE IS ALSO GIVEN that petitions nominating candidates for the office of Board of Education member must be filed with the District Clerk no later than 5:00 PM local time, on April 17, 2023. Vacancies for school board members will occur as follows:

One (1) Board Members will be elected at that time:

- One (1) term of five (5) years beginning – July 1, 2023-June 30, 2028 to succeed the following incumbent: Lucinda Collier

Petitions to nominate a candidate for member of the Board of Education may be secured from the District Clerk at the District Office, 11631 Salter-Colvin Road, Wolcott, New York 14590, Monday through Friday, exclusive of legal holidays, between the hours of 8:00 AM and 5:00 PM. Each petition shall be signed by at least twenty-five (25) qualified voters of the district, and state the name and residence address of each candidate and the name and residence address of each signer.

FURTHER NOTICE IS GIVEN that the election of members of the Board of Education is at large. The candidate receiving the greatest number of votes cast will be elected.

NOTICE IS ALSO GIVEN that applications for absentee ballots may be obtained from the District Clerk between 8:00 AM and 4:00 PM Monday - Friday, excluding holidays. Applications must be received at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. The District Clerk must receive absentee ballots no later than 5:00 PM local time on Tuesday, May 16, 2023. A list of all persons to whom absentee ballots have been issued will be available

for public inspection during regular business hours at the district office.

NOTICE IS ALSO GIVEN that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at (315) 594-2020 or tstjohn@nrwcs.org. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 PM on April 21, 2023. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

Dated: March 29, 2023

By Order of the Board of Education of the North Rose-Wolcott Central School District

Wolcott, NY 14590

Tina St. John, District Clerk

First Publication: March 29, 2023, Second through Fourth Publication: Weeks of: April 10, April 24 and May 1, 2023.

Section 4: That the school District Clerk is authorized and directed to cause such notice of the public hearing and annual school election to be given in substantially the form herein before prescribed by publishing the same four (4) times within the seven (7) weeks preceding the annual school election (May 16, 2023), the first publication to appear at least forty-five (45) days before the event, in the *Lake Shore News* and the *Finger Lakes Times* the official district newspapers, and by giving such other notice as may be deemed advisable.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were -6- votes in favor of the resolution and -0- votes against the resolution as follows:

Lucinda Collier	Voting	<u> X </u> yes	___ no
Jasen Sloan	Voting	<u> X </u> yes	___ no
John Boogaard	Voting	<u> X </u> yes	___ no
Shelly Cahoon	Voting	absent	
Linda Eygnor	Voting	<u> X </u> yes	___ no
Tina Reed	Voting	<u> X </u> yes	___ no
Paul Statskey	Voting	<u> X </u> yes	___ no

A motion for approval of item c is made by Paul Statskey and seconded by John Boogaard,

c) **Resolution to Authorize the Unsealing and Opening of Ballot Box**

RESOLUTION TO AUTHORIZE AND DIRECT THE UNSEALING AND OPENING OF BALLOT BOXES CONTAINING VALID BALLOTS, TOGETHER WITH ENVELOPES CONTAINING DEFECTIVE OR SPOILED BALLOTS, EXCESS BALLOTS, AND VOID OR WHOLLY BLANK BALLOTS, RELATED TO THE SCHOOL DISTRICT'S ANNUAL MEETING ON MAY 17, 2022 AND THE DESTRUCTION OF SAID MATERIAL PER EDUCATION LAW § 2034(6)(b).

WHEREAS, the North Rose-Wolcott Central School District ("School District") held its annual meeting and an election on May 17, 2022 and, after the ballots were counted and all statements required by Education Law § 2034 were made, all ballots, envelopes containing defective or spoiled ballots, excess ballots, and void or wholly blank ballots were gathered and placed into the ballot boxes, which were then securely locked and sealed by the School District's inspector(s) of election and deposited by the chief inspector with the District Clerk; and

WHEREAS, the above-referenced ballot boxes have remained locked and sealed in said ballot boxes since that time and the ballot boxes have not been opened or unsealed; and

WHEREAS, a period of six months have passed from the date of the above-referenced annual meeting and election without any proceeding having been commenced concerning that meeting or vote; and

WHEREAS, under such circumstances, Education Law § 2034(6)(b) authorizes the Board of Education to

direct the unsealing and opening of said ballot boxes and the destruction of all ballots contained therein, together with any unused ballots; and

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT that it hereby authorizes and directs the School District Clerk to open and unseal the above-referenced ballot boxes and destroy all ballots contained therein, together with any unused ballots, envelopes containing unused ballots and any void or wholly blank ballots pursuant to Education Law § 2034(6)(b);

BE IT FURTHER RESOLVED, that this resolution takes effect immediately upon its adoption.

The motion having been duly moved, the resolution was acted upon by the Board of Education and there were -6- votes in favor of the resolution and -0- votes against the resolution as follows:

Lucinda Collier	Voting	<u> X </u> yes	<u> </u> no
Jasen Sloan	Voting	<u> X </u> yes	<u> </u> no
John Boogaard	Voting	<u> X </u> yes	<u> </u> no
Shelly Cahoon	Voting	absent	
Linda Eygnor	Voting	<u> X </u> yes	<u> </u> no
Tina Reed	Voting	<u> X </u> yes	<u> </u> no
Paul Statskey	Voting	<u> X </u> yes	<u> </u> no

9. Items requiring a roll call vote:

A motion for approval Item #1 is made by Jasen Sloan and seconded by Tina Reed, it was adopted and the following votes were cast:

1. Resolution for Installation of HVAC Mechanical Unit at Elementary School

Board member Jasen Sloan offered the following resolution and moved its adoption:

WHEREAS, the Board of Education determines, upon the recommendation of the Administration, that there is a need for improved air handling for the cafeteria and Media Center at the District’s Elementary School Building that could be effectively addressed through the installation of a rooftop-mounted mechanical unit (“RTU”) (the “Project”); and

WHEREAS, the District has federal grant funds available to it pursuant to the American Rescue Plan Elementary and Secondary School Emergency Relief (“ARP-ESSER”) Fund that may be used to fund certain improvements which include the Project; and

WHEREAS, the Administration estimates that the cost of the Project will be \$560,000 and the funding for this expense is available through the ARP-ESSER grant in the amount of \$560,000 and;

WHEREAS, the Board of Education has determined by Resolution dated October 12, 2022 that the Project is properly classified as a Type II Action pursuant to the New York State Environmental Quality Review Act (“SEQRA”), and is therefore categorically exempted from any SEQRA review of potential environmental impacts; and

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby determines that: (a) the Project is a necessary and desirable improvement to the Elementary School Building that will benefit both students and staff alike; and (b) the Project qualifies for inclusion under the ARP-ESSER grant funding available to the District; and

IT IS FURTHER RESOLVED, that the Administration is hereby authorized to take such steps as may be necessary consistent with District policies and regulations to proceed with the Project as described at a total cost of \$560,000; and to keep the New York State Department of Education apprised, as appropriate, of the Project's progress.

This resolution shall take effect immediately upon its adoption.

Seconded by Board Member Tina Reed and duly put to vote, which resulted as follows:

Lucinda Collier	Voting	<u> X </u> yes	___ no
Jasen Sloan	Voting	<u> X </u> yes	___ no
John Boogaard	Voting	<u> X </u> yes	___ no
Shelly Cahoon	Voting	absent	
Linda Eygnor	Voting	<u> X </u> yes	___ no
Tina Reed	Voting	<u> X </u> yes	___ no
Paul Statskey	Voting	<u> X </u> yes	___ no

10. Items requiring a roll call vote:

A motion for approval Item #1 is made by John Boogaard and seconded by Jasen Sloan, it was adopted and the following votes were cast:

1. Coaching and Athletic Department Appointment

Marc Blankenberg recommends the following individual to fill a coaching position.

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 and athletic appointment for the 2022-23 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.

Name		Position	Step	Years	Salary
Paul Statskey	Varsity	Volunteer Assistant Baseball Coach			Volunteer

Lucinda Collier	Voting	<u> X </u> yes	___ no
Jasen Sloan	Voting	<u> X </u> yes	___ no
John Boogaard	Voting	<u> X </u> yes	___ no
Shelly Cahoon	Voting	absent	
Linda Eygnor	Voting	<u> X </u> yes	___ no
Tina Reed	Voting	<u> X </u> yes	___ no
Paul Statskey	Voting	abstained	

Board Member Requests/Comments/Discussion:

- Upcoming Events

Good News:

- MS Musical on March 24th & 25th
- Four County SBA Spring Conference on March 24th
- BOE Budget Workshop on April 6th

Informational Items:

- Claims Auditor Reports
- ExtraClassroom Quarterly Reports

Adjournment:

A motion was requested to adjourn the regular meeting.

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

Time adjourned: 7:09p.m.

Tina St. John, Clerk of the Board of Education

UNOFFICIAL

North Rose - Wolcott Central School District
Board of Education Meeting Calendar
2023-2024

*Meetings held at **6:00 PM** in the **Auditorium of the Middle School** unless otherwise announced*

July 11, 2023 -Tuesday - Re-Organization & Regular meeting

August 10, 2023

August 24, 2023

September 14, 2023

September 28, 2023

October 12, 2023

October 26, 2023

November 9, 2023

December 14, 2023

January 11, 2024

January 25, 2024

February 8, 2024

February 22, 2024

March 14, 2024

March 28, 2024

April 11, 2024

April TBD – BOCES Vote

May 2, 2024

May 14, 2024 - ***Budget Vote & Election of Board Members***

May 23, 2024 - tentative

June 13, 2024

Note: Meetings will held the 2nd & 4th Thursday unless otherwise noted. Additional meetings will be scheduled as required.

SUBJECT: PROBATION AND TENURE**Probation**

~~Certified staff members will be appointed to a probationary period by a majority vote of the Board upon recommendation of the Superintendent.~~

~~Teachers, all other members of the teaching staff, administrators, directors, supervisors, principals, and all other members of the supervisory staff, except associate, assistant, and other superintendents, will be appointed to a probationary period of four years.~~

Generally, teachers, all other members of the teaching staff, principals, administrators, supervisors, and all other members of the supervising staff will be appointed by the Board upon the recommendation of the Superintendent for a probationary period of four years.

The probationary period will not exceed three years for teachers previously appointed to tenure in ~~this or another school~~ any district or BOCES within the state, provided that the teacher was not dismissed from ~~the prior~~ that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b and met the required annual professional performance review (APPR) rating in his or her final year of service there.

Additionally, up to two years of service as a regular substitute teacher may be applied toward probationary service. (This is sometimes referred to as Jarema Credit.)

The probationary period will not exceed three years for principals, administrators, supervisors, or other members of the supervising staff appointed on or after June 1, 2020 who were previously appointed to tenure as an administrator within an authorized administrative tenure area in any district or BOCES within the state provided that the individual was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b.

During the probationary period, a staff member will be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance will be assumed because the staff member attained the required certification or license.

A staff member's appointment may be discontinued at any time during his or her probationary period upon the recommendation of the Superintendent and by majority vote of the Board.

Any ~~person~~ staff member not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before his or her probationary period expires.

Tenure

The Board will ~~follow~~ comply with all applicable laws and regulations regarding tenure.

(Continued)

Personnel

SUBJECT: PROBATION AND TENURE (Cont'd.)

At the expiration of the probationary period or within six months prior, the Superintendent will make a written report to the Board recommending for appointment to tenure ~~1) those non-teaching certified staff members who successfully completed their probationary period in the District, and 2) teachers and principals~~ those who have been found competent, efficient, and satisfactory; and, in the case of teachers and building principals, those who have received the APPR ratings of effective or highly effective in at least three of the preceding four years, exclusive of any breaks in service.

If a teacher or building principal receives an APPR rating of ineffective in their final probationary year after receiving APPR ratings of effective or highly effective in the preceding probationary years, ~~the Board may not award~~ they will not be eligible for tenure, ~~but~~ However, the Board may extend that teacher's or building principal's probationary time by an additional year. The teacher or building principal may be eligible for immediate tenure if he or she successfully appeals the ineffective rating.

The Board may then —by a majority vote —appoint to tenure any or all of the persons recommended by the Superintendent.

~~When the initial probationary period expires, a~~ A teacher or building principal will remain on probationary status until the end of the school year in which he or she has received APPR ratings of effective or highly effective for at least three of the four preceding school years, exclusive of any breaks in service. During this time, ~~the~~ the Board may ~~also~~ grant tenure contingent upon a teacher's or building principal's receipt of a minimum APPR rating in the final year of ~~the~~ his or her probationary period. If the contingency is not met after all appeals are exhausted, the grant of tenure will be void and unenforceable. The teacher's or building principal's probationary period may be extended for an additional year in accordance with law.

Resolutions Making Appointments

Each Board resolution making a probationary appointment or an appointment on tenure will specify:

- a) The name of the appointee;
- b) The tenure area or areas in which the professional will devote a substantial portion of his or her time;
- c) The date probationary service or service on tenure commences in each area;
- d) The expiration date of the appointment, if made on a probationary basis. For appointments of classroom teachers and building principals, the resolution must state that:
 1. To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of the four preceding years; and

(Continued)

SUBJECT: PROBATION AND TENURE (Cont'd.)

2. If the teacher or **building** principal receives an ineffective composite or overall APPR rating in his or her final year of probation, he or she will not be eligible for tenure at that time; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

Education Law §§ 2509, 2573, 3012, ~~3012-e, 3012-d~~, 3014, and 3031
8 NYCRR §§ 30-1.3, ~~80-3.6, 80-3.9, and 80-3.10~~

NOTE: Refer also to Policy #6217 -- Professional Staff: Separation

Personnel

SUBJECT: TEMPORARY PERSONNEL

The District ~~may need to utilize's needs sometimes require~~ temporary appointments. The terms of these appointments will be defined by the Board on a case-by-case basis.

Student Teachers

The District will cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (NYSED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant NYSED personnel.

Substitute Teachers

~~The Superintendent will employ appropriately qualified substitute teachers.~~ A substitute teacher is employed in the place of a regularly appointed teacher who is absent, but is expected to return. ~~The Superintendent will employ appropriately qualified substitute teachers. It is recognized that fully certified persons will not always be available for employment as substitute teachers. The District will employ substitute teachers in accordance with law and regulation.~~

The Board will annually establish the rate of pay for per diem substitute teachers.

~~New York State recognizes the following three categories of substitute teachers:~~

- ~~a) Substitutes with valid NYS teaching certificates or certificates of qualification. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are certified.~~
- ~~b) Substitutes without a valid NYS certificate, but who are completing collegiate study toward NYS certification at the rate of not less than six semester hours per year. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are seeking certification.~~
- ~~c) Substitutes without a NYS valid certificate and who are not working towards NYS certification. A substitute teacher in this category may be employed in any capacity, but is limited to 40 days in one school district in any school year.~~

~~Education Law § 3023~~

~~8 NYCRR §§ 80-1.5 and 80-5.4~~

Revised: 6/24/97; 1/9/07; 4/14/15; 12/12/17; 3/12/19;

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT~~

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

Employee Acknowledgement

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in his or her use of email.

Classified and Confidential

District employees and authorized users may not:

- a) ~~Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a principal/supervisor.~~
- b) ~~Forward emails with confidential, sensitive, or secure information without principal/supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.~~
- e) ~~Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be transmitted via email correspondence.~~
- d) ~~Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.~~
- e) ~~Send or forward emails with comments or statements about the District that may negatively impact it; or~~
- f) ~~Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.~~

(Continued)

Personnel

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users have no expectation of privacy in email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users will not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network or use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the principal or supervisor. The District's email system will not be used for personal gain or profit.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via District email or instant messaging should inform their principal/supervisor immediately.

Records Management and Retention

Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Training

Employees or authorized users should receive regular training on the following topics:

- a) — The appropriate use of email with students, parents and other staff to avoid issues regarding harassment and/or charges of fraternization;
- b) — Confidentiality of emails;
- c) — Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and
- d) — No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal/supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.

(Continued)

Personnel

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

Confidentiality Notice

~~A standard confidentiality notice will automatically be added to each email as determined by the District.~~

~~NOTE: Refer also to Policies #3320 Confidentiality of Computerized Information
#3420 Non-Discrimination and Anti-Harassment in the District
#5670 Records Management
#6410 Staff Acceptable Use Policy
#8271 Internet Safety/Internet Content Filtering~~

~~Adopted: 5/5/15
Revised: 12/12/17~~

SUBJECT: USE OF EMAIL IN THE DISTRICT**Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all District-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

Scope and Application of Policy

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

Sending Emails with Personal, Private, and Sensitive Information

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;

(Continued)

Personnel

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- g) Account numbers;
- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

*District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users will not use cloud-based storage services (such as Dropbox or OneDrive) to transmit files with PPSI without previous District approval or consulting with a building principal or supervisor.
- d) Comments or statements about the District that may negatively impact it.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor.

Receiving Suspicious Emails

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

**Customize to District -- District should customize the information in this list to reflect its specific practices.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.

*District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

No Expectation of Privacy

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

Accessing District Email Services on Personal Devices

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

Personal Use

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

**Customize to District -- District should customize this sentence to reflect its specific practices for handling suspicious emails.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without authorization from a building principal or supervisor.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.

Personal email accounts or services (Yahoo, Gmail, etc.) should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

Confidentiality Notice

A standard confidentiality notice will automatically be added to each email as determined by the District.

Training

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;
- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- g) How users should have no expectation of privacy when using the DCS or any District email service.

Notification

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

Records Management and Retention

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

Disciplinary Measures

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6410 -- Staff Acceptable Use Policy
#8271 -- Internet Safety/Internet Content Filtering

Adopted: 5/5/15
Revised: 12/12/17;

SUBJECT: LEAVES OF ABSENCE

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of Absence, Contractual, Et Al

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of Absence, Unpaid, Not Covered Above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence.

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the **employee nursing mother** can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)f) Witnesses or Victims of Crimes ~~Domestic Abuse~~

~~Employers are required to provide employees with an unpaid leave to appear as a witness, consult with the district attorney, or exercise the employee's statutory rights as the victim of, or witness to a crime of domestic violence. A victim of domestic violence may need one or more of these types of leave.~~ The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise his or her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. ~~Employers are~~ The District is permitted to ask the ~~employee~~ party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

hg) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

ih) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of his or her working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC § 207(r)

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC §§ 4301-4333

Civil Service Law §§ 71-73 and 159-b

Education Law §§ 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law § 3-110

Executive Law § 296(22)

General Municipal Law §§ 92, 92-c, and 92-d

Judiciary Law §§ 519 and 521

Labor Law §§ 202-a, 202-ei, 202-ij, 202-jl and 206-c

Military Law §§ 242 and 243

Penal Law § 215.14

Adopted: 1992

Revised: 11/12/03; 1/9/07; 5/13/08; 4/9/13; 12/12/17; 3/24/20;