

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

January 23, 2025

4:00 PM

North Rose Wolcott Elementary - Auditorium

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 January 23, 2025.

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

2. Presentations:

- Director Updates
 - Director of Human Resources – Fred Prince
 - Director of Special Education – Chelsea Eaton
- Instructional Update – Megan Paliotti

3. 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.

4. 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 January 9, 2025.

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 December 3, 6, 12, 13, 17, 26, 2024, January 6, 7, 8, 9, 10, 13, 14, 15, 16, 2025; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

13190	14728	12391	12561	13579	12327	13870	15177	14400	13776
12209	13840	15048	13664	12729	13005	12963	13324	13829	14133
15165	12978	14055	13767	13083	14114	13645	14284	13009	
IEP Amendments:									
15193	14266	14960							

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. Single Audit Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Single Audit Report for the year ending June 30, 2024.

e. Extra-classroom Activity Audit Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the Extra-classroom Activity Audit Report for the year ending June 30, 2024.

f. Extra-classroom Activity 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 Extra-classroom Activity Corrective Action Plan for the year ending June 30, 2024.

g. Personnel Items:

1. Letter of Resignation for purpose of Retirement – Laurie Crippen

Laurie Crippen, Teacher Aide has submitted a letter of resignation for purpose of retirement.

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 Laurie Crippen as Teacher Aide, effective June 27, 2025.

2. Letter of Resignation for purpose of Retirement – Lydia Green

Lydia Green, Teaching Assistant has submitted a letter of resignation for purpose of retirement.

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 Lydia Green as Teaching Assistant, effective August 25, 2025.

3. Letter of Resignation – Mikayla Stanley

Mikayla Stanley, School Nurse has submitted a letter of resignation.

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 Mikayla Stanley as School Nurse, effective February 9, 2025.

4. Appoint School Monitor – Sara White

Karen Haak recommends Sara White as a School Monitor.

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 Sara White 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: November 4, 2024-November 3, 2025

Salary: \$15.50 per hour

5. Permanent Appointment – Steven Mitchell

Peter Lawrence recommends Steven Mitchell to a permanent appointment as Automotive Mechanic.

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 Steven Mitchell as Automotive Mechanic, effective January 22, 2025.

6. Permanent Appointment – Sara Countryman

Peter Lawrence recommends Sara Countryman to a permanent appointment as School Monitor.

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 Sara Countryman as School Monitor, effective January 16, 2025.

7. Permanent Appointment – Gregory Wild

Peter Lawrence recommends Gregory Wild to a permanent appointment as Bus Driver.

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 Gregory Wild as Bus Driver, effective February 9, 2025.

8. Written Agreement between the Superintendent and North Rose-Wolcott Service Employees Association

RESOLUTION

Resolved, that the Board of Education of the North Rose-Wolcott Central School District approves the written agreement between the Superintendent of Schools and the North Rose-Wolcott Service Employees Association, executed on January 15, 2025

9. Written Agreement between the Superintendent and North Rose-Wolcott Administrators Association

RESOLUTION

Resolved, that the Board of Education of the North Rose-Wolcott Central School District approves the written agreement between the Superintendent of Schools and the North Rose-Wolcott North Rose-Wolcott Administrators Association, executed on January 15, 2025.

10. School Closed for 12-Month Employees

RESOLUTION

The Board of Education approves on a one-time, non-precedent-setting basis, for the 2024-2025 school year only, for 12-month employees who are not a part of a collective bargaining unit, shall not be required to report to work on the Lunar New Year, January 29, 2025. With this resolution the Board of Education will designate January 29, 2025, as a day off for the staff members listed below in recognition of this event:

Confidential Secretary
Senior Maintenance Mechanic
Director of Business Operations & Finance

Director of Human Resources
Automotive Mechanic

Senior Automotive Mechanic
Child and Youth SPOA Coordinator
Assistant Superintendent for Instruction and
School Improvement
Superintendent
Coordinator of Student Behavior Standards

11. Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2024-25 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Wrestling Coach	Modified	Kayla Byler	1	1	\$2,838

12. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to a fill co-curricular position for the 2024-25 school year.

Name	Bldg.	Title	Step	Year	Salary
Brad Steve		Athletic Event Staff			As per the NRWTA contract

13. Program Appointment

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 2024-2025 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Brittany Wright	Grant Program Teacher	\$35.00/hr.
Dawn McIntyre	Grant Program Teacher	\$35.00/hr.
Danielle Wisner	Grant Program Teacher	\$35.00/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 2024-2025 school year.

Amy Malo

Dorrie Ohler

15. Correction - Permanent Appointment – Aubrey Liseno

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 Aubrey Liseno as Teacher Aide, effective December 12, 2024.~~

16. Correction - Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2024-25 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Wrestling Coach	JV	Eric Simpson	1 2	1 4	\$3,989 \$5,386

5. Policies

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

a) 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:

1000	By Laws	
1530	Minutes	Delete
3000	Community Relations	
3420	Non-Discrimination and Anti-Harassment in the District	Revised
5000	Non-Instructional	
5630	Facilities: Inspection, Operation and Maintenance	Revised
5681	School Safety Plans	Revised
8000	Instruction	
8110	Curriculum Development, Resources and Evaluation	Delete
8240	Evaluation of the Instructional Program	Delete
8320	Selection of Library and Multimedia Materials	Revised
8330	Objection to Instructional Materials and Controversial Issues	Revised
8450	Home Tutoring	Revised

6. Items requiring a roll call vote:

A motion for approval of Item #1 is made by _____ and seconded by _____ it was adopted and the following votes were cast:

1. Approve Intermunicipal Agreement – OCM BOCES and RIC ONE Risk Operations Center

WHEREAS, four (4) BOCES (Onondaga-Cortland-Madison BOCES, Albany-Schoharie-Schenectady-Saratoga BOCES, Madison-Oneida BOCES and Broome-Tioga BOCES) have collaborated and entered into an Article 5 General Municipal Law intermunicipal arrangement for the purpose of improving vendor management and data security and privacy practices for school districts and/or BOCES statewide known as the RIC ONE Risk Operations Center (the "ROC");

"WHEREAS, the Board of Education of the North Rose-Wolcott CSD, through its affiliation with a locally

based Regional Information Center, participates with the ROC and desires, for the 2024-2025 fiscal year, to authorize the ROC to enter into Data Privacy Agreements and related exhibits (DPAs) with vendors and third-party contractors that include the requirements of, and compliance with, New York State Education Law Section 2-d and Part 121 Regulations (collectively, "Ed Law 2d") related to student personally identifiable information (PII) and certain Teacher and Principal APPR data;"

WHEREAS, the ROC also partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC) and The Education Cooperative (TEC), to negotiate and approve Ed Law 2-d compliant DPAs;

WHEREAS, the DPAs are presented to school districts and/or BOCES for final execution and do not require the expenditure of funds beyond those budgeted; and

BE IT RESOLVED, Board of Education of the North Rose-Wolcott CSD authorizes the attorneys designated by the ROC to negotiate and approve of DPAs for software and/or technology resources; and,

BE IT FURTHER RESOLVED, the North Rose-Wolcott Board of Education grants the ROC and its designated attorneys the authority to negotiate the terms and conditions of DPAs and take such actions so as to effectuate the purposes and intent of this resolution.

Lucinda Collier	Voting	_____ yes	_____ no
Tina Reed	Voting	_____ yes	_____ no
John Boogaard	Voting	_____ yes	_____ no
Shelly Cahoon	Voting	_____ yes	_____ no
Linda Eygnor	Voting	_____ yes	_____ no
Lesley Haffner	Voting	_____ yes	_____ no
Travis Kerr	Voting	_____ yes	_____ no

Board Member Requests/Comments/Discussion:

-

Good News:

Informational Items:

- Claims Auditor Reports
- Nominations for BOCES Board Members

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.

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

January 9, 2025

6:00 PM

LARGE GROUP INSTRUCTION ROOM @ DISTRICT OFFICE

PRESENT:

BOE Members: Lucinda Collier, Tina Reed, John Boogaard, Shelly Cahoon [via video-conferencing], Linda Eygnor, Lesley Haffner, Travis Kerr

Superintendent: Michael Pullen

District Clerk: Tina St. John

Approximately 19 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 the Agenda:

Motion for approval was made by Linda Eygnor and seconded by Lesley Haffner with the motion approved 7-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of January 9, 2025.

2. Presentations:

- Student Presentation – Elementary School Student
 - Senior, Elliott Bush was the student presenter.
- School Improvement Plans – Directors – Laurie Elliott, Lisa Brower, Marc Blankenberg
 - Laurie Elliott, Lisa Brower and Marc Blankenberg presented their School Improvement Plan and answered questions.
- Superintendent Update – Michael Pullen
 - Mr. Pullen presented information and answered questions regarding the Elementary Auditorium; the Elementary Reading Program and Computer Based Testing (CBT).

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

- Board of Education Building Liaisons
 - Elementary School – Lesley Haffner
 - Middle School – Travis Kerr
 - High School – John Boogaard
 - Cougar Ops – Shelly Cahoon
- Four County Board of Directors – Linda Eygnor
- Four County Legislative Committee – Linda Eygnor
- Handbook Committee – Lucinda Collier, Linda Eygnor, Lesley Haffner
- Audit Committee – John Boogaard, Shelly Cahoon, Travis Kerr
- District Safety Committee – Travis Kerr
- Personnel & Negotiations Committee – Tina Reed, John Boogaard, Lucinda Collier
- Communication Ad Hoc Committee – Tina Reed, Linda Eygnor, Travis Kerr
- Policy Committee – Shelly Cahoon, Lesley Haffner, Tina Reed
 - First Reading: The following policies are being submitted for a first reading:

1000	By Laws	
1530	Minutes	Delete
3000	Community Relations	
3420	Non-Discrimination and Anti-Harassment in the District	Revised

5000	Non-Instructional	
5630	Facilities: Inspection, Operation and Maintenance	Revised
5681	School Safety Plans	Revised
8000	Instruction	
8110	Curriculum Development, Resources and Evaluation	Delete
8240	Evaluation of the Instructional Program	Delete
8320	Selection of Library and Multimedia Materials	Revised
8330	Objection to Instructional Materials and Controversial Issues	Revised
8450	Home Tutoring	Revised

4. Public Access to the Board:

- Mr. Paul Statskey addressed the Board regarding purchasing scoreboards for the baseball and softball fields.

5. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Travis Kerr and seconded by Tina Reed with the motion approved 7-0.

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 December 12, 2024.

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 October 23, November 6, 14, 19, 20, 21, 22, 23, 25, 26, 27, December 4, 6, 9, 11, 12, 13, 16, 17, 18, 19, 20, 2024; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

15081	12431	12882	14826	14827	15095	13861	12537	14424	13735
14378	14698	14080	12457	15116	13762	14848	14457	13176	15157
15020	13776	15092	14811	12672	13005	14092	14996	13429	15179
14455	13841	13292	14666	13014	14253	13897	12537	14378	14080
12457	15116	14263	13762	12762	13429	13786			
IEP Amendments:									
15082	14382	13791							

c. Substitute Teachers and Substitute Service Personnel

RESOLUTION

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

d. Treasurer Report

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Treasurer Report for October 2024.

e. Award Bid for North Rose – Wolcott CSD, Vending Machine Bid- 2025.02

It is the recommendation to award the North Rose – Wolcott CSD, Vending Machine Bid- 2025.02 to H. Betti Industries, Inc. December 19, 2024, Bid opening in the following amount:

Vending Machine Bid \$8,650.00

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
H. Betti Industries, Inc.	North Rose – Wolcott CSD, Vending Machine Bid- 2025.02	\$8,650.00

f. Award Bid for NRWCSO Elementary School Auditorium Railing SED Control # 65-15-01-06-0-10-023

It is the recommendation of our Architects, SEI Design Group and Construction Managers, DGA Builders LLC, to award the bid for the Elementary School auditorium railing following competitive sealed bids received on December 26, 2024, as follows;

Contractor

Alpha Iron Works, LLC

Base Bid Contract Sum \$39,450

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
Alpha Iron Works, LLC	Elementary School Auditorium Railing	\$39,450

g. Personnel Items:

1. Appoint School Monitor – Gloria Paylor

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 Gloria Paylor 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: January 7, 2025-January 6, 2026

Salary: \$15.50 per hour

2. Appoint School Monitor – Becky Sue Frank

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 Becky Sue Frank 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: January 6, 2025-January 5, 2026
Salary: \$15.50 per hour

3. Appoint Bus Driver-Calvin Stuck

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 Calvin Stuck as a Bus Driver conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: January 16, 2025-January 15, 2026
Salary: \$25.00/hr.

4. Appoint Clerk/Typist – Amanda Paylor

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 Amanda Paylor as a Clerk/Typist, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: May 20, 2024-May 19, 2025 (with Ms. Paylor's provisional service from May 20, 2024-December 19, 2024 counting towards completion of the required probationary period).

Salary: \$16.12/hour

5. Provisionally Appoint Clerk/Typist – Jessica Whitcomb

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 Jessica Whitcomb as a Clerk/Typist, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 effective January 20, 2025 at a rate of \$16.00/hour.

6. Approve Terms and Conditions of Employment

RESOLUTION

Resolved, that the Board of Education approves the Employment Agreement of the Superintendent of Schools, effective January 1, 2025 through December 31, 2029. The Employment Agreement is on file with the District Clerk.

7. Permanent Appointment – William Pinkerton

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 William Pinkerton as Bus Driver, effective January 12, 2025.

8. Appoint Recreation Assistant – Fitness Center – Samantha Acker

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 Samantha Acker as a Recreation Assistant – Fitness Center at rate of \$15.50/hour for the 2024-2025 school year.

9. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to a fill co-curricular position for the 2024-25 school year.

Name	Bldg.	Title	Step	Year	Salary
Joseph Cahoon, Sr.		Athletic Event Staff			As per the NRWTA contract
Brian Cole		Athletic Event Staff			As per the NRWTA contract

10. Program Appointment**RESOLUTION**

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various enrichment programs during the 2024-2025 school year conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
William McDermott	Grant Program Teacher	\$35.00/hr.
Zachary Norris	Grant Program Teacher	\$35.00/hr.
Jake Hill	Grant Program Teacher	\$35.00/hr.
Charles Furletti	Grant Program Teacher	\$35.00/hr.
Steven Johnson	Grant Program Teacher	\$35.00/hr.

11. Appoint Parent Liaison**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 the following Parent Liaison at \$16.00/hr. for the 2024-2025 school year.

Mary Katherine Erwin

12. Coaching and Athletic Department Appointments

Marc Blankenberg recommends the following individuals to fill coaching positions.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following coaching appointments for the 2024-25 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Wrestling Coach	Modified	Nicholas Beuhler	1	2	\$2,838
Volunteer Assistant Wrestling Coach	Modified	Kayla Byler			Volunteer
Baseball Coach	Varsity	Michael Groth	3	7	\$5,713

13. 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 2024-2025 school year.

Leonard Wilson

Natalie Hoven

Kelly Jackson

Roxanne Ellersick

6. Items Required a Roll Call Vote:

A motion for approval of the following Item #1 is made by John Boogaard and seconded by Travis Kerr with the motion approved 7-0.

1. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to a fill co-curricular position for the 2024-25 school year.

Name	Bldg.	Title	Step	Year	Salary
Ryan DeWispelaere		Athletic Event Staff			As per the NRWTA contract

Lucinda Collier	Voting	<u>X</u> yes	_____ no
Tina Reed	Voting	<u>X</u> yes	_____ no
John Boogaard	Voting	<u>X</u> yes	_____ no
Shelly Cahoon	Voting	<u>abstained</u>	
Linda Eygnor	Voting	<u>X</u> yes	_____ no
Lesley Haffner	Voting	<u>X</u> yes	_____ no
Travis Kerr	Voting	<u>X</u> yes	_____ no

A motion for approval of the following Items #2, 3 & 4 is made by Linda Eygnor and seconded by Lesley Haffner with the motion approved 7-0.

2. Letter of Resignation – Jennifer Kerr

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

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation, contingent upon her appointment as Senior Clerk/Typist from Jennifer Kerr effective with the close of business January 12, 2025.

3. Create and Appoint Senior Clerk/Typist – Jennifer Kerr

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

Position: Senior Clerk/Typist

Appointment/Name: Jennifer Kerr

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

Classification/Hourly Rate: Non-Exempt / \$20.90 per hour (minus applicable deductions)

Probationary Period: January 13, 2025-March 10, 2025

4. Written Agreement between the Superintendent and the North Rose-Wolcott Service Employees Association and three Employees of the District

RESOLUTION

Resolved, that the Board of Education of the North Rose-Wolcott Central School District approves the written agreement between the Superintendent of Schools and the North Rose-Wolcott Service

Employees Association and three Employees of the District, executed on January 6, 2025.

Lucinda Collier	Voting	<u> X </u> yes	<u> </u> no
Tina Reed	Voting	<u> X </u> yes	<u> </u> no
John Boogaard	Voting	<u> X </u> yes	<u> </u> no
Shelly Cahoon	Voting	<u> X </u> yes	<u> </u> no
Linda Eygnor	Voting	<u> X </u> yes	<u> </u> no
Lesley Haffner	Voting	<u> X </u> yes	<u> </u> no
Travis Kerr	Voting	<u>abstained</u>	

A motion for approval of the following Item #5 is made by Travis Kerr and seconded by Lesley Haffner with the motion approved 7-0.

5. Approve Agreement with Between CDG Huron Solar 2 LLC and the Town of Huron
RESOLUTION TO APPROVE AN AGREEMENT WITH BETWEEN CDG HURON SOLAR 2 LLC AND THE TOWN OF HURON FOR PAYMENTS IN LIEU OF TAXES PER REAL PROPERTY TAX LAW § 487 AND TO AUTHORIZE THE NEGOTIATION AND EXECUTION OF SUCH AGREEMENT.

WHEREAS, CDG Huron Solar 2 LLC (“Owner”) notified the North Rose-Wolcott Central School District (“School District”) and the Town of Huron (“Town”) of its intent to construct a solar energy facility with a capacity of two megawatts within the School District and Town and the School District and Town have notified the Owner that they will each require an agreement for payments in lieu of taxes as permitted by Real Property Tax Law § 487; and

WHEREAS, the parties have agreed upon payment to the School District annual payments of Two Thousand, Five Hundred Dollars (\$2500) per megawatt and the Town Eight Hundred, Fifty Dollars (\$850) per megawatt, and said amounts being consistent with the regulatorily required assessment methodology and based on the foregoing and advice of its counsel and its administrators, the Board has determined that the terms of the payment in lieu of taxes agreement are reasonable, proper, and in the District’s best interests;

THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT that it hereby authorizes its Superintendent of Schools to negotiate and execute an appropriate agreement consistent with the aforestated terms and take such further and additional action as may be necessary to effectuate the above-referenced settlement;

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

The Motion having been duly seconded by Lesley Haffner, it was adopted and the following votes were cast:

Lucinda Collier
Tina Reed
John Boogaard
Shelly Cahoon
Linda Eygnor
Lesley Haffner
Travis Kerr

Voting
Voting
Voting
Voting
Voting
Voting
Voting

<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no
<u> X </u>	yes	<u> </u>	no

Board Member Requests/Comments/Discussion:

- There was no discussion.

Good News:

- Various newspaper articles

Informational Items:

- Claims Auditor Reports

Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Linda Eygnor and seconded by Lesley Haffner with motion approved 7-0.

Time adjourned: 7:13p.m.

Tina St. John, Clerk of the Board of Education

**NORTH ROSE – WOLCOTT
CENTRAL SCHOOL DISTRICT**

WOLCOTT, NEW YORK

SINGLE AUDIT REPORT

For Year Ended June 30, 2024



BUSINESS
ADVISORS
AND CPAS

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BUSINESS
ADVISORS
AND CPAS

**Report on Compliance For Each Major Federal Program;
Report on Internal Control Over Compliance;
and Report on the Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance**

Independent Auditors' Report

To the Board of Education
North Rose-Wolcott Central School District
Wolcott, New York

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited North Rose-Wolcott Central School District, Wolcott, New York's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon, dated November 1, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subject to auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
January 6, 2024

**NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT
WOLCOTT, NEW YORK**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR YEAR ENDED JUNE 30, 2024

<u>Grantor / Pass - Through Agency</u>	<u>Assistance Listing Number</u>	<u>Pass-Through Agency Number</u>	<u>Pass-Through to Subrecipients</u>	<u>Total Expenditures</u>
<u>Federal Award Cluster / Program</u>				
<u>U.S. Department of Education:</u>				
<u>Passed Through NYS Education Department -</u>				
<u>Special Education Cluster IDEA -</u>				
Special Education - Grants to States (IDEA, Part B)	84.027	0032-24-1040	\$ -	\$ 379,760 *
ARP - Special Education - Grants to States (IDEA, Part B)-COVID-19	84.027X	5532-22-1040	-	62,821 *
Special Education - Preschool Grants (IDEA Preschool)	84.173	0033-24-1040	-	32,780 *
ARP - Special Education - Preschool Grants (IDEA Preschool)-COVID-19	84.173X	5533-23-1040	-	4,221 *
<u>Total Special Education Cluster IDEA</u>			<u>\$ -</u>	<u>\$ 479,582</u>
<u>Education Stabilization Funds -</u>				
ARP Homeless I-COVID-19	84.425W	5212-21-3018	\$ -	\$ 6,720
ARP Homeless II-COVID-19	84.425W	5218-21-3590	-	12,900
ARP Homeless II SL-COVID-19	84.425W	5219-21-3590	-	3,517
ARP ESSER 3-COVID-19	84.425U	5880-21-3590	-	620,372
ARP SLR Summer Enrichment-COVID-19	84.425U	5882-21-3590	-	92,002
ARP SLR Comprehensive After School-COVID-19	84.425U	5883-21-3590	-	157,205
ARP SLR Learning Loss-COVID-19	84.425U	5884-21-3590	-	437,141
<u>Total Education Stabilization Funds</u>			<u>\$ -</u>	<u>\$ 1,329,857</u>
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-23-3590	-	1,873
Title IIA - Supporting Effective Instruction State Grant	84.367	0147-24-3590	-	41,666
Title IIIA - English Language Acquisition	84.365	0293-24-3590	23,770	23,770
Title IV - Student Support and Academic Enrichment Program	84.424	0204-24-3590	-	15,156
Title VII - Education for Homeless Children and Youth	84.196	0212-23-3018	14,016	33,207
Title VII - Education for Homeless Children and Youth	84.196	0212-24-3018	24,236	72,188
Title I - Grants to Local Educational Agencies	84.010	0021-23-3590	-	10,205 *
Title I - Grants to Local Educational Agencies	84.010	0021-24-3590	-	339,170 *
Title I - School Improvement	84.010	0011-24-8206	-	183 *
<u>Passed Through Sodus Central School District -</u>				
Full Service Community Schools	84.215	N/A	-	45,219
<u>Total U.S. Department of Education</u>			<u>\$ 62,022</u>	<u>\$ 2,392,076</u>

<u>Grantor / Pass - Through Agency</u> <u>Federal Award Cluster / Program</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Pass-Through</u> <u>Agency</u> <u>Number</u>	<u>Pass-Through</u> <u>to Subrecipients</u>	<u>Total</u> <u>Expenditures</u>
<u>U.S. Department of Justice:</u>				
School Violence Prevention Program	16.839	15PBJA-21-GG04620-STOP	\$ -	\$ 285,688
School Violence Prevention Program	16.839	15PBJA-23-GG-04338-STOP	-	30,751
<u>Passed through Sodus Central School District -</u>				
School Violence Prevention Program	16.839	N/A	-	10,786
Total U.S. Department of Justice			\$ -	\$ 327,225
<u>U.S. Department of Health and Human Services:</u>				
Mental Health Awareness Training	93.243	H79SM084193	\$ 31,127	\$ 147,896
<u>Passed through Sodus Central School District -</u>				
Sexual Risk Avoidance Education	93.060	N/A	-	49,255
Total U.S. Department of Health and Human Services			\$ 31,127	\$ 197,151
<u>U.S. Department of Agriculture:</u>				
<u>Indirect Programs:</u>				
<u>Child Nutrition Cluster -</u>				
National School Lunch Program	10.555	651501060000	\$ -	\$ 465,596
National School Lunch Program-Non-Cash Assistance (Commodities)	10.555	651501060000	-	65,464
Supply Chain Assistance - COVID-19	10.555	651501060000	-	34,494
National School Snack Program	10.555	651501060000	-	4,303
National Summer Food Service Program	10.559	651501060000	-	22,737
National School Breakfast Program	10.553	651501060000	-	269,581
Total Child Nutrition Cluster			\$ -	\$ 862,175
Total U.S. Department of Agriculture			\$ -	\$ 862,175
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 93,149	\$ 3,778,627

* Major Programs

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
WOLCOTT, NEW YORK**

Notes to Schedule of Expenditures of Federal Awards

June 30, 2024

1. Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards (the schedule) includes the federal award activity of the North Rose-Wolcott Central School District, Wolcott New York (the District) under programs of the federal government for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement's, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position.

2. Summary of Significant Accounting Policies:

Expenditures reported on the schedule are reported on the GAAP basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

3. Indirect Costs:

The District has elected to not use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance. Indirect costs are included in the reported expenditures to the extent they are included in the federal financial reports used as the source for the data presented.

4. Matching Costs

Matching costs, i.e., the North Rose-Wolcott Central School District, Wolcott, New York's share of certain program costs, are not included in the reported expenditures.

5. Non-Monetary Federal Program

The North Rose-Wolcott Central School District, Wolcott, New York is the recipient of a federal financial award program that does not result in cash receipts or disbursements termed a "non-monetary program". This program Surplus Food Distribution (CFDA Number 10.555), and the fair market value of the food commodities received during the fiscal year is presented in the accompanying Schedule of Expenditures of Federal Awards and was considered in the North Rose-Wolcott Central School District's single audit.

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
WOLCOTT, NEW YORK
Schedule of Findings and Questioned Costs
June 30, 2024**

I. Summary of the Auditor's Results

Financial Statements

- | | |
|---|-------------|
| a) Type of auditor's report issued | Unmodified. |
| b) Internal control over financial reporting | |
| 1. Material weaknesses identified | No. |
| 2. Significant deficiency(ies) identified | No. |
| c) Noncompliance material to financial statements noted | No. |

Federal Awards

- | | |
|--|-------------|
| a) Internal control over major programs | |
| 1. Material weaknesses identified | No. |
| 2. Significant deficiency(ies) identified | No. |
| b) Type of auditor's report issued on compliance for major programs | Unmodified. |
| c) Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a) | No. |
| d) Identification of major programs | |

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
#84.010	Title I – Grants to Local Educational Agencies/Title I – School Improvement
Special Education Cluster IDEA	
#84.027	Special Education – Grants to States (IDEA, Part B)
#84.027X	ARP - Special Education – Grants to States (IDEA, Part B) – COVID-19
#84.173	Special Education – Preschool Grants (IDEA Preschool)
#84.173X	ARP – Special Education – Preschool Grants (IDEA Preschool) – COVID-19

- | | |
|--|------------|
| e) Dollar threshold used to distinguish between Type A and Type B programs | \$750,000. |
| f) Auditee qualifies as low-risk auditee | Yes. |

II. Financial Statement Findings

There were no current year findings and there were no prior year findings.

III. Federal Award Findings and Questioned Costs

There were no current year findings or questioned costs and there were no prior year findings or questioned costs.

NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

FINANCIAL REPORT

For Year Ended June 30, 2024



T A B L E O F C O N T E N T S

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BUSINESS
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INDEPENDENT AUDITORS' REPORT

To the Board of Education
North Rose-Wolcott Central School District, New York

Qualified and Unmodified Opinions

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the North Rose-Wolcott Central School District for the year ended June 30, 2024 and the related notes to the financial statement.

Qualified Opinion

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of North Rose-Wolcott Central School District for the year ended June 30, 2024, in accordance with the cash basis of accounting as described in Note 1.

Basis for Qualified Opinion

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Responsibility of Management for the Statement of Cash Receipts and Disbursements

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
December 17, 2024

NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

For Year Ended June 30, 2024

<u>High School:</u>	<u>Cash Balance July 1, 2023</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance June 30, 2024</u>
Class of 2022	\$ 4	\$ -	\$ 4	\$ -
Class of 2023	117	-	117	-
Class of 2024	3,769	19,198	22,325	642
Class of 2025	1,358	5,661	5,469	1,550
Class of 2026	1,524	1,034	68	2,490
Class of 2027	-	225	15	210
Activities Account	2,858	1,286	1,521	2,623
Art Club	5,158	277	130	5,305
Band Fund	1,134	3,320	2,822	1,632
Choir	907	-	113	794
Cougar Cupboard	3,868	1,347	4,206	1,009
FBLA	495	-	-	495
Interact Club	1,020	742	955	807
Music Productions	6,713	7,568	3,904	10,377
NHS	1,265	595	183	1,677
School Store	2,951	-	-	2,951
Science Club	90	54	50	94
Student Council	5,843	2,020	2,247	5,616
Tax	1,474	1,656	1,783	1,347
Varsity Club	2,275	535	1,292	1,518
Yearbook Club	427	1,770	1,612	585
Total High School	<u>\$ 43,250</u>	<u>\$ 47,288</u>	<u>\$ 48,816</u>	<u>\$ 41,722</u>

	Cash Balance			Cash Balance
<u>Middle School:</u>	<u>July 1, 2023</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>June 30, 2024</u>
Choir	6,265	7,768	7,308	6,725
National Jr. Honor Society	516	1,020	960	576
Student Council	13,676	2,886	4,070	12,492
Art Club	-	68	-	68
Tax	936	360	337	959
Treasurer's Club	960	16	24	952
Yearbook	6,867	1,453	3,842	4,478
Total Middle School	<u>\$ 29,220</u>	<u>\$ 13,571</u>	<u>\$ 16,541</u>	<u>\$ 26,250</u>
<u>North Rose Elementary:</u>				
Student Council	<u>\$ 2,066</u>	<u>\$ 99</u>	<u>\$ 646</u>	<u>\$ 1,519</u>
GRAND TOTAL	<u>\$ 74,536</u>	<u>\$ 60,958</u>	<u>\$ 66,003</u>	<u>\$ 69,491</u>

(See accompanying notes to financial statement)

NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

NOTES TO FINANCIAL STATEMENT

June 30, 2024

(Note 1) Accounting Policy:

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the North Rose-Wolcott Central School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the North Rose-Wolcott Central School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

(Note 2) Cash and Cash Equivalents:

Cash and cash equivalents is comprised of three checking accounts. The balances in these accounts are fully covered by FDIC Insurance.

NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

EXTRACLASSROOM ACTIVITY FUNDS

AUDITORS' FINDINGS AND EVALUATION

We have examined the statement of cash receipts and disbursements of the North Rose-Wolcott Central School District's Extraclassroom Activity Funds for the year ended June 30, 2024. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

North Rose Elementary School:

Prior Year Deficiency Pending Corrective Action –

Receipts –

Our examination revealed one instance in the Student Council in which the club received a donation, however, no deposit slip was prepared to process this transaction.

We recommend that the Student Treasurer and Faculty Advisor together fill out a club deposit slip, sign it, and then turn it into the Central Treasurer.

North Rose High School:

Current Year Deficiency in Internal Control –

Sales Tax -

During the course of our examination, we noted one instance in the Class of 2025, and one instance in the Musical Club where sales tax was paid on an invoice for the purchase of items intended for resale.

We recommend every effort be made to issue resale certificates (Form ST-120) to vendors when making purchases of merchandise intended for resale and to collect sales tax upon the resale of the merchandise.

North Rose Middle School:

Current Year Deficiency in Internal Control –

Sales Tax -

During the course of our examination, we noted that sales tax was not being calculated correctly on taxable fundraisers or events.

We recommend every effort continue to be made to comply with New York State Sales Tax Law.

Other Item:

The following item is not considered to be a deficiency in internal control; however, we consider it an other item which we would like to communicate to you as follows:

Inactive Clubs –

As indicated on the statement of cash receipts and disbursements, the High School FBLA and the High School School Store were financially inactive during the 2023-2024 fiscal year.

We recommend the status of these clubs be reviewed. If future financial activity is not anticipated, they should be closed in accordance with the Board of Education policy.

Prior Year Recommendation:

We are pleased to report that the following prior year recommendation has been implemented to our satisfaction:

Middle School –

1. Receipts examined were deposited timely and signed by the Student Treasurer and Faculty Advisor.

*

*

*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

Rochester, New York
December 17, 2024

Mengel, Metzger, Baw & Co. LLP



NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

Academics 🐾 Commitment 🐾 Excellence

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Andrew J. DiBlasi
Director of
Business Operations and Finance

Michael L. Pullen
Superintendent of Schools

Megan C. Paliotti
Assistant Superintendent
for Instruction and School Improvement

TO: Mr. Michael Pullen, Superintendent

FROM: Andrew DiBlasi, Director of Business Operations and Finance

SUBJECT: 2023-24 Extraclassroom Activity Fund Audit - Corrective Action Plan

DATE: January 15, 2025

We have recently received the audit of the 2023-24 Extra Classroom Activity Funds by our independent auditor, Mengel, Metzger, Barr & Co, LLP. The audit report and corrective action has been reviewed and discussed with the Audit Committee. The auditors' findings have been noted as shown below together with the corrective response:

High School

Finding:

Sales Tax –

During the course of our examination, we noted one instance in the Class of 2025, and one instance in the Musical Club where sales tax was paid on an invoice for the purchase of items intended for resale.

We recommend every effort be made to issue resale certificates (Form ST-120) to vendors when making purchases of merchandise intended for resale and to collect sales tax upon the resale of the merchandise.

Corrective Action: Advisors will be notified of the importance of providing the Form ST-120 when purchasing items intended for resale.

Contact Person: Andrew DiBlasi
Anticipated Completion Date: February 1, 2025

Middle School

Finding:

Sales Tax –

During the course of our examination, we noted that sales tax was not being calculated correctly on taxable fundraisers or events.

We recommend every effort continue to be made to comply with New York State Sales Tax Law.

Middle School (cont'd)

Corrective Action: The proper method to calculate an accurate sales tax amount was shared with the Central Treasurer (CT). The CT will ensure the revised calculation is implemented in the 2024-25 school year in order to comply with New York State Sales Tax Law.

Contact Person: Andrew DiBlasi

Anticipated Completion Date: February 1, 2025

Elementary School

Finding:

Receipts –

Our examination revealed one instance in the Student Council in which the club received a donation, however, no deposit slip was prepared to process this transaction.

We recommend that the Student Treasurer and Faculty Advisor together fill out a club deposit slip, sign it, and then turn it into the Central Treasurer.

Corrective Action: The CT will ensure that the clubs prepare the required deposit slip that includes the appropriate signatures.

Contact Person: Andrew DiBlasi

Anticipated Completion Date: June 30, 2024

No further findings were noted

SUBJECT: — MINUTES

The Board minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings will be kept by the District Clerk or, in his or her absence, by the Superintendent or designee. The minutes will be complete, and accurate, and maintained in accordance with law and posted on the District website. All minutes must be signed by the District Clerk when approved. Unless otherwise provided by law, minutes will be available to the public and posted on the District website within two weeks from the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

However, minutes of executive sessions need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL):

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

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

Minutes of Executive Sessions

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

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

Education Law §§ 1721, 2121, and 3020-a
Public Officers Law §§ 87, 103, 103-a, and 106

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

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

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT**Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses complaints of discrimination and/or harassment made under applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

In accordance with applicable federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class or category including, but not limited to:

- a) Age;
- ab) Race;
- c) Creed;
- ed) Religion;
- be) Color;
- ef) National origin;
- g) Citizenship or immigration status;
- fh) Sexual orientation;
- gi) Gender identity or expression;
- hj) Military status;
- ik) Sex;
- ~~j) Age; and~~
- dl) Disability;
- m) Predisposing genetic characteristics;

(Continued)

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

- n) Familial status;
- ~~k~~o) Marital status; and
- p) Status as a victim of domestic violence.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of discrimination and/or harassment. The District will promptly respond to reports of discrimination and/or harassment, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)).

Scope and Application

This policy outlines the District's general approach to addressing complaints of discrimination and/or harassment. This policy applies to the dealings between or among the following parties on school property and at school functions:

- a) Students;
- b) Employees;
- c) Applicants for employment;
- d) Paid or unpaid interns;
- e) Anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace;
- f) Volunteers; and
- g) Visitors or other third parties.

Further, discrimination and/or harassment that occurs off school property and somewhere other than a school function can disrupt the District's educational and work environment. This conduct can occur in-person or through phone calls, texts, emails, or social media. Accordingly, conduct or incidents of discrimination and/or harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

(Continued)

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to discrimination and/or harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved, where the alleged discrimination and/or harassment occurred, and the basis of the alleged discrimination and/or harassment. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

Definitions

For purposes of this policy, the following definitions apply:

- a) "School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of any District elementary or secondary school, or in or on a school bus or District vehicle.
- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

What Constitutes Discrimination and Harassment

Determinations as to whether conduct or an incident constitutes discrimination and/or harassment will be made consistent with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. These determinations may depend upon a number of factors, including, but not limited to: the particular conduct or incident at issue; the ages of the parties involved; the context in which the conduct or incident took place; the relationship of the parties to one another; the relationship of the parties to the District; and the protected class or characteristic that is alleged to have been the basis for the conduct or incident. The examples below are intended to serve as a general guide for individuals in determining what may constitute discrimination and/or harassment. These examples should not be construed to add or limit the rights that individuals and entities possess as a matter of law.

Generally stated, discrimination consists of the differential treatment of a person or group of people on the basis of their membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of ~~his or her~~ **their** membership in a protected class; denying an individual access to facilities or educational benefits on the basis of ~~his or her~~ **their** membership in a protected class; or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Generally stated, harassment consists of subjecting an individual, on the basis of ~~his or her~~ **their** membership in a legally protected class, to unwelcome verbal, written, or physical conduct which may include, but is not limited to: derogatory remarks, signs, jokes, or pranks; demeaning comments or behavior; slurs; mimicking; name calling; graffiti; innuendo; gestures; physical contact; stalking; threatening; bullying; extorting; or the display or circulation of written materials or pictures.

This conduct may, among other things, have the purpose or effect of: subjecting the individual to inferior terms, conditions, or privileges of employment; creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities. ~~Petty slights or trivial inconveniences generally do not constitute harassing conduct.~~

Under New York State Human Rights Law (NYSHRL), discrimination or harassment does not need to be severe or pervasive to be illegal. It can be any discriminatory or harassing behavior that rises above petty slights or trivial inconveniences. Every instance of discrimination or harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, NYSHRL specifies that whether discriminatory or harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics.

Civil Rights Compliance Officer

The District has designated the following District employee(s) to serve as its CRCO(s):

Megan Paliotti, Assistant Superintendent for Instruction and School Improvement
11631 Salter Colvin Road, Wolcott, NY 14590
315-594-3141 mpaliotti@nrwcs.org

Frederick Prince, Human Resource Director
11631 Salter Colvin Road, Wolcott, NY 14590
315-594-3141 fprince@nrwcs.org

The CRCO(s) will coordinate the District's efforts to comply with its responsibilities under applicable non-discrimination and anti-harassment laws and regulations including, but not limited to: the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

Where appropriate, the CRCO(s) may seek the assistance of other District employees, such as the District's Title IX Coordinator(s) or Dignity Act Coordinator(s) (DAC(s)), or third parties in investigating, responding to, and remedying complaints of discrimination and/or harassment.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)****Reporting Allegations of Discrimination and/or Harassment**

~~Any person may report discrimination and/or harassment regardless of whether they are the alleged victim or not.~~ Anyone who experiences, witnesses, or becomes aware of potential instances of discrimination or harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Individuals should not feel discouraged from reporting discrimination or harassment because they do not believe it is bad enough or conversely because they do not want to see someone punished for less severe behavior.

Reports of discrimination and/or harassment may be made verbally or in writing. A written complaint form is posted on the District's website if an individual would like to use it, but the complaint form is not required. Individuals who are reporting discrimination and/or harassment on behalf of another individual may use the complaint form and note that it is being submitted on another individual's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

Reports may be made to a CRCO in person, by using the contact information for the a CRCO, or by any other means that results in the a CRCO receiving the person's oral-verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the a CRCO.

Reports of discrimination and/or harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment will-must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

~~All District employees who witness or receive an oral or written report of discrimination and/or harassment must immediately inform the CRCO.~~ Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination.

~~In addition to complying with this policy, District employees must comply with any other applicable District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's Code of Conduct. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).~~

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

In addition to complying with the reporting requirements in this policy, District employees must comply with any other applicable reporting requirements contained in District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).

Supervisory Responsibilities

Supervisors, building principals, other administrators, and the CRCOs are responsible for helping to maintain a discrimination and harassment-free educational and work environment.

All supervisors, building principals, and other administrators who receive a complaint or information about suspected discrimination or harassment, observe what may be discriminatory or harassing behavior, or for any reason suspect that discrimination or harassment is occurring, are required to report the suspected discrimination or harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Supervisors, building principals, and other administrators should not be passive and wait for an individual to make a claim of discrimination or harassment. If they observe such behavior, they must act.

Supervisors, building principals, and other administrators can be disciplined if they engage in discriminatory or harassing behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected discrimination or harassment or allowing discrimination or harassment to continue after they know about it.

While supervisors, building principals, and other administrators have a responsibility to report discrimination and harassment, they must be mindful of the impact that discrimination and/or harassment and a subsequent investigation has on victims. Being identified as a possible victim of discrimination or harassment and questioned about discrimination or harassment can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced discrimination or harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)****Grievance Process for Complaints of Discrimination and/or Harassment**

All complaints or information about discrimination or harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected discrimination or harassment will be prompt, thorough, equitable, and started and completed as soon as possible. Investigations will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All individuals involved, including those making a discrimination or harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

~~The District will act to promptly, thoroughly, and equitably investigate all complaints, whether oral or written, of discrimination and/or harassment based on any legally protected class and will promptly take appropriate action to protect individuals from further discrimination and/or harassment.~~

The CRCO will **generally** oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected discrimination or harassment. The District recognizes that participating in a discrimination or harassment investigation can be uncomfortable and has the potential to retraumatize an individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

Various District policies and documents address discrimination and harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Dignity Act Coordinators (DACs) or Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

If an investigation reveals that discrimination and/or harassment based on a legally protected class has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable ~~federal and state laws~~ and regulations, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

Knowingly Makes False Accusations

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination and/or harassment will face appropriate disciplinary action.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)****Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

~~The District prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of discrimination and/or harassment.~~

The District prohibits all retaliation. Any individual that reports an incident of discrimination or harassment, provides information, or otherwise assists in any investigation of a discrimination or harassment complaint is protected from retaliation. No one should fear reporting discrimination or harassment if they believe it has occurred. Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Any District employee who retaliates against anyone involved in a discrimination or harassment investigation will face disciplinary action, up to and including termination.

Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Where appropriate, follow-up inquiries will be made to ensure that the discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

Confidentiality

To the extent possible, all complaints will be treated as confidential. Disclosure may be necessary in certain circumstances such as to complete a thorough investigation and/or notify law enforcement officials. All disclosures will be in accordance with law and regulation.

Training

In order to promote familiarity with issues pertaining to discrimination and harassment in the District, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to employees and students. As may be necessary, special training will be provided for individuals involved in the handling of discrimination and for harassment complaints.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)****Notification**

Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or legal guardians, employees, and other relevant individuals of the District's established grievance process for resolving complaints of discrimination and/or harassment. This announcement or publication will include the name, office address, telephone number, and email address of the CRCO(s). The District's website will reflect current and complete contact information for the CRCO(s).

A copy of this policy and its corresponding regulations and/or procedures will be available upon request and will be posted and/or published in appropriate locations and/or District publications.

Additional Provisions

Regulations and/or procedures will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

8 USC Section 1324b

42 USC § 1324b

Age Discrimination Act of 1975, 42 USC § 6101 et seq.

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC § 621 et seq.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Equal Educational Opportunities Act of 1974, 20 USC § 1701 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC § 2000ff et seq.

~~National Labor Relations Act (NLRA), 29 USC § 151 et seq.~~

Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.

Title IV of the Civil Rights Act of 1964, 42 USC § 2000c et seq.

Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.

Title IX, 20 USC § 1681 et seq.

USERRA, 38 USC § 4301 et seq.

28 CFR Part 35

29 CFR Chapter I — National Labor Relations Board

29 CFR Chapter XIV — Equal Employment Opportunity Commission

34 CFR Parts 100, 104, 106, 110, and 270

Civil Rights Law §§ 40, 40-c, 47-a, 47-b, 48-a, and 115

Correction Law § 752

Education Law §§ 10-18, 313, 313-a, 2801, 3201, and 3201-a

Labor Law Sections 194-a, 201-d, 201-g, 203-e, 206-c, ~~and 215~~, and 740

New York State Human Rights Law, Executive Law § 290 et seq.

Military Law §§ 242, 243, and 318

8 NYCRR § 100.2

9 NYCRR § 466 et seq.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

NOTE: Refer also to Policies #3421 -- Title IX and Sex Discrimination
#6120 -- Equal Employment Opportunity
#6121 -- Sexual Harassment in the Workplace
#6122 -- Employee Grievances
#7550 -- Dignity for All Students
#7551 -- Sexual Harassment of Students
#8130 -- Equal Educational Opportunities
#8220 -- Career and Technical (Occupational) Education
District *Code of Conduct*

Adopted: 11/12/03

Revised: 1/9/07; 10/28/08; 2/12/13; 6/13/17; 2/24/22;

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE**Operation and Maintenance**

~~—The Board, through the Superintendent and his or her staff, has the responsibility of protecting the District's facilities through a systematic maintenance program. The program will include periodic preventive maintenance activities, long-range maintenance schedules, and emergency repair procedures. The District will make reasonable attempts to ensure that all maintenance work will be carried out in the least intrusive manner.~~

Overview

The District is committed to providing a healthy and safe environment for all individuals on school grounds. As part of this commitment, the District will comply with all applicable laws, regulations, and codes related to the construction, inspection, operation, and maintenance of District facilities.

Construction and Remodeling of School Facilities

The District will ensure all capital projects and maintenance comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, the Manual of Planning Standards, and the Commissioner's regulations. ~~Relevant documentation regarding all new buildings must be formally submitted to the State Education Department (SED) no matter the size or cost.~~ The New York State Education Department (NYSED) Office of Facilities Planning has provided an Instruction Guide on its official website.

Plans and specifications for the erection, enlargement, repair, or remodeling of ~~District facilities of the District~~ will be submitted to the Commissioner consistent with applicable law and regulation.

Plans and specifications submitted to the Commissioner will bear the signature and seal of an architect or engineer licensed to practice in the State of New York. The architect or engineer who sealed the plans and specifications must also certify that the plans and specifications conform to the standards set forth in the State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

~~For remodeling or construction projects, the District will ensure compliance with the requirements of the State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, and applicable law and Commissioner's regulations. The District will also retain the services of an architect or engineer licensed to practice in New York State as required by law or regulation, or as necessary given the scope and cost of the project.~~

Carbon Monoxide Detection Requirements

~~—All new and existing District buildings that have appliances, devices, or systems that may emit carbon monoxide, and all attached garages, must have a means to detect carbon monoxide. Buildings include school buildings, administrative buildings, bus maintenance facilities, concession stands, and~~

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)

~~field houses. Carbon monoxide may be produced by fuel-fired heating systems (boilers, HVAC units, and makeup air units), emergency or standby electric generation within a building, fuel-fired kitchen equipment (ranges, ovens, steamers, dishwashers, and makeup air units serving hoods), fuel-fired domestic hot water heaters, laboratory/shop equipment (gas outlets, torches, gas-fired kilns, and stationary or portable engines), maintenance and storage areas with fuel-fired equipment, and in garages.~~

~~The District may use a self-contained carbon monoxide alarm, a carbon monoxide detection system, or both. The District will comply with all laws and regulations regarding alarms or detectors, including where they must be located, their power sources, and labeling requirements. The District should develop written standard operating procedures to follow when a carbon monoxide detector is activated.~~

All District facilities will have carbon monoxide alarms or detection systems installed in accordance with all applicable laws, regulations, and/or codes.

Inspections

~~The District is mindful of the health and safety of its students, staff, and visitors and, as such, the District administration will cooperate with appropriate officials conducting health, fire, asbestos, bus, and boiler inspections. In addition, the administration will keep the Board informed of the results of these inspections in a timely fashion.~~

Asbestos Inspections

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the District will inform all employees and building occupants (or their legal guardians) at least once each school year about all asbestos inspections, response actions, post-response action activities, as well as triennial re-inspection activities and surveillance activities that are either planned or in progress. The District will provide yearly **written** notification to parent, teacher, and employee organizations on the availability of the District's asbestos management plan and any asbestos-related actions taken or planned in the school.

Lead Testing

The District will **triennially** test potable water for lead contamination from all outlets as required by law **and regulation**. If an outlet exceeds the action level for lead content, the District will prohibit use of the outlet ~~for drinking and cooking purposes~~, and it will remediate **the lead level of** the outlet before allowing ~~these its~~ uses. The District will make all required notifications and issue all mandated reports to the public, local health department, ~~or and the~~ **NYSED**. For ten years following creation, the District will retain all records of test results, lead remediation plans, lead-free building determinations, and waiver requests. The District may seek a waiver from testing requirements from the local health department by demonstrating prior substantial compliance with testing requirements.

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)**Comprehensive Long-Range Plan**

The District will develop and keep on file a comprehensive long-range plan pertaining to educational facilities in accordance with the Commissioner's regulations. This plan will be reevaluated and updated ~~at least annually~~ and will include, at a minimum, an appraisal of the following:

as required by NYSED

- a) The educational philosophy of the District, with resulting administrative organization and program requirements;
- b) Present and projected student enrollments;
- c) Space use and state-rated student capacity of existing facilities;
- d) The allocation of instructional space to meet the current and future special education program and service needs, and to serve students with disabilities in settings with nondisabled peers;
- e) Priority of need of maintenance, repair, or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
- f) The provision of additional facilities.

Comprehensive Public School Building Safety Program ~~(RESCUE)~~

To ensure that all District facilities are properly maintained and preserved and provide suitable educational settings, the Board requires that all occupied school facilities which are owned, operated, or leased by the District comply with the provisions of the Comprehensive Public School Building Safety Program, the Uniform Code of Public School Building Inspections, and the Safety Rating and Monitoring as prescribed in Commissioner's regulations. ~~For this reason, the District will develop a Comprehensive Public School Building Safety Program in accordance with Commissioner's regulations.~~

~~The program will be reevaluated and made current at least annually, and will include, at a minimum, the following:~~

- ~~a) A five year capital facilities plan which will include an appraisal of the following: the educational philosophy of the District, with resulting administrative organization and program requirements; present and projected student enrollments; space use and state-rated student capacity of existing facilities; the allocation of instructional space to meet the current and future education program and service needs, and to serve students with disabilities in settings with nondisabled peers; priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.~~

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)

- ~~b) — A District-wide building inventory, which will include information pertaining to each building including, but not limited to:
 - ~~1. — Type of building, age of building, size of building;~~
 - ~~2. — Rated capacity, current enrollment;~~
 - ~~3. — List of energy sources and major systems (lighting, plumbing, electrical, heating); and~~
 - ~~4. — Summary of triennial Asbestos Inspection reports.~~~~
- ~~c) — A building condition survey will be conducted for all occupied school buildings once every five years by a team that includes at least one licensed architect or engineer.~~
- ~~d) — A District-wide monitoring system which includes:
 - ~~1. — Establishing a Health and Safety Committee;~~
 - ~~2. — Development of detailed plans and a review process of all inspections;~~
 - ~~3. — Procedures for a response in writing to all inquiries about building health and safety concerns, a copy of which will be sent to the District's Health and Safety Committee for oversight, and a copy kept on permanent file.~~~~
- ~~e) — Procedures to ensure the safety of the building occupants while a construction/renovation project is taking place. These procedures will include:
 - ~~1. — Notification to parents, staff and the community at least two months in advance of a construction project of \$10,000 or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, this notice will be provided as far in advance of the start of construction as is practicable;~~
 - ~~2. — A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo identification badges;~~
 - ~~3. — An opportunity for the District's Health and Safety Committee to conduct a walk-through inspection of newly renovated or constructed areas to confirm that the area is ready to be reopened for use; and~~
 - ~~4. — An emergency plan which will address potential concerns with the capital project including, but not limited to, evacuation procedures, fire drills, and structural failures.~~~~

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

The Comprehensive Public School Safety Program will consist of the following components:

a) Building Condition Surveys

Building condition surveys will be conducted on a schedule as assigned by the Commissioner of Education, ~~in calendar years 2020-2024 and at least every five years thereafter.~~ Building condition surveys will be conducted on all occupied school buildings in accordance with law and regulation, including being conducted by a licensed architect or a licensed professional engineer who will assess the condition of all major building systems of a school building.

b) Visual Inspections

Visual inspections will be conducted when deemed necessary by the Commissioner to maintain the safety of public school buildings and the welfare of their occupants. When visual inspections occur, they will be conducted in accordance with law and regulation.

c) Five-Year Capital Facilities Plan

as required by NYSED.

The District will develop a five-year capital facilities plan and update the plan ~~annually~~. In developing and amending the plan, the District will use the safety rating of each occupied school building. The plan must be consistent with all District planning requirements and identify critical maintenance needs. The plan will be prepared in a manner and format prescribed by the Commissioner and submitted to the Commissioner upon request. The plan will include, but not be limited to:

1. A breakdown for each of the five years of the plan of the estimated expenses for the following:
 - (a) Current or proposed new construction ranked in priority order;
 - (b) Current or proposed additions to school facilities ranked in priority order;
 - (c) Current or proposed alterations or reconstruction of school facilities ranked in priority order;
 - (d) Major repairs ranked in priority order;
 - (e) Major system replacement and repairs, and maintenance ranked in priority order; and
 - (f) Energy consumption.
2. A District-wide building inventory that includes, but is not limited to:
 - (a) The number and type of facilities owned, operated, or leased by the District;

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

- (b) The age, enrollment, rated capacity, use, size, and the safety rating of the buildings as determined pursuant to Commissioner's regulations;
- (c) The energy sources for the buildings;
- (d) Probable useful life of each building and its major subsystems;
- (e) Need for major system replacement and repairs, and maintenance;
- (f) Summary of the triennial asbestos reports required pursuant to AHERA regulations; and
- (g) Any other information which may be deemed necessary by the Commissioner to evaluate safety and health conditions in school facilities.

d) Monitoring System

The District will establish a process to monitor the condition of all occupied school buildings in order to assure that they are safe and maintained in a state of good repair. The process will include, but not be limited to:

1. The establishment of a health and safety committee comprised of representation from District officials, staff, bargaining units, and parents.
2. The establishment of a comprehensive maintenance plan for all major building systems to ensure the building is maintained in a state of good repair. This plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The comprehensive maintenance plan will be available for public inspection.
3. The annual review and approval by the Board of the annual building inspection reports and the five-year building condition surveys. *as required.*
4. Procedures for assuring that an annual fire safety inspection of each building is conducted in accordance with all applicable laws, regulations, and/or codes.
5. Procedures for assuring that a current and valid certificate of occupancy is maintained for each building and posted in a conspicuous place.
6. Procedures for the investigation and disposition of complaints related to health and safety. These procedures will involve the health and safety committee and, at a minimum, will conform to the following requirements:
 - (a) Provide for a written response to all written complaints. The written response will describe:

(Continued)

Non-Instructional/Business
Operations**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**

- 1) The investigations, inspections, or tests made to verify the substance of the complaint, or a statement explaining why further investigations, inspections, or tests are not necessary;
 - 2) The results of any investigations, inspections, or tests which address the complaint;
 - 3) The actions, if any, taken to solve the problem; and
 - 4) The action, if any, taken if the complaint involved a violation of law or of a contract provision.
- (b) A copy of the response will be forwarded to the health and safety committee.
 - (c) Copies of all correspondence will be kept in a permanent project file.
 - (d) These records will be made available to the public upon request.
7. The Board will take actions to immediately remedy serious conditions affecting health and safety in school buildings, and will report the actions to the Commissioner.
 8. All construction and maintenance activities will comply with the Uniform Safety Standards for School Construction and Maintenance Projects.

~~Asbestos Inspection: 40 CFR Part 763, Subpart E~~~~15 USC Sections 2641-2656~~~~Carbon Monoxide Detection: 19 NYCRR Section 1228.4~~~~Fire Inspection: Education Law 807-a~~~~8 NYCRR Section 155.4~~~~Health and Safety Committee: 8 NYCRR Section 155.4(d)(1)~~~~Lead Testing: 10 NYCRR Section 67-4.1, et seq.~~~~Legionella Protection: 10 NYCRR Section 4-1.1, et seq.~~~~Plans and Specifications: Education Law Sections 408, 408-a and 409~~~~8 NYCRR Sections 155.1 and 155.2~~~~19 NYCRR Sections 1221-1240~~~~Structural Safety Inspections: Education Law Sections 409-d, 409-e, 3602 and 3641(4)~~~~8 NYCRR Sections 155.1, 155.3, and 155.4(b)(1)~~~~15 USC Sections 2641-2656~~~~40 CFR Part 763, Subpart E~~~~Education Law Sections 408, 409, 409-d, 3602, and 3641~~~~Executive Law Section 378~~~~Public Health Law Section 1110~~~~8 NYCRR Sections 155.1, 155.2, 155.3, and 155.4~~~~10 NYCRR Sections 4-1.1 et seq. and 67-4.1 et seq.~~~~19 NYCRR Sections 1219-1240~~

Revised: 6/24/97; 12/19/00; 1/9/07; 10/28/08; 3/20/12; 6/13/17;

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents, [declared state disaster emergency involving a communicable disease or local public health emergency declaration](#) and other emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management, [and the provision of remote instruction during an emergency school closure](#), at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. [The District-wide school safety team will consider, as part of their review of the comprehensive District-wide school safety plan, the installation of a panic alarm system.](#)

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
 - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 - 2. Nonviolent conflict resolution training programs;
 - 3. Peer mediation programs and youth courts; and
 - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal or [emergency school closure](#);
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster or emergency school closure; and
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
 - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

3. Ensuring staff understanding of the District-wide school safety plan;
 4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
 5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
 6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
 7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
 8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner;
- t) Protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c; and
- u) An emergency remote instruction plan.

Building-Level Emergency Response Plan

Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level emergency response team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Education Law § 2801-a
Labor Law § 27-c
8 NYCRR § 155.17

Adopted: 1992
Revised: 4/8/01; 1/9/07; 10/28/08; 12/12/17; 11/12/19; 3/9/23;

Instruction

SUBJECT:— CURRICULUM DEVELOPMENT, RESOURCES AND EVALUATION

The Board supports and encourages development of a District-wide, articulated curriculum that conforms to state mandates and is responsive to the needs of children in a rapidly-changing society. In order to help our students achieve success, the District will ensure that:

- a) — All curriculum is aligned with New York State Learning standards;
- b) — Approved curriculum is taught in every classroom.

The principals of the elementary and secondary schools will be responsible to the Superintendent for developing District-wide efforts toward the short and long-range improvement of curriculum and instruction.

Curriculum Resources

There are many resources for curriculum development that exist in our District, and the instructional staff, under the guidance of the administration, is expected to delve into those resources for possible improvement of the instructional program. Each teacher has the privilege of being an initiator of improvement, as well as a reactor to changing conditions, and the principals will be involved in curriculum development.

From the staff, the Superintendent may appoint curriculum study committees; and their findings, as well as the collective judgments of the staff about the pertinence of various possible changes, will be submitted by the Superintendent to the Board for consideration in the forming of curriculum policy.

Curriculum Evaluation

The Board will direct a continuing evaluation of the curriculum as part of a program of instructional improvement. All aspects of the curriculum will be subjected to a searching and critical analysis in an attempt to improve the learning and growth of students.

The administrative staff will evaluate the curriculum in a systematic manner involving school personnel and others as appropriate and make periodic recommendations for action by the Board. The Board from time to time may invite teachers or others to discuss the curriculum.

Evaluation of the Instructional Program

The Board expects staff members to maintain a continual program of evaluation at every level to determine the extent of progress toward the schools' objectives. The Board will periodically request the Superintendent to present factual information that it considers necessary to evaluate the effectiveness of the School System.

Education Law §§ 1604, 1709, 2503 and 3204

8 NYCRR § 100.2(m)

Adopted: 1992

Revised: 1/9/18

Instruction

SUBJECT: — EVALUATION OF THE INSTRUCTIONAL PROGRAM

—— Evaluation may be concerned with the extent to which:

- a) — Each student achieves in accordance with his or her ability;
- b) — Each staff member performs at full potential;
- e) — The total learning environment, including institutional processes, physical facilities, and the educational program, remains consistent with the needs of students and the larger society and contributes to the accomplishment of the goals of the school.

—— The Board of Education expects staff members to maintain a continual program of evaluation at every level to determine the extent of progress toward the schools' objectives. The Board of Education will periodically request the Superintendent to present factual information that it considers necessary to evaluate the effectiveness of the School System.

SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS

Generally, the Board has the authority to prescribe the course of study in the schools of the District. However, there are general curriculum areas and specific topics in which the District must prescribe instruction. All students in the District will receive instruction in accordance with any applicable laws and regulations.

Driver Education

A driver education course may be offered under the conditions set forth by the New York State Education Department and Commissioner's regulations.

Gifted and Talented Students

The Board will provide appropriate educational programs for students identified as gifted and talented.

Physical Education Class

All students, except those with medical excuses, will participate in physical education in accordance with the Commissioner's regulations, which require that all students attend and participate in physical education as follows:

- a) All students in grades K through 3 will participate in a daily program for a minimum of 120 minutes per week. All students in grades 4 through 6 will participate in a program three times per week for a minimum of 120 minutes per week. The minimum time devoted to these programs (K through 6) is exclusive of any time that may be required for dressing and showering.
- b) Students in grades 5 through 6 that are in a middle school will participate in the physical education program a minimum of three periods per calendar week during one semester of each school year and two periods during the other semester, or a comparable time each semester if the school is organized in other patterns.
- c) All secondary students (in grades 7 through 12) will have the opportunity for regular physical education, but not less than three times per week in one semester and two times per week in the other semester or for a comparable time each semester if the school is organized in other patterns. For students in grades 10 through 12 only, a comparable time each semester will be provided if students have demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities in extra class programs or out-of-school activities approved by the physical education staff and the school administration.
- d) For grades K through 12, a district may provide an equivalent program as approved by the Commissioner of Education.

(Continued)

Instruction

SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS (Cont'd.)

An excuse from physical education class may be accepted from a licensed physician for medical reasons or a licensed chiropractor for conditions of the spine.

Any student who is temporarily or permanently unable to participate in the regular program of physical education will be provided with adaptive physical education that meets their particular needs.

Sudden Cardiac Arrest

For purposes of this policy, the following definition applies:

- a) "Physical activities" means participation in physical education classes and recess or similar activities during the school day.

The District promotes safe physical activities and strives to prevent incidents of sudden cardiac arrest in students by:

- a) Immediately removing from physical activities any student who displays signs or symptoms of pending sudden cardiac arrest;
- b) Prohibiting any student from resuming physical activities until the student has been evaluated by and received written and signed authorization from a healthcare provider to resume physical activities;
- c) Requiring the healthcare provider's written and signed authorization to be kept on file in the student's permanent health record;
- d) Abiding by any limitations or restrictions concerning school attendance and physical activities issued by the student's healthcare provider;
- e) Either posting on the District website information developed by the Commissioner of Health on the definition of sudden cardiac arrest and signs and symptoms of pending or increased risk of sudden cardiac arrest or providing a reference for how to obtain this information from the webpages of the New York State Education Department and the New York State Department of Health.

Health and Mental Health Education

The District's health education program recognizes the multiple dimensions of health by including instruction related to:

- a) Mental health;

(Continued)

Instruction

SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS (Cont'd.)

- b) The relation of physical and mental health;
- c) The misuse and abuse of alcohol, tobacco, and other drugs; and
- d) The prevention and detection of certain cancers.

This instruction will enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity.

Health education programs provided by the District will be designed according to the needs and abilities of the students at successive grade levels in accordance with applicable laws and regulations.

Education Law Article 90 and Sections 803, 804, 806-a, 923, 1709, and 3204
8 NYCRR Part 142 and Sections 100.2(c), 107.2, 135.1, 135.3, 135.4, and 136.9

NOTE: Refer also to Policy #7420 – Sports and the Athletic Program

Adopted:

Instruction

SUBJECT: ~~SELECTION OF LIBRARY AND MULTIMEDIA MATERIALS~~

~~— A school library/library media center shall be established and maintained in each school. The library in each elementary and secondary school shall meet the needs of the pupils, and shall provide an adequate complement to the instructional program in the various areas of the curriculum. The District shall also employ a certified school library media specialist, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.~~

~~— The library shall be devoted to the exclusive use of the school, except as otherwise provided by the Commissioner. School library materials shall be loaned to its students for free subject to rules and regulations as are or may be prescribed by the Board of Regents and other school authorities.~~

~~— The Board of Education affirms the Library Bill of Rights of the American Library Association and agrees that the responsibility of the school library is:~~

- ~~a) — To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.~~
- ~~b) — To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.~~
- ~~c) — To provide a background of information that will enable students to make intelligent judgments in their daily lives.~~
- ~~d) — To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.~~
- ~~e) — To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.~~
- ~~f) — To select materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.~~

~~In interpreting these principles, the following will apply:~~

- ~~a) — Broad and varied collections will be developed systematically by the librarian and the audio-visual specialist, based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.~~
- ~~b) — Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, outdated materials will be discarded.~~

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 - 2. Courseware or other content-based instructional materials in an electronic format.

Overview of Instructional MaterialsTextbooks

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

(Continued)

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

The District participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the District participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each District school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

(Continued)

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

Objectives in the Selection of Instructional Materials

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

20 USC §§ 1412, 1474, and 6311

34 CFR § 300.172

34 CFR Part 300, Appendix C

Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602

8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials

#8110 -- Curriculum Development, Resources, and Evaluation

#8330 -- Objection to Instructional and Library Materials and Controversial Issues

Revised: 10/28/08; 4/19/23; 7/13/23;

SUBJECT: ~~OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES~~

~~Any criticism of instructional materials that are in the schools should be submitted in writing to the Superintendent and the Board will be informed. A committee, including the librarian and building principal, will be formed by the Superintendent to investigate and judge the challenged material according to the principals and qualitative standards stated in Policy #8320 — Selection of Library and Multimedia Materials.~~

~~Curriculum Areas In Conflict With Religious Beliefs~~

~~In accordance with applicable law and regulation, a student may be excused from the study of specific materials relating to health and hygiene if these materials are in conflict with the religion of his or her parents or guardians. Alternatives may be provided that are of comparable instructional value.~~

~~It is recognized that parents and citizens of the community have a right to protest to the school administration when convinced that unfair and biased presentations are being made by the teacher. In considering such protests, the Superintendent will provide for a hearing so that both parties may fairly express their views. If requested, the Superintendent's decision may be appealed to the Board.~~

~~Education Law § 3204(5)
8 NYCRR § 135.3~~

~~NOTE: — Refer also to Policies #8320 — Selection of Library and Multimedia Materials
— #8360 — Religious Expression in the Instructional Program~~

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL AND LIBRARY MATERIALS AND CONTROVERSIAL ISSUES

The Board recognizes the right of District community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Controversial issues" means questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on students and/or the wider community: locally, nationally, or internationally.
- b) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- d) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 - 2. Courseware or other content-based instructional materials in an electronic format.

Objections to Instructional Materials

The Board has authority to prescribe curriculum in the District and to designate the textbooks to be used in the District. The parent of a student cannot compel the Board to use a particular textbook or discontinue the use of a particular textbook. Further, the District may not be compelled to assign an alternate curriculum to a student based upon a parent's disapproval of classroom assignments. Students may be able to be excused from instruction in very limited circumstances outlined in law and regulation.

(Continued)

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL AND LIBRARY MATERIALS AND CONTROVERSIAL ISSUES (Cont'd.)

District community members who have questions or concerns about instructional materials are encouraged to bring these questions and concerns to instructional staff and/or the school library media specialist(s).

District community members who wish to formally object to instructional materials must submit their objections in writing to the Superintendent. District staff who object to instructional materials must follow the same process as all District community members. Challenged instructional materials will remain in use and/or circulation until a final decision has been made. The Board will be informed of any objection the Superintendent receives.

The Superintendent will designate a review committee to investigate and evaluate the challenged instructional material. The committee will include, among others, the school library media specialist from the building where the objection originated and the building principal. The committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials.

The review committee will submit a written report of the results of their review to the Superintendent within 60 days of receipt of the formal written objection.

Appeals of decisions by the review committee may be submitted in writing to the Superintendent who will then submit the appeal to the Board for action.

If subsequent objections after an appeal are issued for the same material within a period of five years, the Superintendent can deny the objection based on the previous review and decision.

Controversial Issues

Controversial issues may be studied as part of the curriculum. Instructional staff will present these issues in their classrooms in an impartial and objective manner. It is expected that a library media center's collection, both print and digital, will include items that are considered to be controversial.

Instructional staff wishing to call upon outside speakers to present on controversial issues are required to work with the building principal who will keep in mind the obligation to present balanced viewpoints. The building principal will inform the Superintendent of the presentation on the controversial issue prior to it occurring.

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should be directed to the building principal who will consult with appropriate instructional staff to address the objection.

(Continued)

Instruction

**SUBJECT: OBJECTION TO INSTRUCTIONAL AND LIBRARY MATERIALS AND
CONTROVERSIAL ISSUES (Cont'd.)**

If the objection is related an instructional material being used in the teaching of a controversial issue, the process requesting reconsideration of library or instructional materials should be followed. Objections to instructional materials by District community members must be submitted in writing to the Superintendent. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection.

Education Law §§ 701, 711, 809, 1604, 1709, 1804, 2503, and 3204
8 NYCRR §§ 16.2 and 135.3

NOTE: Refer also to Policies #8320 -- Textbooks, Library Materials, and Other Instructional Materials
#8360 -- Religious Expression in the Instructional Program

Adopted: 1992
Revised: 1/9/07; 1/9/18; 10/12/23;

Instruction

**SUBJECT: ~~HOME TUTORING~~ HOME, HOSPITAL, OR INSTITUTIONAL
INSTRUCTION-(HOMEBOUND INSTRUCTION)**

~~Resident children attending public or nonpublic schools who are unable to attend school because of physical, mental, or emotional illness or injury as substantiated by a licensed physician are eligible to be instructed at home or in a hospital by an appropriately certified teacher provided by the District. These students will be provided with instruction in accordance with New York State Education Law and Commissioner's regulations.~~

~~Procedures for students requiring home tutoring will be developed under the direction of the Superintendent or designee.~~

Overview

Home, hospital, or institutional instruction (sometimes referred to as homebound instruction) is an educational service provided by districts to resident students enrolled in a public or nonpublic school who are unable to attend school in person for at least ten days during a three-month period due to illness or injury which requires the student to remain at home or in a hospital or other institution for the treatment of children, other than a school.

The District will provide home, hospital, or institutional instruction to all resident students enrolled in a public or nonpublic school from kindergarten to age 21 when, due to a temporary or chronic physical, mental, or emotional illness or injury, as documented by the student's treating healthcare provider, the student is unable to participate in their usual education setting.

Definitions

"Instruction delivery plan" means a written plan to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.

"School district of residence" means the public school district within the State of New York where students legally reside with their parents or guardians.

"Treating health care provider" means a person who is treating a student and is licensed or otherwise authorized to provide diagnosis pursuant to a profession enumerated in Title VIII of the Education Law.

"Tutor" means an employee of the school district of residence or an individual with whom the school district of residence contracts to provide home, hospital, or institutional instruction. The tutor must hold a New York State teaching certificate. A tutor may include a teacher employed by a board of cooperative educational services (BOCES) that contracts with the school district of residence to provide this instruction.

(Continued)

Instruction

SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION) (Cont'd.)**Request for Home, Hospital, or Institutional Instruction**

To request home, hospital, or institutional instruction for a resident student, the parent or guardian must submit a request to the District that includes written medical verification from the student's treating healthcare provider demonstrating the student's anticipated inability to attend school in person for at least ten days during the next three months and written consent authorizing the Director of School Health Services or designee to contact the student's treating healthcare provider. Refusal to provide this written consent will result in a denial of the request for home, hospital, or institutional instruction.

The request will be forwarded to the Director of School Health Services who will review the need for home, hospital, or institutional instruction and either approve or deny the request. During this review, the Director of School Health Services may contact the student's treating healthcare provider to obtain additional information necessary regarding the student's health or mental health.

Within five school days after receipt of written medical verification from the student's treating healthcare provider, the District will notify the parent or guardian whether their request for home, hospital, or institutional instruction has been approved or denied. In the case of a denial, reason(s) for denial will be provided.

Appeals

Parents and guardians may appeal the denial of home, hospital, or institutional instruction to the District's Board within ten school days of receipt of notification of the denial. Home, hospital, or institutional instruction will be provided while an appeal is pending before the District's Board.

Home, Hospital, or Institutional Instruction Requirements

The District will provide home, hospital, or institutional instruction to a student within five school days after receiving notification of the student's medical condition or within five school days from the request for home, hospital, or institutional instruction, whichever occurs first. This instruction, which may include remote instruction, will meet the minimum requirements outlined in law and regulation.

Students with Disabilities

Students with disabilities who are recommended for home, hospital, or institutional instruction by the Committee on Special Education (CSE) will be provided instruction and appropriate related services as determined and documented by the CSE in consideration of the student's unique needs. This instruction will only be recommended if the placement is in the least restrictive environment and must be provided for at least the number and length of time as provided for other students receiving home, hospital, and institutional instruction.

(Continued)

Instruction

SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION) (Cont'd.)

Recordkeeping

The District will maintain a record of delivery of instructional services and student progress. This includes, but is not limited to, a record of the dates, amount, and type of instructional services the student received including the tutor's name, subjects taught, and the location where the instructional services were provided.

Education Law Sections 1604(20), 1709(24), 3202 ~~and 4404~~
8 NYCRR Sections 100.22, 175.21, and 200.6

NOTE: Refer also to Policy #7150 – Remote Instruction

Adopted: 1992
Revised: 5/5/15;

Claims Audit Report NRW CSD Warrant 0044

1/7/2025

Summary of findings:

I checked all transactions in Warrant 0044 dated 1/7/2025 and had the following findings:

1. PO 25-00662 School Lunch Fund: The PO is dated 11/1/2024, but invoice # 2425-HS4 is dated 10/23/2024.

January 07, 2025
11:37:44 am

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2025

Warrant: 0044-Payables 01/07/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					654,895.64	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					654,895.64	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					654,895.64	
Net Disbursement by Fund - All Payments						

Fund Summary					
A					\$ 445,128.40
C					5,174.24
F					189,993.00
H					14,600.00
Total for All Funds					\$ 654,895.64
Bank Account Summary					
Computer Checks		Cash Replacement	EFT's	Transactions	
LYONS BANK GENERAL F	27 Checks (149909-149935)	0	0	33	\$ 445,128.40
LYONS BANK SCHOOL LU	2 Checks (013321-013322)	0	0	2	5,174.24
LYONS BANK SPECIAL A	1 Check (003368)	0	0	1	189,993.00
H- CAPITAL FUND CHEC	1 Check (001080)	0	0	1	14,600.00
Total for All Computer Checks					\$ 654,895.64

I hereby certify that I have audited the claims for the 31 checks and 0 electronic disbursements above, in the total amount of \$ 654,895.64 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/7/2025
Date

Emily J. Merry
Claims Auditor

Emily Merry

Claims Auditor

Claims Audit Report NRW CSD Warrant 0045

1/9/2025

Summary of findings:

I checked all transactions in Warrant 0045 dated 1/9/2025 and had no findings to report.

January 09, 2025
01:51:30 pm

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2025

Warrant: 0045-Payables 01/10/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					73,298.98	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					73,298.98	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					73,298.98	
Net Disbursement by Fund - All Payments						
Fund Summary						
A						\$ 63,614.98
F						9,547.42
H						136.58
Total for All Funds						\$ 73,298.98
Bank Account Summary		Computer Checks	Cash Replacement	EFT's	Transactions	
LYONS BANK GENERAL F		24 Checks (149936-149959)	0	0	29	\$ 63,614.98
LYONS BANK SPECIAL A		2 Checks (003369-003370)	0	0	2	9,547.42
H- CAPITAL FUND CHEC		1 Check (001081)	0	0	1	136.58
Total for All Computer Checks						\$ 73,298.98

I hereby certify that I have audited the claims for the 27 checks and 0 electronic disbursements above, in the total amount of \$ 73,298.98. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/2025
Date

Emily J. Merry
Claims Auditor

Emily Merry

Claims Auditor

Claims Audit Report NRW CSD Warrant 0047

1/14/2025

Summary of findings:

I checked all transactions in Warrant 0047 dated 1/14/2025 and had no findings to report.

January 13, 2025
03:59:09 pm

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2025

Warrant: 0047-Payables 01/14/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					103,345.67	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					103,345.67	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					103,345.67	
Net Disbursement by Fund - All Payments						

Fund Summary					
A					\$ 101,345.67
F					2,000.00
Total for All Funds					\$ 103,345.67
Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions	
LYONS BANK GENERAL F	35 Checks (149960-149994)	0	0	35	\$ 101,345.67
LYONS BANK SPECIAL A	1 Check (003371)	0	0	1	2,000.00
Total for All Computer Checks					\$ 103,345.67

I hereby certify that I have audited the claims for the 36 checks and 0 electronic disbursements above, in the total amount of \$ 103,345.67 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/14/2025
Date
Emily J. Merry
Claims Auditor

Emily Merry

Claims Auditor

Claims Audit Report NRW CSD Warrant 0048

1/16/2025

Summary of findings:

I checked all transactions in Warrant 0048 dated 1/16/2025 and had no findings to report.

January 16, 2025
01:39:47 pm

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2025

Warrant: 0048-Payables 01/17/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					167,204.89	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					167,204.89	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					167,204.89	
Net Disbursement by Fund - All Payments						

Fund Summary

A					\$ 13,109.80
C					17,233.91
H					136,861.18
Total for All Funds					\$ 167,204.89

Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions	
LYONS BANK GENERAL F	26 Checks (148995-160020)	0	0	31	\$ 13,109.80
LYONS BANK SCHOOL LU	8 Checks (013323-013330)	0	0	8	17,233.91
H- CAPITAL FUND CHEC	1 Check (001082)	0	0	1	136,861.18
Total for All Computer Checks					\$ 167,204.89

I hereby certify that I have audited the claims for the 35 checks and 0 electronic disbursements above, in the total amount of \$ 167,204.89 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/16/2025
Date

Emily Merry
Claims Auditor

Emily Merry

Claims Auditor