

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

September 11, 2025

5:15 PM

Large Group Instruction Room at the District Office

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 September 11, 2025.

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

2. Presentations:

- Summer School Presentation – Lindsey Roberts & Patty Weber
- High School & NRWE School Math Committee Presentation

3. Board Member Requests/Comments/Discussion:

- Board of Education Building Liaisons
 - Elementary School – Casie DeWispelaere
 - Middle School - Lesley Haffner
 - High School – Travis Kerr
 - Cougar Ops – John Boogaard
- Four County Board of Directors – Linda Eygnor
- Four County Legislative Committee – Linda Eygnor
- District Safety Committee - Travis Kerr
- Audit Committee – Travis Kerr
- Handbook Committee – Linda Eygnor
- Communications Committee – Tina Reed
- Personnel & Negotiations Committee – John Boogaard
- Policy Committee – Lesley Haffner

4. Public Access to the Board:

This time is provided for residents of the District to address the Board of Education. Persons wishing to speak must complete the sign in sheet and be recognized by the President. The speaker will be allowed three minutes to address the Board of Education.

5. Consent Agenda:

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

a. Board of Education Meeting Minutes

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the meeting minutes of August 28, 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 _____
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 July 28, August 11, 12, 14, 18, 25, 26, 2025; and instructs the Superintendent to implement the recommendations on behalf of the following individuals identified by student number:

14768	15123	15102	14858	14879	14890	13685	15210	14916	15201
14019	15286	15154	15206	14884					
IEP Amendments:									
13010									

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. Donation to the District

Fleischmann's Vinegar has donated school supplies to the District valued at approximately \$450.00.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the donation of school supplies from Fleischmann's Vinegar.

e. Donation to the District

Rochester Regional Health has donated school supplies to the District valued at approximately \$450.00.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the donation of school supplies from Rochester Regional Health.

f. Approve District-Wide School Safety Plan and Building-Level Emergency Response Plans

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the comprehensive School Safety Plan and Building Level School Emergency Response Plans for the 2025-2026 school year.

g. Personnel Items:

1. Letter of Resignation for purpose of Retirement – Cary Cornell Merritt

Cary Cornell Merritt, Teacher 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, for purpose of retirement, from Cary Cornell Merritt as a Teacher, effective January 30, 2026.

2. Letter of Resignation – Kurt Laird

Kurt Laird, has submitted a letter of resignation as Girls JV Volleyball Coach.

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 Kurt Laird as Girls JV Volleyball Coach, effective September 4, 2025.

3. Appoint Healthy Reward Ambassadors

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

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the appointment of Nick Wojciek as the Healthy Reward Ambassador for the 2025-2026 school year at a stipend of \$400.00.

4. Appoint Wellness Coordinator – Jamie Smith-Bundy

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

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the appointment of Jamie Smith-Bundy as the Wellness Coordinator for the 2025-2026 school year at the stipend of \$2,000.

5. Academic and Enrichment Summer Program Appointments

The following individuals are being recommended to work in the summer academic and 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 summer academic and enrichment programs from July 1, 2025 through August 27, 2025 conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Kristy Rigby	Grant Program Teacher	\$43.02/hr.
Cathy LaValley	Grant Program Teacher	\$43.02/hr.
Charles Furletti	Grant Program Teacher	\$43.02/hr.
Zachary Norris	Grant Program Teacher	\$43.02/hr.

6. 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 2025-26 school year, conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87, and successful completion of all required First Aid/CPR and Child Abuse courses.

Position		Name	Step	Years	Salary
Boys Volleyball Coach	Modified	Adam Biship	1	1	\$2,144
Girls Volleyball Coach	JV	Hannah DeCracker	1	1	\$2,766

7. 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 2025-2026 school year.

Danielle Johnson

Jennifer Sutton

Kimberly Parks Cameron

Erin Wanek

Shelly Mastrangelo
Hannah Waterman
Allison Denk
Samantha Gardner
Nicole Smith

Mallory Shultz
Rebecca Hokanson
Moriah Green
Kalah Whitcomb

Stephanie Drollette
Clinton Coon
Tracy VanFleet
Marlee Lillie

Alicia DiLella
Samantha Coon
Samantha Ciaramella
Damon Hunter

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. 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 2025-2026 school year.

Travis Kerr

Jennifer Kerr

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

A motion for approval of Item #2 is made by _____ and seconded by _____ it was adopted and the following votes were cast:

2. 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 2025-2026 school year.

Lesley Haffner

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

7. Award Bids

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

1. Award Bid for General Construction Contract

It is the recommendation of our Construction Managers, DGA Builders, to award the General Construction Contract to Holdsworth Klimowski Construction per the August 12, 2025 Bid Opening in the following

amounts:

\$4,213,000.00 Base Bid

RESOLUTION

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

Bidder	Items	Amount
Holdsworth Klimowski Construction	2023 CIP – General Construction Contract	Base Bid \$4,213,000.00
		TOTAL \$4,213,000.00

2. **Award Bid for Abatement Contract**

It is the recommendation of our Construction Managers, DGA Builders, to award the Abatement Contract to Rock Environmental, Inc. per the August 12, 2025 Bid Opening in the following amounts:

\$983,714.00 Base Bid

RESOLUTION

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

Bidder	Items	Amount
Rock Environmental, Inc.	2023 CIP – Abatement Contract	Base Bid \$983,714.00
		TOTAL \$983,714.00

3. **Award Bid for Electrical Contract**

It is the recommendation of our Construction Managers, DGA Builders, to award the Electrical Contract to Hewitt Young Electric, LLC. per the August 12, 2025 Bid Opening in the following amounts:

\$1,877,000.00 Base Bid

RESOLUTION

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

Bidder	Items	Amount
Hewitt Young Electric, LLC.	2023 CIP – Electrical Contract	Base Bid \$1,877,000.00
		TOTAL \$1,877,000.00

4. **Award Bid for Site Contract**

It is the recommendation of our Construction Managers, DGA Builders, to award the Site Contract to Shawn Malone Excavating, Inc. per the August 12, 2025 Bid Opening in the following amounts:

RESOLUTION

Bidder	Items		Amount
Shawn Malone Excavating, Inc.	2023 CIP – Site Contract	Base Bid	\$1,945,940.00
		TOTAL	\$1,945,940.00

Informational Items:

- Motion for Adjournment:***

Motion for approval by ____, seconded by ____, with motion approved __-__. Time adjourned: __:__ p.m.

**NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
AUGUST 28, 2025 5:30 PM LARGE GROUP INSTRUCTION ROOM @ DISTRICT OFFICE**

PRESENT:

BOE Members: Lucinda Collier, Tina Reed, John Boogaard, Linda Eygnor, Lesley Haffner

Absent: Travis Kerr, Casie DeWispelaere

Superintendent: Michael Pullen

District Clerk: Tina St. John

Approximately 4 students, staff and guests

Prior to the BOE meeting there was a public hearing held regarding the Code of Conduct. The Hearing closed at 5:18. There were no public comments.

1. Call to Order/Pledge of Allegiance

President, Lucinda Collier called the meeting to order at 5:19p.m.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the additions to the August 28, 2025 meeting agenda.

The motion was made by Lesley Haffner and seconded by Tina Reed with motion approved 5-0.

Approval of the Agenda:

Motion for approval was made by John Boogaard and seconded by Linda Eygnor with the motion approved 5-0.

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the agenda of August 28, 2025.

2. EXECUTIVE SESSION:

A motion was requested to enter executive session to discuss the employment history of a specific employees.

The motion was made by Tina Reed and seconded by Lesley Haffner with motion approved 5-0.

Time entered: 5:20 p.m.

Return to regular session at 5:45 p.m.

3. Public Access to the Board:

- No one addressed the Board of Education.

4. Consent Agenda:

A motion for approval of the following items as listed under the CONSENT AGENDA is made by John Boogaard and seconded by Lesley Haffner with the motion approved 5-0.

- 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 August 14, 2025.

b. 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.

c. Approve Code of Conduct

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Code of Conduct for the 2025-26 school year.

d. Personnel Items:

1. Letter of Resignation for purpose of Retirement – Cindy O'Dell

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law accepts the resignation, for purpose of retirement, from Cindy O'Dell as Teacher Aide, effective August 26, 2025.

2. Letter of Resignation – Sara Countryman

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 Sara Countryman as School Monitor, effective August 18, 2025.

3. Letter of Resignation – Patrick Purtell

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 Patrick Purtell, as English Teacher, effective August 12, 2025.

4. Letter of Resignation – Becky Frank

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 Teacher Aide from Becky Frank effective with the close of business August 19, 2025.

5. Appoint Teacher Aide – Becky 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 Frank as a Teacher Aide, conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Probationary Period: August 27, 2025-August 26, 2026

Salary: \$16.12/per hour

6. Appoint English Teacher – Shane Amidon

RESOLUTION

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

Certification: English Language Arts, Grades 7-12, Initial
Tenure Area: English
Probationary Period: August 27, 2025-August 26, 2029
Salary: Step A, \$49,514

The expiration date is tentative and conditional only. In order to be eligible for and considered for tenure, the teacher must meet all requirements of the educational law and corresponding regulations.

7. Appoint Music Teacher – Jonathon Jones

RESOLUTION

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

Certification: Music, Initial
Tenure Area: Music
Probationary Period: August 27, 2025-August 26, 2029
Salary: \$85,076 Step: CC

The expiration date is tentative and conditional only. In order to be eligible for and considered for tenure, the teacher must meet all requirements of the educational law and corresponding regulations

8. Permanent Appointment – Misty Chatfield

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 Misty Chatfield as Food Service Helper, effective September 12, 2025.

9. Permanent Appointment – Jacqueline Harris

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 Jacqueline Harris as School Monitor, effective September 10, 2025.

10. Academic and Enrichment Summer Program Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, approves the following individuals to work various summer academic and enrichment programs from July 1, 2025 through August 27, 2025 conditional upon a criminal history record check according to Commissioners Regulation §80-1.11 and Part 87.

Staff	Position	\$/Hr.
Meagan Pentycofe	Grant Program Teacher	\$43.02/hr.
Amy Wiktorowicz	Grant Program Teacher	\$43.02/hr.
Kailea Nelson	Grant Program Teacher	\$43.02/hr.
Brittany Wright	Grant Program Teacher	\$43.02/hr.

11. 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 2025-2026 school year conditional upon a criminal history record check

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

Staff	Position	\$/Hr.
Christy Gimsley	Grant Program Teacher Aide	\$18.57/hr.
Sarah Vanderlinde	Grant Program Teacher Aide	\$19.66/hr.

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 2025-26 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
Girls Volleyball Coach	JV	Kurt Laird	4	25	\$4,566
Boys Volleyball Coach	JV	Egor Golubchikov	1	1	\$2,766
Girls Soccer Volunteer Assistant Coach	JV& V	Sarah Lynn			Volunteer

13. Co-Curricular Appointments

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law, appoints the following individuals to fill co-curricular positions for the 2025-26 school year.

Name	Bldg.	Title	Step	Year	Salary
Ann Mathews		Athletic Event Staff			Per NRWTA contract
David Hahn		Athletic Event Staff			Per NRWTA contract
Caroline Strub		Athletic Event Staff			Per NRWTA contract

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 2025-2026 school year.

Melissa Arthur
Jessica Whitcomb
Heather Luther

Tosha Youngman
Catherine Shue
Charles Drollett

Shawn Youngman
Mary Ann Giebner

Christie Bradford
Nikole Smith

Additions to the Agenda:

A motion for approval of the items as listed under the ADDITIONS TO THE AGENDA is made by Linda Eygnor and seconded by Tina Reed with the motion approved 5-0.

a. Approve Athletic Code of Conduct

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent of Schools and pursuant to Education Law approves the Athletic Code of Conduct for the 2025-2026 school year.

b. Appoint Long Term Substitute Teacher – Hester Griffith

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 Hester Griffith as a Long-Term Substitute Teacher conditional upon a criminal history record check according to Commissioners Regulation §80 1.11 and Part 87 as follows:

Certification: English Language Arts 7-12, Initial

Appointment Dates: Approximately September 2, 2025-June 30, 2026

Salary: \$49,514 Step A

Good News:

Board Member Requests/Comments/Discussion:

- New Teacher Orientation/Opening Days
- New Cell Phone Policy

Informational Items:

- Claims Auditor Reports

Adjournment:

A motion was requested to adjourn the regular meeting.

Motion for approval was made by Tina Reed and seconded by John Boogaard with motion approved 5-0.

Time adjourned: 5:56p.m.

Tina St. John, Clerk of the Board of Education

NORTH ROSE WOLCOTT CENTRAL SCHOOL DISTRICT
DISTRICT-WIDE SAFETY PLAN

**North Rose-Wolcott Central School District
District-Wide
School Safety Plan
(S.A.V.E. Legislation)**

2025-2026

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Introduction

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Board of Education appointed a District-wide School Safety Committee, comprised of representatives of the administrators, faculty, staff, parents, and school safety personnel to develop the plan. It is a general overview of the Building-Level Emergency Response Plan (ERP) which is in place to guide staff and students of the North Rose-Wolcott Central School District when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures.

Building-Level ERPs have been developed to comply with Project Save to establish specific emergency response plans for each school building. These Building-Level ERPs provide detailed response procedures for each school building within the North Rose-Wolcott Central School District. In contrast to this plan, which is accessible to the public, the Building-Level ERPs are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building-Level ERPs provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods and may present highly dangerous situations or mere inconveniences. In an emergency situation, NRWCS D priorities are first the protection of life, then preservation of property, and restoration to normal activities. This plan and the Building-Level ERPs describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District Officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this plan and the applicable school Building-Level ERP in a manner that will minimize loss of life, personal injury and property damage.

The Superintendent is the individual in charge (Chief Emergency Officer). In his absence, the responsibility will go to the Assistant Superintendent for Instruction and School Improvement. When the individual-in-charge has been notified that an emergency exists, he will serve as “Incident Commander”, activate the appropriate procedures, direct the emergency response actions and serve as part of a unified command system with emergency responders, as applicable. If the Superintendent is not available, the Assistant Superintendent for Instruction and School Improvement would serve in this role. The Building Principal will assume this role until the Superintendent or Assistant Superintendent for Instruction and School Improvement is notified and arrives on the scene.

Section I-Planning

1. Purpose

As stated in the introduction, the North Rose-Wolcott District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the North Rose-Wolcott School District Board of Education, the Superintendent of North Rose-Wolcott School District charged the Board Appointed District-wide School Safety Team with the development and maintenance of the District-wide School Safety Plan.

2. Identification of the District Safety Team

The North Rose-Wolcott School District's Board of Education has appointed a District-wide School Safety Team consisting of, but not limited to teachers, administrators, parents, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are included in the chart on the following page:

District Safety Team

Name	Affiliation
Felicia Stevens	School Resource Officer
Sgt Zack Aunkst	Wayne County Sheriff's Office
Michael Pullen	Superintendent of Schools
Megan Paliotti	Assistant Superintendent of Instruction and School Improvement
Andrew DiBlasi	Business Operations and Finance
Amanda Hogan	District Public Relations
Jeremy Sebastiano	Director of Maintenance and Operations
Marc Blankenberg	Director of Health, Physical Education & Athletics
Chelsea Eaton	Director of Special Education/ Pupil Personnel Services

Lisa Brower	Coordinator of Network and Technology Services
Rita Lopez	School Lunch Manager
Bill Pinkerton	Transportation Supervisor
Mark Mathews	Principal of Cougar Ops
Nicole Sinclair	HS Principal
Lisa Visalli	HS Assistant Principal
Sara Casini	HS Staff Member
Rebecca Kandt	HS Staff Member
Crystal Rupp	MS Principal
Joe Canori	MS Assistant Principal
Colleen Barron	MS Staff Member
Karen Haak	Elementary Principal
Ben Stopka	Elementary Assistant Principal
Kathryn Nash	NRWE Staff Member
Travis Kerr	Board of Education Member
Marcie Stiner	BOCES-Health & Safety
Rob Anderson	Insurance Agent
David Hahn	MS After School
Patricia Weber	ES After School
Gino Pirozzolo	Child & Youth Single Point of Access Coordinator
Jennifer Searles	Child & Youth Single Point of Access Coordinator

3. Operations

The District-wide School Safety Plan is directly linked to the individual Building-Level ERPs for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-Level ERPs.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team, and what processes are in place to notify the district.

Upon activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will also be notified. County and State resources could supplement the districts efforts through existing protocols.

4. Plan Review

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the District Office.

Section II-Risk Prevention and Intervention

1. Strategies

The North Rose-Wolcott School District has policies and procedures in place for reducing the risk of violence. The district has implemented programs and activities for prevention of violence and training and drills (response to) in the event of a violent incident or other school emergency.

The policies and procedures are outlined in the North Rose-Wolcott School District Policy Manual.

The programs and activities the school district has in place include but are not limited to Peer-Mentor Programming, Conflict Resolution Peer Groups, Restorative Practices, Reporting System for Harassment and Bullying (DASA) and the Safe Schools Helpline.

Live drills (training) are executed within each building and include: Go-home-early, Lockdown, Lockout, Shelter-in-Place, Hold-in-Place, and Evacuation.

2. Early Detection of Potentially Violent Behaviors

Dissemination of informative materials regarding early detection of potentially violent behaviors will be shared as part of the building response to both District-Level and Building-Level Multi-tiered System of Support (MTSS) meetings. The District will provide programs and staff training in identifying early warning signs, intervention/prevention strategies and development of violence prevention instruction in an on-going manner.

3. Suspicious Individual Protocol

It shall be the policy of the district that the reporting of any and all activities or individuals which raise suspicion shall be encouraged and sought after. The District will provide readily available processes for reporting such behaviors including but not limited to ease of access to the School Resource Officer, a reporting form, and open lines of communication to Building and District Administrators.

4. Hazard Identification

Potential sites of emergency within the District have been identified as; High School building and grounds and/or adjacent properties to, Middle School building and grounds (including Building and Grounds physical structure) and/or adjacent properties to, and Elementary School building and grounds (including Transportation building) and/or adjacent properties to, inclusive of the building grounds would be athletic fields, playgrounds, parking lots etc.

Section III-Response

1. Notification and Activation

The appropriate emergency response agency will be contacted in the event of a violent incident/emergency. Local law enforcement and emergency agencies and contact information are listed in each Building-Level ERP. The School Incident Command System is in place to provide effective direction, control and coordination during an incident.

Notification of district personnel in the event of a violent incident/emergency could take place in any of the following forms of communication: Telephone, Email, Intercom or alternate as appropriate.

Notification of district students will be situational and will take place via Intercom.

Notification of parents will be via an automated notification system.

2. Situational Responses

The Building-Level ERP is created to best prepare each building for any potential violent incident/emergency. The district uses five emergency response procedures in responding to various situations. The five procedures are; Lockdown, Lockout, Shelter-In-Place, Hold-In-Place, and Evacuation. These procedures are outlined in the Building-Level ERP and could be used in any of the following situations: Threats of Violence, Intruder, Hostage, Bomb Threat, Weather Related, Hazardous Material, Biological, Gas Leak, Epidemic.

Using the Incident Command System, the Incident Commander would make a decision on which of the district emergency procedure(s) would be used in any given situation. The steps of each procedure are also listed in the Building-Level ERP.

Emergency assistance from the Local Government is a critical part of the Building-Level ERP. Emergency contacts are listed in the Building-Level ERP.

3. Reporting School Closures

Whenever a school building must close due to the activation of its Emergency Response Plan or building – Level school safety plan a report of school closure, and a corresponding report of school re-opening, must be submitted to the Commissioner of Education.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence.

A copy of Emergency Remote Instruction Plan can be found on the link below:

[Emergency Remote Instruction Plan](#)

Section IV-Recovery

1. District Support for Buildings

The district will use its resources to support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s). Access to community resources will also be relied upon in the recovery phase.

2. Disaster Mental Health Services

The district will assist in the coordination of disaster mental health resources, in support of the Post-Incident Response Teams, in the affected school(s). This would include securing services for both the victim(s) and those responsible for an incident.

The district will evaluate the current plan as a result of post-incident (or drilling) debriefs. Development of additional strategies, such as school safety team training in crisis management and development of post-crisis procedures to restore safe school environments will be continuous.

Building Emergency Response Plan Elements

A-Concept of Operations

Included in the Building-Level ERP is a Concept of Operations section which makes clear the overall strategy of a School ERP is to: Execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

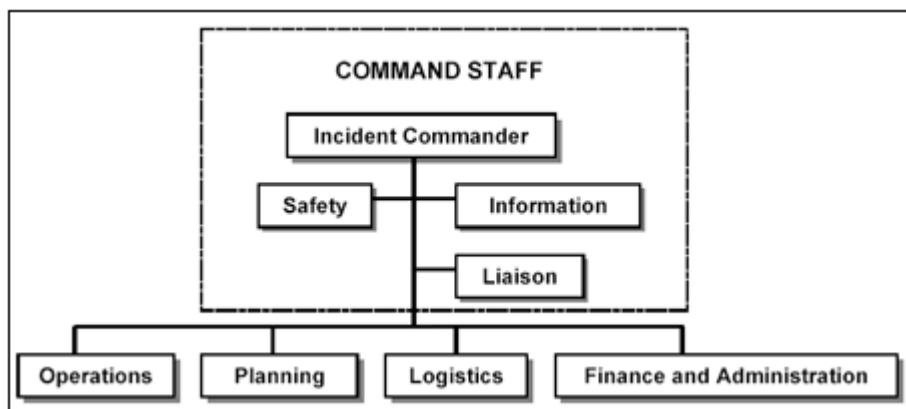
B-Organization and Assignment of Responsibilities

Included in the Building-Level ERP is an Organization and Assignment of Responsibilities section which describes how the Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles are pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

C-Direction, Control, and Coordination

Included in the Building-Level ERP is a Direction, Control and Coordination section which provides for effective direction, control and coordination during an incident, and where the School Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

Staff members are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



Roles of each position:

The **Incident Commander (IC)** is responsible for all aspects of the response, including developing incident objectives and managing all incident operations.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staff, these responsibilities remain with the IC. Some of the more complex responsibilities include:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.
- Ensure adequate health and safety measures are in place.

The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The IC/UC remains responsible for these activities or may assign individuals to carry out these responsibilities and report directly to the IC/UC.

- The **Information Officer's** role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.
- The **Liaison Officer's** role is to serve as the point of contact for assisting and coordinating activities between the IC/UC and various agencies and groups. This may include

local government officials, and criminal investigation organizations and investigators arriving on the scene.

- The **Safety Officer's** role is to develop and recommend measures to the IC/UC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

The **General Staff** includes Operations, Planning, Logistics, and Finance/Administrative responsibilities. These responsibilities remain with the IC until they are assigned to another individual. When the Operations, Planning, Logistics or Finance/Administrative responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

- The **Operations** Staff is responsible for all operations directly applicable to the primary mission of the response.
- The **Planning** Staff is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans (IAP's).
- The **Logistics** Staff is responsible for providing facilities, services, and materials for the incident response.
- The **Finance and Administrative** Staff is responsible for all financial, administrative, and cost analysis aspects of the incident.

D-Information Collection, Analysis, and Dissemination

Included in the Building-Level ERP is an Information, Analysis, and Dissemination section which outlines how the school will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school may assign administrative staff to monitor the incident and collect information to pass along to emergency personnel. This information will be analyzed and shared with the Incident Commander as well.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

E-Training and Exercise

Included in the Building-Level ERP is a Training and Exercise section which outlines the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur;

Trainings

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – delivered at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov, or by contacting your local emergency management agency.
- Annual training
- Review ERP with staff
- Conduct full staff briefings on roles to perform during an emergency
- Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
- Conduct student briefings on roles they perform during an emergency

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- **Section 807** of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction shall be in the form of drills or rapid dismissals. The District shall conduct a minimum of 12 drills each school year, 4 of which must be lockdown drills.
- **8 NYCRR Section 155.17 (e)(3)** - each Building-Level ERP shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

F-Administration, Finance, and Logistics

Included in the Building-Level ERP is an Administration, Finance and Logistics section which if school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials.

Documentation

The Incident Commander will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be maintained and protected.

G-Authorities and References

Included in the Building-Level ERP is an Authorities and References section which outlines State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS).
- New York State Executive Order 26.1 (2006) established ICS as the state's standard command and control system that will be utilized during emergency operations.

- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

H- Crime Scene Management

Included in the Building-Level ERP is a Crime Scene Management section which outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in [8 NYCRR Section 155.17 \(e\)\(2\)\(viii\)](#).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

RESPOND steps in the management of a crime scene are Respond, Evaluate, Secure, Protect, Observe, Notify, and Document.

I-Communications

Included in the Building-Level ERP is a Communications section which discusses communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders, required under [8 NYCRR Section 155.17 \(e\)\(2\) \(iv\)](#), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation ([8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#)).

The School ERP includes procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, are developed and made available in advance of an incident.

Templates for statements/press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by Superintendent and located in the District Office (unless the incident occurs in the HS building and this building is not available) then the statements would be made in another building as deemed appropriate by the Superintendent.

J- Medical and Mental Health Emergency

Included in the Building-Level ERP is a Medical and Health Emergency section which describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools will coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. [8 NYCRR Section 155.17 \(e\)\(2\)\(vi\)](#) requires the coordination of the ERP with

the statewide plan for disaster mental health services. The details of how this coordination is accomplished is documented in the Building-Level ERP.

K-Accounting for all Persons

Included in the Building-Level ERP is an Accounting for all Persons section, which focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

L-Reunification

Included in the Building-Level ERP is the Reunification section, which details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

M-Continuity of Operations Plan

Included in the Building-Level ERP is a Continuity of Operations section, which describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Claims Audit Report NRW CSD Warrant 0018

8/28/2025

Summary of findings:

I checked all transactions in Warrant 0018 dated 8/27/2025 and had no findings.

August 27, 2025
11:59:50 am

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2026

Warrant: 0018-Payables 08/27/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					105.99	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					105.99	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					105.99	
Net Disbursement by Fund - All Payments						

Fund Summary						
A					\$	105.99
Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions		
LYONS BANK GENERAL F	1 Check (151289)	0	0	1	\$	105.99

I hereby certify that I have audited the claims for the 1 checks and 0 electronic disbursements above, in the total amount of \$ 105.99 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.

8/28/2025 Emily Merry
Date Claims Auditor

Emily Merry
Claims Auditor

Claims Audit Report NRW CSD Warrant 0019

8/29/2025

Summary of findings:

I checked all transactions in Warrant 0019 dated 8/27/2025 and had no findings.

August 27, 2025
12:01:58 pm

North Rose-Wolcott Central School Dist

Page 2

Warrant Report
Fiscal Year: 2026

Warrant: 0019-Payables 08/27/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					643.11	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					643.11	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					643.11	
Net Disbursement by Fund - All Payments						

Fund Summary						
A						\$ 643.11
Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions		
LYONS BANK GENERAL F	1 Check (151250)	0	0	1		\$ 643.11

I hereby certify that I have audited the claims for the 1 checks and 0 electronic disbursements above, in the total amount of \$ 643.11 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.

8/29/25
Date

Emily Merry
Claims Auditor

Emily Merry
Claims Auditor

Claims Audit Report NRW CSD Warrant 0020

8/29/2025

Summary of findings:

I checked all transactions in Warrant 0020 dated 8/29/2025 and had no findings.

August 29, 2025
08:01:04 am

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2026

Warrant: 0020-Payables 08/29/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					308.99	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					308.99	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					308.99	
Net Disbursement by Fund - All Payments						

Fund Summary						
A						\$ 308.99
Bank Account Summary	Computer Checks	Cash Replacement	EFT's	Transactions		
LYONS BANK GENERAL F	1 Check (151291)	0	0	1		\$ 308.99

I hereby certify that I have audited the claims for the 1 checks and 0 electronic disbursements above, in the total amount of \$ 308.99 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.

8/29/2025
Date
Emily J. Merry
Claims Auditor

Emily Merry
Claims Auditor

Claims Audit Report NRW CSD Warrant 0021

8/29/2025

Summary of findings:

I checked all transactions in Warrant 0021 dated 8/29/2025 and had the following findings

1. PO 26-00412 Dynamic Saw: The PO is dated 8/21/2025. Invoice 94358 is dated 8/19/2025.
2. PO 26-00415 First Choice Electric Supply, INC: The PO is dated 8/27/2025. Invoice 1003108-1 is dated 7/24/2025.
3. PO 26-00404 License Monitor: The PO is dated 8/21/2025. Invoice 086133 is dated 8/1/2025 and marked received 8/8/2025.
4. PO 26-00081: NYSPHSAA, Inc: The PO is dated 7/10/2025. Invoices D21964 is dated 7/1/2025.
5. PO 26-00393 Stark Tech Services, LLC: The PO is dated 8/21/2025. Invoice 10022500 is dated 8/19/2025.

August 29, 2025
11:50:00 am

North Rose-Wolcott Central School Dist

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Warrant Report
Fiscal Year: 2026

Warrant: 0021-Payables 08/29/25

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Date
Total for assigned computer checks					135,336.60	
Total for unassigned payments					0.00	
Total for manual checks					0.00	
Total for electronic transfers (manual)					0.00	
Certified warrant amount					135,336.60	
Total of credits associated with cash replacement checks issued					0.00	
Total for Warrant Report					135,336.60	
Net Disbursement by Fund - All Payments						

Fund Summary						\$ 72,000.55
A						281.90
C						13,962.05
F						49,092.10
H						
Total for All Funds						\$ 135,336.60
Bank Account Summary						
Computer Checks		Cash Replacement	EFT's	Transactions		
LYONS BANK GENERAL F		42 Checks (151292-151333)	0	50		\$ 72,000.55
LYONS BANK SCHOOL LU		2 Checks (013442-013443)	0	2		281.90
LYONS BANK SPECIAL A		4 Checks (003488-003471)	0	4		13,962.05
H-CAPITAL FUND CHEC		1 Check (001114)	0	1		49,092.10
Total for All Computer Checks						\$ 135,336.60

I hereby certify that I have audited the claims for the 49 checks and 0 electronic disbursements above, in the total amount of \$ 135,336.60. 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.

8/29/2025
Date

Claims Auditor

Emily Merry
Claims Auditor