

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: April 27, 2005
TIME: 7:30 p.m.
PLACE: District Office

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- Call to Order /Pledge of Allegiance
- 7:30 Approval of Agenda/Approval of Minutes ([March 24](#) and [April 4](#)) Att. 1
- 7:35 Public Comment
- 7:40 Board Member Comments
- 7:45 Board President's Comments
- 7:50 Action Item Report
- 7:55 Superintendent's Report:
1. MS Goals Report
 2. CSEA Contract Discussion
 3. Board Retreat
 4. Student Questions
- 8:45 Break
- 8:50 Board Action Items:
1. [Personnel](#) Action Att. 2
 2. CSE Action Att. 3
 3. Adopt [CSEA](#) Contract Att. 4
 3. [Consensus](#) Agenda: Att. 5
 1. Accept Treasurer's Report
 2. BOCES Administrative Budget & Board Member Vote
 3. Adopt 2005-06 School Calendar
 4. Approve Budget Transfer
 5. Approve Health Contracts
 6. Award Bids
 7. Approve Change Order
- 8:50 [Policy](#) – Second Reading Att. 6
- Public Comment/Board Comments
- 9:00 Adjournment

Next Meeting: May 5, 2005 – Budget Hearing 7:00 p.m. District Office Conference Room

District Mission Statement

Based on the belief that all students can learn, the staff of the Wayne Central School District accepts the responsibility to teach all students, regardless of differences, the fundamental skills. We further accept the responsibility to challenge all students to attain higher levels of achievement. Wayne Central will provide the opportunity, environment, and encouragement to meet this goal while developing the whole child, physically, socially, emotionally, and culturally.

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES

UNOFFICIAL UNTIL APPROVED

DATE: Thursday, March 24, 2005
TYPE: Regular Business Meeting

TIME: 6:00 p.m.
PLACE: Freewill Elementary School

PRESENT: Trustees Brunner, Diller (arrived @ 6:07 p.m.), Lyke, Robusto, Schultz, Triou, Wyse; District Clerk Switzer; Administrators Havens, Armitage, Pirozzolo, La Ruche, Siracuse, Cox, Atseff, Spring, Blankenberg, Green

ABSENT: Trustees Griswold & Johnson

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

I. **CALL TO ORDER:** 6:00 p.m. by John D. Triou, School Board President

II. **WORKSHOP SESSION** • Discussion With Independent Auditor

Mr. Triou noted that this portion of the business meeting is designated as a workshop session for the purpose of review and discussion of topics with Raymond P. Wager, the district's independent auditor.

Mr. Havens reviewed the history of tax levy increases over the past five (5) years and Mr. Atseff reviewed the projected and actual revenues and the level of unexpended funds in each of those years. He noted that unexpended funds not budgeted as fund balance for the subsequent fiscal year are available to allocate to varied reserve funds and that Mr. Wager is here this evening to review the use of reserve funds and discuss long-range financial planning.

(Mrs. Diller entered the meeting @ 6:07 p.m.)

Mr. Wager opened his remarks with a reminder to trustees of the importance of adhering to a long-range fiscal strategy to the success of the annual operating budget. He noted that the Board of Education has varied options for allocation of unexpended funds at the conclusion of each fiscal year to offset the impact of specific expenses on the annual property tax levy and operating budget.

He noted that the school district presently has the following reserve funds in place:

Capital Reserve Fund: This reserve fund is designed to set aside funds for future capital improvements of school facilities. The present balance of the fund is \$567,000.

Mrs. Lyke asked if voter approval is required to use the monies in this reserve fund: Mr. Wager stated that voters must approve the fund and the maximum amount allowed. Mr. Havens stated that the maximum amount of the fund is presently set at \$5 million.

Mr. Wyse asked if the Board of Education can seek voter approval to use funds in the capital reserve fund for items created in a prior capital project. Mr. Wager reviewed the definition of items eligible for use in a capital reserve fund, with voter approval.

Mrs. Lyke asked when the voters of the district authorized the \$5 million ceiling for this reserve fund; Mr. Havens stated that it was set at the annual school election in 2004.

Mr. Schultz asked how a capital reserve fund works; Mr. Wager provided an explanation. He noted that a Board of Education could establish multiple capital reserve funds if approved by voters.

Mr. Robusto asked if the allowable use of a capital reserve fund is solely for capital projects. Mr. Wager stated that was correct. He further clarified that the purpose and amount of the fund requires voter approval. He added that the Board of Education can allocate monies to the capital reserve fund on their own motion if unexpended funds are available but it can never exceed the total maximum amount of the fund approved by voters of the school district.

Mrs. Brunner asked what term is recommended for long-range planning in use of reserve funds. Mr. Wager stated that a term of three (3) to five (5) years is recommended.

Mr. Havens cited the future potential for adding space to Ontario Primary School to serve students in grades K to 5 and retiring the use of Ontario Elementary School for non-student use as an example of long-term financial planning and use of reserve funds to offset any additional property tax levy.

Mrs. Lyke asked if the Board of Education could have established a similar reserve fund in prior years to provide funding for the employer share of contributions to employee retirement systems to avoid variations in cost, and budget impact, in subsequent years.

Mr. Wager stated that there was not authorization for a retirement reserve fund until last year when state laws were enacted to allow governmental agencies to help cushion the blow from increases in costs to them for the NYS Employee Retirement System (for non-teaching employees), only. Previously, the Board of Education could only have placed unexpended funds in a liability reserve fund.

School Bus Purchase Reserve Fund: With approval of the voters of the district, the Board of Education can establish this reserve fund to set aside funds for future purchase of school busses. It is funded by allocation of unexpended funds by the Board of Education, by state aid received for purchase of school busses and by revenue from sale of surplus school busses. Use of monies in the fund and the maximum amount of the fund requires the approval of voters of the school district.

Insurance Reserve Fund: This reserve fund is established for deposit of available funds to pay for loss not covered by insurance policies. In terms of financial planning, the Board of Education could increase in the deductible amount of insurance policies and reduce the allocation for insurance expense in the general operating budget and pay district costs from the insurance reserve fund.

Mr. Robusto asked what kind of insurance coverage an insurance reserve fund could purchase; Mr. Wager stated it could pay for property casualty insurance.

Liability Reserve Fund: This reserve fund is established for payment of any issues related to employees such as legal fees; the current balance in this fund is \$431,000.

Mr. Robusto asked if these reserve funds could pay for salaries of staff members who are on a paid leave of absence. Mr. Wager stated that the use of these funds is allowed for anything except for purchase of computer equipment.

Unemployment Insurance Reserve Fund: This reserve fund is established to pay claims against the school district for unemployment insurance. The present amount is \$74,000.

Mr. Robusto asked if the school board is self-insured for this fund; Mr. Wager stated it is.

Mr. Schultz asked for clarification on approvals for use of the reserve funds. Mr. Wager stated that the liability reserve, insurance reserve and unemployment reserve funds only require action by the Board of Education for creation and for use. They do not require voter approval for use.

Mr. Robusto asked what maximum amount is allowed for the school bus purchase reserve fund and how those funds are used. Mrs. Lyke asked what the term of the school bus purchase reserve fund is. Mr. Atseff stated that the maximum amount and the term of the fund is set by voter approval; the maximum amount of the fund is presently \$4 million with a three-year term.

Employee Retirement System Contribution Reserve Fund: This reserve fund was established by the state legislature in 2004 to allow the state, counties, towns, and villages to set aside funds for their obligations for retirement incentives for members of the NYS Employees Retirement System (ERS). There is no limit on the amount that this reserve fund could contain and use would occur after public hearing by the respective legislative board.

Mr. Robusto asked if it is considered as a “savings account” for future use, as needed. Mr. Wager stated that was correct. He added that the law allows use of this fund only for members of the NYS Employees Retirement System (ERS) but not for members of the NYS Teachers’ Retirement System (TRS). Since the use of monies deposited in this reserve fund is for a specific purpose, he does not advise allocating a large amount of unexpended balance to such a reserve fund.

Retirement Incentive Reserve Fund: This fund allows the Board of Education to set aside funds for payment of retirement incentives to staff members who are eligible to retire through the NYS Employees Retirement System (ERS) that covers non-teaching employees. The amount of the fund is based on estimated future costs for such expenses and allows the Board of Education to meet those obligations without additional costs to the operating budget.

Mr. Triou asked if the fund must include monies for specific employees; Mr. Wager stated that was correct.

Mrs. Lyke asked how far ahead the Board of Education can project staff retirement expenses. Mr. Wager stated that the collective bargaining agreement will provide direction in terms of the amount of an incentive and age eligibility which would determine those factors.

Mr. Robusto suggested that the Board of Education review a three (3) to five (5) year forecast of the staff members eligible for incentives when they consider the amount of such a reserve fund. Mr. Havens stated that he does plan to include projections for retirement incentive and pension contributions in the long-range financial plan for consideration by the Board of Education of the allocation of any unspent funds at the end of the fiscal year.

Mr. Robusto asked if the long-range financial plan would also include student enrollment projections. Mr. Havens stated such projections are included as they relate to space and staff planning.

Employee Retirement Benefits Reserve Fund: This reserve fund is new in the past five (5) years and allows a school district to set aside funds for local retirement incentives of employees. The Board of Education must specifically identify the employee(s) who would retire

and the amount of bonus or incentive that each employee is eligible. Payment of those benefits from such a reserve fund removes the expense from the operating budget.

Mr. Robusto asked how this reserve fund differs from the NYD Employee Retirement System benefit reserve fund. Mr. Wager noted that the employee retirement system reserve fund allows the Board of Education to set aside funds for their annual share of pension contributions for staff members who are members of the NYS Employees Retirement System (ERS). The retirement benefits reserve fund allows the Board of Education to set aside funds for future retirement bonus or incentive payments set forth in the local collective bargaining agreement.

Mrs. Lyke noted that this would allow the Board of Education to plan ahead and set aside for incentive or bonus payments for employees if such were part of a collective bargaining agreement and remove such costs from the general operating budget in the year(s) when those persons retire and become eligible for the incentive or bonus.

Mr. Havens noted that the school district would project the individual employees who are eligible for the bonus or incentive and set aside funds specifically for those payments.

Mr. Wager noted that the amount of the reserve fund would fluctuate as the specific persons who are eligible do retire or additional persons are deemed eligible to retire.

Mr. Triou asked for clarification on the benefits for persons who retire at age 55; Mr. Havens provided details.

Mrs. Lyke noted that the terms of the collective bargaining are predictable and the school district can plan ahead.

Mr. Schultz noted that local management and funding of such a fund is a positive factor.

Mr. Robusto asked if the Board of Education is limited by law on the number and amounts of reserve funds it can establish or maintain.

Mr. Wager stated that the reserve funds as reviewed, supra, are the only ones that the Board of Education is allowed to maintain and that maximum amounts of each are established by voter approval or school board resolution, depending on the regulations for each fund.

Mr. Robusto noted that the recently approved agreement for a P.I.L.O.T. tax payment with Constellation – Ginna will provide additional revenues of appx. \$2 million for the school district. Mrs. Brunner asked which reserves Mr. Wager would recommend for use of those additional revenues.

Tax Certiorari Reserve Fund: This fund allows the Board of Education to set aside funds for settlement of any claims from taxpayers who seek reduction of the taxable assessed valuation of their property. Mr. Wager noted that school districts can only allocate funds to this reserve fund equal to the amount of a refund a specific taxpayer may receive if their claim were approved. It may also allocate a minimum amount to avoid having to allocate funds in the operating budget in a single year, and raising taxes, when an unexpected claim is filed.

Mr. Robusto noted that several certiorari proceedings could occur in a single year and asked how forecasting is made for pending claims. Mr. Wager stated that the reserve fund is limited to the maximum exposure to settlements based on claims for same actually filed.

Mr. Wager noted that this fund operates in a similar manner to the NYS Employee Retirement System (ERS) reserve fund where the amount of the fund changes as new persons are eligible or payments are made. The annual operating budget is the only possible source of income for this reserve fund and the life of the fund can not exceed four (4) years without review of outstanding claims by the Board of Education.

Mr. Robusto asked if the Board of Education can establish this reserve fund based on future claims that are expected but not filed. Mr. Wager noted that the school board can not establish this fund unless one or more claims are on file and such a reserve fund is most often used when large claims are received.

Mr. Atseff noted that if the agreement with Constellation Ginna had not occurred, this fund would have provided an option for trustees to set aside funds for a future claim.

Long-Range Financial Planning

Mr. Wager stated that he has met with Mr. Havens and Mr. Atseff to review the district's long-range financial plans. He noted that a large component of such a plan is to identify priorities for uses of available revenues (e.g. offset tax levy increases, provide for capital improvements). When those priorities are determined, the Board of Education would establish the amount and term of reserve funds as outlined earlier this evening.

Mr. Robusto asked if the term of long-range financial plans is three (3) to five (5) years. Mr. Wager stated that plans that extend for three (3) to five (5) years are most common and allow the Board of Education to determine which reserve funds to create and when to allocate available funds based on projected needs. It also allows the Board of Education to determine if any reserve funds are under funded.

Mr. Wager suggested that the Board of Education carefully consider the amount available in the unemployment insurance reserve fund based on past experience and possible future uses; he recommended an increase of \$150,000 in that reserve fund.

Mr. Robusto asked where the reserve funds are held; Mr. Atseff provided details.

Mrs. Brunner asked if there are any restraints on possible use of interest earned on a reserve fund. Mr. Wager stated that any interest earned must remain with the individual reserve fund. He added that a benchmark for the Board of Education is to cover expenses from a reserve fund from the interest accrued by the fund.

Mr. Schultz asked what reserve funds other than the capital reserve fund have no limit on the amount of earnings on the principal amount. Mr. Wager provided details.

Mr. Wyse noted the future importance that adequate funding levels are maintained in reserve funds, especially the capital reserve fund.

Mr. Robusto asked if the liability insurance reserve fund could be used to pay for the student accident insurance policy. Mr. Wager stated that is an allowable use of an insurance reserve fund; he advised that the Board of Education consider the school district's past loss experience record prior to such uses.

Mr. Wager commented noted that current funding levels of the liability insurance reserve fund and capital reserve fund are adequate.

He noted that the unemployment insurance reserve fund does not have a specific time frame assigned to it. The capital reserve fund and school bus purchase reserve fund, however, do have fixed terms as approved by voters. He reviewed state regulations on the term of reserve funds.

Mr. Robusto asked if the capital reserve funds are lost if they are not expended within the fixed term. Mr. Wager reviewed details for use of the funds.

Mr. Robusto noted the possibility of incorrect perceptions if the allocation of funds to the capital reserve fund is too large. Mr. Wager stated that a term of three (3) to five (5) years is the most often used and recommend time period for the reserve funds.

Mr. Triou asked what happens to any unspent monies in a reserve fund that expires or is not re-approved by voters. Mr. Havens noted re-allocation of such funds could occur into other reserve funds in place (e.g. liability, capital reserve)

Mr. Schultz asked if the decisions by the Board of Education on reserve funds fall into the same category as decisions made on the annual operating budget. Mr. Havens noted that decisions on reserve funds are made in July and August after the end of the fiscal year (June 30th) and the final amount of unspent funds is determined.

Appropriated Fund Balance

Mr. Wager noted that the fund balance represents unspent funds at the end of the fiscal year which the Board of Education has planned on using as revenue in the next school year. The exact amount is set when the tax levy is determined in August.

Since the source of this revenue is from unspent monies in a given fiscal year, and is intended to reduce the property tax levy, it is advisable to designate a low amount to prevent the need for a property tax increase to maintain the amount when the unspent funds are less than anticipated.

Mrs. Brunner asked why the amount that school districts are allowed to maintain as a fund balance is not as open-ended as the amount allowed for towns and counties. Mr. Wager noted that state law designates the amounts; school districts are presently allowed to maintain two per cent (2%) or less of the total budget as a fund balance. Through the use of reserve funds, however, the school board can work effectively with unspent funds and diminish the impact on operating budgets and the property tax levy.

Mr. Triou thanked Mr. Wager for his visit and his insight into topics discussed this evening.

III. RECESS: 7:00 p.m.

Trustees and school personnel visited the student exhibits at the science fair at Freewill Elementary School.

IV. RECONVENE: 7:30 p.m.

V. PLEDGE OF ALLEGIANCE

VI. APPROVAL OF AGENDA & MINUTES (March 10, 2005)

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of March 10, 2005, both as presented. 5 Ayes, 0 Nays, 2 Abstentions (Mrs. Diller, Mr. Wyse), 2 Absent (Mr. Griswold Mr. Johnson), Carried.

A. VII. PUBLIC COMMENT

Mr. Triou stated that public comment is some of the most valuable time spent by trustees who appreciate input from speakers. While immediate responses are not always possible, follow-up will occur if needed. He asked speakers to confine their remarks to five (5) minutes. Persons wishing to speak should first be recognized by the school board president, then identify themselves, any organization they may be representing at the meeting, and the agenda topic.

- A. Craig Litt, 1042 Ridge Road, Ontario, offered a comment and a question for the Board of Education. He noted that school taxes doubled last year and are projected to increase, although slightly, for next year. He asked what he as a taxpayer and our students are receiving for their taxes. He asked what factors resulted in the projected increase in the property tax levy for 2005-2006 despite the appx. 30% increase in total assessed value. Mr. Havens was asked to provide a written response to Mr. Litt.
- B. Mr. Litt, supra, asked what efforts the Board of Education is taking to reduce the property tax burden and if it has considered any potential consolidation of services with neighboring school districts or to lease versus purchase of school busses.

VIII. BOARD MEMBER COMMENTS

- A. Mr. Wyse expressed **thanks** for the condolences to him and his family on the recent demise of his father.
- B. Mrs. Lyke extended **compliments** to Mr. Armocida and the middle school staff for the recent induction ceremony and event for the National Junior Honor Society.
- C. Mrs. Lyke encouraged trustees to attend the **leadership seminar** on 21st century learners set for April 2nd at Manchester-Shortsville (Red Jacket) High School by the Four County School Boards Association and Wayne-Finger Lakes Board of Cooperative Educational Services. Guest speakers will include NYS Education Commissioner Richard Mills and federal education leaders.

IX. BOARD PRESIDENT'S COMMENTS

- A. Mr. Triou extended condolences to family of retiree Mary Johns who served our students as a school bus driver for 27 years.

X. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS

- A. Mr. Havens noted in response to a student question at the prior meeting that a committee of two (2) students, two (2) parents and two (2) administrators is working on revisions to the **high school's dress code**.
- B. Mr. Havens noted in response to a student question at the prior meeting on **nutritional features of school lunches** that a committee of parents, students and staff members is forming to review the topic.

XI. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. LEADERSHIP SEMINAR – 21st CENTURY SCHOOLS

Mr. Havens noted the members of the district's model school's team will attend the leadership seminar noted by Mrs. Lyke.

B. INTERIM HIGH SCHOOL PRINCIPAL

Mr. Havens noted that he has named Mr. Spring, assistant superintendent for instruction, to assume additional duties as *interim high school principal*. It appears that he is enjoying working with staff and students each day.

C. RECOGNITION OF WRESTLERS • SECTION V HONORS

Mr. Havens introduced Mr. Blankenberg, director of athletics and physical education, to review athletic achievements and accomplishments.

Mr. Blankenberg introduced the four athletes, senior Grant Gurnett, Scott Prinsen, Brett Klem and Jake Zaborowski, who earned Section V championship rankings for wrestling and reviewed highlights of the wrestling team's 13-1 season. He thanked the booster club, the buildings and grounds staff and fans for their support. He noted that coach Scott Freischlag was named as the Class A Wrestling Coach of the year for the second year in a row and recognized the achievements of indoor track team and the girls' basketball team this year.

Mr. Havens stated that he is very proud of these achievements and invited the athletes present to share their plans following graduation. Jake Zaborowski spoke on behalf of the team to thank the school board, the booster club, the coaches and their parents for their support and encouragement. The wrestlers presented an autographed team photo to each trustee.

Trustees, school officials and guests present offered a round of applause for these student achievements.

D. UPDATE ON EAGLE VENTURES PROGRAM

Mr. Havens introduced Mrs. Kim Sherwin and Mrs. Jody Mutschler to present a review of the Eagle Ventures' program for the Board of Education.

Mrs. Sherwin and Mrs. Mutschler narrated a PowerPoint presentation that outlined the background, successes and long- and short-term goals of the program to assist students who are not successful in a traditional educational setting and to break the cycle of failure for them. Staff members who assist in the program were present and were introduced.

They also read from a letter they sent to TV personality Oprah Winfrey seeking financial support for a new home base for the program when it lost use of the manor house at the nuclear power plant campus due to homeland security reasons.

In the statistics displayed, they noted the reduced drop-out rate (from 80% to 7%), suspension rate (from 100% to 10%) and discipline referrals (from 100% to 15%) and increased graduation rate (from 20% to 86%) among students in grades 7 to 12. They also noted an increase in the success of students in vocational training, in average daily attendance and participation in extra-curricular activities and in parental participation.

The program has received the Harvard-Ratcliffe Award for Educational Innovation (June, 2001), the first for a special education program, and is a model for schools and agencies across the state to meet the special educational needs of students.

They reviewed the challenges faced by the program in obtaining a new “home base” and the importance of a stable and supportive environment for students. After the move from the manor house to the Gates Homestead, both on the nuclear power plant property in Ontario, the program was re-located in December, 2004 to its present setting in several, school-based sites when the Gates Homestead structure failed to meet state and local codes for occupancy. The temporary and scattered locations do not provide the continuity and security of a “home base” for the thirty (30) students they serve.

Using the anonymous example of a student who started in the program in 2000, they showed the impact that the proper intervention and support can have for students who were not otherwise successful due to their disabilities. They also introduced senior Ashley Beckwith who presented a personal testimonial on the importance and value of the program in helping her make positive choices, build her self-confidence, complete high school and pursue a career in nursing.

The presentation also included a comparison of the cost to the school district to provide the educational programs for the students in the Eagle Ventures venue and placements in special programs at locations outside of the school district.

The retail storefront feature of the program will begin as soon as state approval is obtained for the leased space at 2000 Ridge Road in Ontario. It will provide a working classroom for the students to learn marketing and merchandising skills and an outlet for the products they create and produce.

Over the long-term, the teachers noted that they will continue to work on relations with Constellation Energy and to seek legislative or other grant funding to renovate the Gates Homestead or provide an alternate program location.

Mr. Wyse stated that he felt the letter to Oprah Winfrey was a fantastic idea and extended compliments to the staff members, and to their student spokesperson, for their excellent presentation about the Eagle Ventures’ program.

Mr. Havens noted continuing efforts with Constellation Energy, new owner of the power plant, and his meeting with the plant manager, about a possible long-term lease of the Gates’ Homestead and grant funding possibilities by Constellation Energy to cover costs to bring the Gates’ Homestead into compliance for use by staff and students. He noted that the school architect projects a cost of \$265,000 to bring the homestead into compliance for student use.

Mrs. Lyke asked if the vacant barn at the homestead was included in the proposed lease; Mr. Havens stated it was.

Mr. Triou asked if Mr. Havens had explored the potential of power plant employees participating in repairs and renovations at the Gates’ Homestead. Mr. Havens noted that the plant manager preferred not to make any promise she could not deliver.

Mr. Wyse stated that the Gates’ Homestead may qualify for some state grants for historic preservation and suggested that Mr. Havens seek support from town officials for such funding. Mr. Havens stated that he would raise the topic at the joint school and town board meeting on April 4th.

Mr. Havens extended thanks to Miss Beckwith, Mrs. Sherwin, Mrs. Mutschler and the entire Eagle Ventures’ staff for their efforts. He stated that the school district is fortunate to have them working with our students.

E. ACADEMIC REPORT • SECOND QUARTER • 2004-2005 SCHOOL YEAR

Mr. Havens introduced Mr. Laurence Spring, assistant superintendent for instruction, to present the academic report for the second quarter of the 2004-2005 school year.

Mr. Spring distributed a copy of the report for the second quarter (20 weeks) and noted that math and literacy continue as the major focus for all children. (copy filed in clerk's agenda file)

He shared graphic illustrations of achievement among elementary, middle and high school students in this year and last year. He noted that the full day kindergarten program continues to exceed expectations and the higher standard for math and student literacy is in place in the fourth grade.

Mr. Spring also noted the excellence in science programs, including the science fair trustees visited earlier this evening, and the sustained record of achievement at regional and state levels by the Science Olympiad team. The passing rate in language arts in grade eight reflects an increase of 17 points. Revised curricula for social studies to include more timely topics and steady improvement in math scores are also evident at the middle school. Efforts continue to determine to examine and define student success and to incorporate literacy in all subjects.

At the high school, student achievement on Regents' exams is monitored and refinements are made as needed. Students who need additional support participate in the "Wings of Success" program after school hours and the number of students who qualify for academic intervention services is examined.

Mr. Wyse extended compliments to all persons who assisted in the 18 point increase on the language arts test results in grade eight. He asked what the overall goal or target is for that exam. Mr. Spring stated that the overall goal is to achieve a passing rate of 90% by all students.

F. UPDATE ON GOALS • ELEMENTARY LEVELS • 2004-2005 SCHOOL YEAR

Mr. Havens asked Mr. Spring to provide an update on the goals for student achievement in grades K to 5 for the Board of Education.

Mr. Spring introduced Mr. Siracuse and Mrs. Cox, building principals, Mrs. Welch and Mrs. Stein, fourth grade teachers, at Ontario Elementary School and Freewill Elementary School, respectively, Mrs. Wolcott, reading coordinator, and Mr. Adamo, teacher on special assignment as language arts coach, who each narrated portions of a PowerPoint presentation on test analysis, curriculum alignment, staff training and new strategies used to build confidence among students as part of the goal to achieve a 90% passing rate on the fourth grade state exam in language arts and math.

The result was a 9 point shift, to 88%, on the language arts exam which moved local student achievement from the lower third to the top three (3) of schools in Monroe County on the test results. They noted that the students not only achieved success on the state exam, the also developed confidence as readers and writers and are better prepared for the remainder of their school career.

Mrs. Brunner noted that several of her children had both Mr. and Mrs. Adamo as teachers and she knew that when Mr. Havens proposed Mr. Adamo's designation as a language arts

coach that it was a positive step. She thanked all of the staff members involved for their support and extended best wishes and regrets that he is retiring this year.

As a token of their efforts to reach this achievement, Mr. Havens presented copies of the language arts achievement charts to trustees and to each of the staff members present (copy filed in clerk's agenda file, this meeting)

Trustees, school officials and guests present offered a round of applause to the staff for their efforts and student achievements.

G. CONSIDER ADOPTION OF PROPOSED BUDGET • 2005-2006 SCHOOL YEAR

Mr. Havens presented the proposed budget for the 2005-2006 school year for review and consideration by the Board of Education.

Mr. Robusto asked if there were any changes or revisions since the prior meeting; Mr. Havens stated there are none.

Mrs. Brunner offered a **MOTION** to adopt the proposed budget for the 2005-2006 school year in a total amount of \$36,280,700 as presented and recommended by the superintendent of schools.

Mr. Wyse asked of the flexibility of funding positions remains as discussed at a prior meeting. Mr. Havens stated it does.

On the question, the vote was 7 Ayes, 0 Nays, 2 Absent (Mr. Griswold, Mr. Johnson), Carried.

H. STUDENT QUESTIONS

- (1) Grant Gurnett, 6046 Trillium Trail, Ontario, noted his recent shadowing experience with primary-aged children and the introduction of keyboarding and word processing skills at that young age.
- (2) Tiffany Marianetti, 1830 Kenyon Road, Ontario, noted the shortage of student parking spaces at the high school and presented a copy of a plan she had developed to address these concerns. Mr. Havens thanked her for her efforts and invited her to stop at his office to discuss it in more detail. (copy filed in clerk's agenda file, this meeting)

XII. RECESS: 9:20 p.m.

XIII. RECONVENE: 9:32 p.m.

XIV. ITEMS FOR BOARD OF EDUCATION ACTION

A. AMEND ANNUAL DESIGNATION

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

Extra-Duty Position

Amend Appointment of Authorized Signatory - • Extra-Classroom Activities Fund • 2004-2005

Laurence T. Spring, Interim High School Principal effective March 11, 2005 (replaces Lory Morrin, on administrative leave)

B. ANNUAL INDEPENDENT AUDIT • EXTRA-CLASSROOM ACTIVITIES FUND – FY 6/30/04

Mr. Havens presented the report and examination by the independent auditor of the extra-classroom activities funds for the fiscal year ending June 30, 2004, for review and consideration by the Board of Education.

Mr. Wyse offered a **MOTION**, seconded by Mrs. Lyke, to adopt a **RESOLUTION** to accept the report on accounts & financial statements of the extra classroom activity accounts for the fiscal year ended June 30, 2004, **TO WIT:**

**RESOLUTION TO ACCEPT THE
ANNUAL EXTERNAL AUDIT REPORT
FOR EXTRA CLASSROOM ACTIVITY FUNDS
(Fiscal Year Ending June 30, 2004)**

RESOLVED, that the Board of Education does hereby accept the Report on Accounts & Financial Statements of the Extra Classroom Activity Accounts for the Fiscal Year Ended June 30, 2004 as prepared by Raymond P. Wager, CPA, P.C., independent auditors, and authorize and direct the district clerk to forward certified copies and issue public notice as required by law (copy filed in clerk's file)

On the question, the **RESOLUTION** was adopted by a vote of 7 Ayes, 0 Nays, 2 Absent (Mr. Griswold, Mr. Johnson).

Mr. Havens noted plans to shift the duties of extra-classroom activities treasurer for the high school to the district treasurer's office as of July 1st will address many of the items noted in the audit report. He stated that that a similar shift of the middle school's extra-classroom treasurer position this past year is working well.

Mr. Triou asked Mr. Wager how he feels the school district is doing with regard to the audit of the extra-classroom activities funds. Mr. Wager stated that the audit by his firm treats the extra-classroom funds in a very serious manner due to the substantial amount of cash involved and participation by several parties – students, faculty advisors and staff. He noted that many of the school districts which his firm audits have numerous items cited in their audits and our reports are at the mid-point.

He added that he has witnessed the serious approach that this Board of Education takes to the annual audit reports of the extra-classroom activities funds and noted that each audit will discover items for review or attention.

Mrs. Lyke expressed her belief that the extra-classroom funds provide a valuable learning experience and renewed her support for training programs for them. Mr. Wager concurred that the participation by students does provide a great opportunity for them to learn about fund-raising, budgeting, payment of sales tax and maintaining proper reports and records.

Mrs. Brunner and Mrs. Lyke asked what training is provided for the students and faculty advisors who participate in the extra-classroom activity funds. Mr. Havens noted that Mr. Atseff and Mrs. Stramonine, district treasurer, conduct annual training for students who serve as activity treasurers and for faculty advisors for extra-classroom activities. With Mrs. Stramonine named as central treasurer, and co-signatory, on both middle and high school extra-classroom funds next year, the training and monitoring will expand and increase.

Mrs. Brunner asked if training is provided for students or faculty who are named to replace persons designated for a specific activity during a given school year. Mr. Atseff stated it is.

Mrs. Brunner noted that these issues have existed in each of her eleven (11) years as a school trustee and she believes the steps underway are positive and appropriate.

Mrs. Lyke noted the unique opportunities to provide learning experiences for our students.

Mrs. Brunner asked if there is any link to learning experiences in the model school's program. Mr. Havens noted that the standards and expectations for extra-curricular activities have increased and some students and faculty advisors have declined to continue to participate.

XV. POLICY COMMITTEE ITEMS

In the absence of Mr. Johnson, policy committee chairperson, policy committee items were postponed until the April 27th business meeting.

XVI. ADDITIONAL PUBLIC COMMENT

A., Susan Brown, 7518 Knickerbocker Road, Ontario, asked if there is any potential to contain **costs for the Eagle Ventures program site** by having students handle efforts such as carpentry.

B. Mrs. Brown, supra, expressed her dismay that the **class photo** for her child's class that was taken last October had just arrived. She encouraged school officials who chose the vendor for school photos to consider other options for lower cost and more prompt delivery and offered to serve on a committee for same.

C. Mrs. Brown, supra, noted the **success of the fourth grade language arts teacher coach**, as described earlier this evening, and expressed support to continue it next year.

D. Mrs. Brown, supra, asked if the Board of Education knows the amount of **funds raised by the high school booster clubs**, the use of those funds and if proper taxation reporting requirements are met.

E. Mrs. Brown, supra, invited trustees and school officials to attend the **"Family Arts Day"** on Saturday, April 2nd from 9:30 a.m. to 1:30 p.m. at Ontario Primary School. The event will include a variety of artists and performers and is sponsored by the Ontario Primary-Ontario Elementary PTA .

XVII. ADDITIONAL BOARD MEMBER COMMENTS

A. Mr. Wyse extended **compliments to Mr. Spring** for the model school's event he hosted last week.

B. Mrs. Brunner noted that the two **quilts on display** during the Eagle Ventures presentation earlier this evening reflected a substantial amount of **work by Ashley Beckwith**, the student speaker during the presentation, and extended compliments to her for her efforts.

C. Mrs. Lyke asked if sewing machines are available in the **Eagle Ventures' program**; the answer was yes.

D. Mr. Robusto noted the Board of Education does not always have a **first-hand view of the results of budget and policy decisions** it makes and felt that the reports this evening on

the success of the Eagle Ventures program and the fourth grade language arts coach provided two excellent examples. He added that his family had direct experience with the "Baby Think It Over" activity provided for high school students this past weekend with the presence of the baby simulator in their home. He noted that these are but a few examples of the many excellent programs provided by our staff for our children. Mr. Havens and Mr. Spring noted the success of the parenting programs that are underway as part of the model school's program.

XVII. EXECUTIVE SESSION (Personnel)

Mr. Robusto offered a **MOTION** to adjourn the meeting, at 9:40 p.m., for an executive session on personnel matters pertaining to specific persons. 7 Ayes, 0 Nays, 2 Absent (Mr. Griswold, Mr. Johnson), Carried.

XVIII. RECONVENE: 10:15 p.m.

XIX. ADJOURNMENT

Mr. Robusto offered a **MOTION** to adjourn the meeting at 10:16 p.m. 7 Ayes, 0 Nays, 2 Absent (Mr. Griswold, Mr. Johnson), Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES

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

April 27, 2005

School District Clerk

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES

UNOFFICIAL UNTIL APPROVED

DATE: Monday, April 4, 2005

TIME: 7:00 p.m.

TYPE: Joint Meeting of the Board of Education
& the Walworth & Ontario Town Boards

PLACE: Casey Park Recreation Building

Board of Education: Trustees Brunner, Griswold, Johnson, Lyke, Robusto, Schultz (arrived @ 7:03 p.m.), Triou; District Clerk Switzer; Administrators Havens & Atseff; *Absent:* Trustees Diller & Wyse

Ontario Town Board: Joseph Molino (supervisor), Mark Brewer, Donald Shears, Ronald Fillmore; Cathy Herzog, town clerk, William Riddel, director of parks & recreation

Walworth Town Board: Frank Guelli (supervisor), Patricia Marini, Thomas Yale

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

I. CALL TO ORDER: 7:00 p.m. by John D. Triou, School Board President

II. EXECUTIVE SESSION (Personnel)

Mrs. Brunner offered a **MOTION** to adjourn the meeting, at 7:01 p.m., for an executive session on personnel matters pertaining to specific persons. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Schultz, Mr. Wyse), Carried.

(Mr. Schultz entered the meeting at 7:03 p.m.)

III. RECONVENE: 7:20 p.m.

IV. JOINT SESSION WITH WALWORTH & ONTARIO TOWN BOARDS – 7:30 p.m.

V. ITEMS FROM THE BOARD OF EDUCATION

A. UPDATE ON THE 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens stated that approximately 50% of the 2002 Capital Improvement Project is completed and an update on the project will appear in the school district's newsletter. Phase II of the overall project is slated for the 2005 summer recess.

Mr. Havens noted that the new science, art and technology classrooms are nearly 75% completed and announced that public tours of the new spaces are scheduled for the first Wednesday in May from 6:00 to 8:00 p.m.

He stated that the overall capital project is under-budget and has progressed from six- to three-weeks behind schedule with zero weeks behind schedule expected by the end of June, 2005.

B. UPDATE ON PROPOSED 2005-2006 SCHOOL BUDGET

Mr. Havens noted that the proposed 2005-2006 school budget in the amount of \$36,280,700 was adopted by the Board of Education on March 24th. The proposed budget represents an increase of .93% in the property tax levy, approx. 19 cents per thousand of taxable assessed value.

He added that the proposed budget does not reflect any reductions in programs or services and includes some new programs and services. The proposed tax increase is still among the lowest among school districts in Wayne County. He noted that the Board of Education is thankful that the negotiations for the Payment in Lieu of Taxes (P.I.L.O.T.) agreement for the revised value of the Constellation Ginna Nuclear Power Plant were completed successfully.

The annual school election is set for Tuesday, May 17, 2005 from 9 a.m. to 9 p.m. in the lobby of the new gymnasium at the high school. Three (3) seats on the Board of Education will appear on the ballot along with a proposal to re-establish the school bus purchase fund.

Jason Ruffell, 1953 Kenyon Road, Ontario, asked what the reasoning is for the proposed full-time public relations position which he read about in the news media and why the school district could not absorb those duties into an existing position.

Mr. Havens stated that the Board of Education wishes to increase communications with the community, with senior citizens, and increase the amount of information provided to residents. He added that many area districts of our size have such a position and our district did have one in the past. The duties of the position are now filled largely by his administrative assistant; the new position would eliminate the extra weekday and weekend hours of that person.

Mr. Ruffell asked if the proposed position is proposed for full-time; Mr. Havens stated that it was.

Robert Allen, 1132 Ridge Road, Ontario, stated that he is a retired carpenter and asked if the school district planned to participate in the "responsible bidder program" of the County of Monroe Industrial Development Agency (COMIDA) for local union labor contracts which weeds out contractors who do not do quality work.

Mr. Havens noted that school districts are bound by state law to comply with the WICKS law in awarding contracts for public works and that union wages are paid. He invited Mr. Allen to review his ideas with himself and Mr. Atseff, assistant superintendent for business, after the meeting. Mr. Allen asked if the school district would have interest in information about the program if he obtained same from the COMIDA office; the response was yes.

Scott Griswold, 6090 Trillium Trail, Ontario, spoke as a resident to ask a question he has heard from many other residents about when completion of the athletic fields would occur and which fields athletes can and can not use as part of the 2002 Capital Improvement Project.

Mr. Havens noted that the asphalt surface of the new all weather track was applied last fall and students on the track team have started the spring 2005 season using the track for practice. The rubberized surface of the new track is scheduled for application in Phase II in the summer of 2005 and requires a temperature of 70-degrees for ten (10) days.

Grass seed was applied to the new varsity field last fall and will require two (2) growing seasons before the root system is well-enough established to allow use. Current members of the sophomore class will have the opportunity to use the new varsity field in their senior year.

Ralph Marianetti, 1820 Kenyon Road, Ontario, asked about use of the soccer fields. Mr. Havens stated that the soccer fields are now available for use and efforts are underway to

determine needs for additional practice fields with a portion of former practice fields absorbed by construction of the new varsity field.

Debra Furguson-Leaty, 6064 Independence Way, Ontario, asked if the Board of Education would present a proposal for a swimming pool again. Mr. Havens noted that district voters have not approved three (3) prior proposals and the school district would not present it again. They would consider a proposal from residents if such was made.

VI. ONTARIO TOWN BOARD

A. UPDATE ON CONSTRUCTION OF ADDITIONAL LIBRARY SPACE

Mr. Shears noted that completion of a 3,000 sq. ft. addition to the Ontario Town Hall is slated for the end of April and will allow the public library to expand. Announcements of the grand opening will appear in local news media. The effort to provide new library space in the future will continue and the new space now near completion could provide space for town courts.

Mr. Havens asked if the space will allow for pre-school programs; Mr. Shears noted that such programs now exist and would continue.

B. UPDATE ON COMPREHENSIVE PLAN

Mr. Shears stated that nearly twenty (20) resident volunteers worked for over fourteen (14) months on development of an updated comprehensive plan for future planning and development of the community. The citizens' group presented their final recommendations to the Ontario Town Board in January it contains 42 goals and 123 recommendations.

As required by law, the Ontario Town Board conducted a public hearing on the proposed plan on March 28th. They heard comments from several of the more the fifty (50) persons in attendance.

Tom McCune, former planning board member and the chairperson of the comprehensive plan committee, narrated a PowerPoint presentation on the highlights of the plan which is now under review by the Ontario Town Board. Mr. Shears displayed maps which outlined land use and conservation aspects of the proposed plan.

Mr. Shears stated that the next phase of the comprehensive plan is to review the revisions or additions to the zoning or subdivision regulations of the Town of Ontario necessary to implement the goals of the comprehensive plan.

C. UPDATE ON FARMLAND PROTECTION GRANT FUNDS

Mr. Shears noted that the Town of Ontario has recently received notification that its application for farmland protection funds from the State of New York was approved for 302 acres of orchard and farmland along Lake Road presently owned by Johnson and Mary Elizabeth Albright.

He added that the state funds cover 75% of the costs and that the Ontario Town Board is now pursuing federal funding to provide the remaining 25% of the costs.

Mr. Robusto asked if the state funds are intended to purchase development rights to the property; Mr. Shears state that was correct.

Mr. Havens stated that as a resident of the Town of Ontario he is pleased with the results of the comprehensive plan committee's work and extended personal compliments to committee members for their diligent work. He is also pleased that town officials are considering future development of the community as part of this effort.

VII. WALWORTH TOWN BOARD

A. MASTER PLAN REVISED

Mr. Guelli stated that the Walworth Town Board adopted revisions to the town's master plan in the fall of 2004.

B. UPDATE ON FARMLAND PROTECTION GRANT FUNDS

Mr. Guelli noted that the Town of Walworth also received approval of its application for farmland protection funds from the State of New York. The application was approved to purchase development rights for farmland parcels presently owned by Dan Keyes and by Emil Weber.

He added that Walworth Town officials are also working with the Genesee Land Trust to manage the land.

C. AVAILABILITY OF SCHOOL FACILITIES FOR TOWN USES

Mr. Guelli stated that Town of Walworth no longer has use of many facilities in the Gananda Central School District for parks and recreation programs and there is concern about the loss of more space at Freewill Elementary School due to restrictions during the 2002 Capital Improvement Project.

Mr. Havens noted that some of the improvements planned during Phase II of the 2002 Capital Improvement Project during the summer of 2005 will result in restrictions on use of varied space in district facilities, including re-locating the summer school program to Williamson Central School District for the second year. The planned roof replacement at Freewill Elementary School will require movement of some items from classroom areas to gymnasiums for temporary storage. He invited Walworth officials to contact him to discuss specific concerns.

VIII. DISCUSSION ITEMS

Discussion among school and town officials followed and is generally summarized below:

Mr. Havens noted that the Board of Education has approved **revised requirements for students to receive a high school diploma**. The new requirements will insure that graduates of Wayne Central School District are prepared for careers and citizenship in the 21st century.

He outlined the new requirements for community service (20 hours in grades 9 to 12), career exploration (40 hour internship), technology (competency with a computer application), revised passing grade (from 55% to 65%) on Regents exams, a 10-week parenting course, and finance and consumer skills. He noted that additional information will appear in school district publications.

Mr. Brewer noted the recent news media quote by Mr. Havens that he hoped residents would be pleased that the **proposed tax levy increase for the 2005-2006 school budget** is less than one percent (1%). He asked what the additional \$115 million in taxable assessed valuation included in the P.I.L.O.T. agreement reached with Constellation Ginna means in terms of the proposed school tax levy.

Mr. Havens stated that the nuclear power plant will provide appx. 20% of the tax revenue for the school district under the P.I.L.O.T. agreement reached with Constellation Ginna.

Mr. Brewer asked what the proposed tax levy increase would equal if the additional taxable assessed valuation were not available. Mr. Havens reviewed the estimates if the P.I.L.O.T. agreement reached with Constellation Ginna were not in place.

Mr. Brewer relayed comments he has received from constituents who felt that the P.I.L.O.T. agreement reached with Constellation Ginna should have resulted in a **stable or reduce property tax levy** for the school budget. He added that they also expressed disagreement with the statement that the proposed levy of less than one per cent (1%) should make them happy. He noted that he has suggested that those constituents who were displeased make an appointment with school officials to review their concerns. Mr. Havens stated that he encourages persons with questions to call and meet with him; he noted that school board meetings and the public hearing on the proposed budget generally draw a small response.

Mr. Brewer asked what **factors were responsible for the projected increase** in the property tax levy. Mr. Havens noted examples of increased pension costs (\$470,000) and increased health care costs (\$350,000) and efforts to restore programs and services that were removed in prior years.

Mr. Brewer noted that he would prefer to have these **joint meetings of town and school officials** result in ideas for and announcements of potential cost savings for our mutual constituents (e.g. supplies, fuel costs, consolidate services) rather than information sharing that he feels has predominated the meetings during his term on the town board. He believes that the information sharing is best accomplished through review of meeting minutes and of news media accounts of town and school board actions, which he does, and that the component boards could spend their time more productively for their constituents dealing with the numerous issues they otherwise face and attending these joint meetings on a less frequent basis.

Mr. Havens stated that he concurs that the **opportunity for savings and** consolidation does exist.

Mr. Schultz noted that there are consultants who seek **options for savings or consolidations** in exchange for finder's fees. He noted that businesses in the private sector hire such consultants on a regular basis.

Mr. Robusto noted the school and town officials do **work cooperatively** on salting and sanding of school parking lots and driveways.

Mr. Molino noted that there are areas where **joint efforts are practical or convenient** and no doubt taxpayers would appreciate efforts to achieve cost savings. He added that there are some **legal constraints** on joint efforts that town and school officials would need to consider.

Mr. Griswold stated that he would support any efforts to reduce costs for school or town taxpayers but views the quarterly joint meetings of town and school boards more as sessions for **sharing of information** than as working meetings. He added that he feels that the mission of the town boards and the school board may not have the synergy to initiate cost saving opportunities since the former are more hands-on than the policy setting role of the latter.

Mr. Triou noted that the **joint negotiations** that resulted in the P.I.L.O.T. agreement reached with Constellation Ginna are a good example of the rapport developed as a result of the joint meetings of town and school boards and officials.

IX. NEXT MEETING

It was noted that the Walworth Town Board is due to host the next joint meeting. Mr. Guelli will coordinate details for a meeting in October, 2005.

X. ADJOURNMENT: 8:04 p.m.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES

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

April 27, 2005

School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT

To: Board of Education

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

Re: Personnel Action

Date: April 27, 2005

The following is submitted for your review and approval.

ADMINISTRATIVE STAFF

Resignations: None

Appointments:

Robert Miller, Director of Facilities and Operations, a provisional Civil Service appointment effective April 29, 2005 at \$61,357 pro-rated. *Replacement for Donald Davis (retirement).*

INSTRUCTIONAL STAFF

Tenure Recommendation: None

Resignations:

Diana Page, Science Teacher, assigned to the James A. Beneway High School, effective June 30, 2005. *For personal reasons.*

Laura Schoenberger, Special Education Teacher, assigned to the Thomas C. Armstrong Middle School, effective June 30, 2005. *For personal reasons.*

Leave of Absence:

Katie Breedy, Art Teacher, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA disability leave effective March 29, 2005 through June 30, 2005. *For the purpose of child rearing.*

Appointments:

Monica Hiller, English Teacher (.6 FTE), assigned to the James A. Beneway High School, a two month temporary appointment effective April 22, 2005 through June 30, 2005 at \$35,500 pro-rated. *Temporary replacement for Rebecca Postell (childrearing LOA).*

Joanne Hurley, Elementary Education (6th Grade Reading) Teacher, assigned to the Thomas C. Armstrong Middle School, a three month temporary appointment anticipated March 2, 2005 through June 30, 2005 at \$35,500 pro-rated. *Temporary replacement for Deborah Bussard (surgery).*

Justin Marino, Social Studies Teacher, assigned to the Beneway High School, a three and one half month temporary appointment effective March 14, 2005 through June 30, 2005 at \$34,250 pro-rated. *Temporary replacement for Jennifer Klehr (childrearing LOA).*

Krista Matuszek, Art Teacher, assigned to the James Beneway High School, a three month temporary appointment anticipated March 30, 2005 through June 14, 2005 at \$34,250 pro-rated. *Temporary replacement for Katie Breedy (childrearing LOA).*

Michelle Pagani, Science Teacher, assigned to the James Beneway High School, a four month temporary appointment effective February 28, 2005 through June 30, 2005 at \$35,500 pro-rated. *Temporary replacement for Jeffrey Foti (resignation).*

Joyce Renzo, Spanish Teacher, assigned to the James Beneway High School, a three month temporary appointment effective March 7, 2005 through June 30, 2005 at \$34,250 pro-rated. *Temporary replacement for Jane DelGudico (childrearing LOA).*

Andrea Warner, Reading Teacher, assigned to the Thomas C. Armstrong Middle School, a two month temporary appointment anticipated March 4, 2005 through May 2, 2005 at \$35,500 pro-rated. *Temporary replacement for Amy Tobin (childrearing LOA).*

Coaching Appointments:

Spring 2005

Name	Team	Step	WCS Years	Level	Incentive	Salary
Tracey Wiesmore	Girls Modified Track	1	1	F	No	\$2,169

Sectionals Competition Stipend (Winter Sports)

Name	Team	Stipend
------	------	---------

Bill Thomson	B. Varsity Basketball	\$347.00
John Cotsonas	B. JV Basketball	\$139.00
Bill Jordan	G. Varsity Basketball	\$347.00
Cheryl Hackett	G. Freshman Basketball	\$139.00
Scott Freischlag	Varsity Wrestling	\$347.00
Jay Marino	Varsity Alpine Skiing	\$347.00
Todd Brockhuizen	Varsity Bowling	\$347.00
Ted Hargarther	Asst. Varsity Wrestling	\$139.00
Chris Moore	JV Wrestling Coach	4139.00

State Qualifier Competition Stipend

Name	Team	Stipend
Scott Freischlag	Varsity Wrestling	\$347.00
Ted Hargarther	Asst. Varsity Wrestling	\$139.00

State Championship Competition Stipend

Name	Team	Stipend
Scott Freischlag	Varsity Wrestling	\$139.00
Ted Hargarther	Asst. Varsity Wrestling	\$139.00

Extra Curricular Appointments:

Appointment:

<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>	
Tamina Scheuer (lead)	KICKS Club	FE	\$183.00	
Martha Hanley	KICKS Club	FE	\$183.00	
Darlene Martino	KICKS Club			FE \$183.00

SUPPORT STAFF

Resignations:

Robert Miller, Senior Maintenance Mechanic, assigned to the Facilities & Maintenance Department, effective April 28, 2005. *Promoted to the position of Director of Facilities and Operations.*

Leave of Absence:

Debora Ameele, School Bus Driver, a combination paid and unpaid FMLA disability leave anticipated March 1, 2005 through June 30, 2005. *For the purpose of surgery.*

Appointments:

Ruth Beck, 1:1 Teacher Aide, assigned to the James A. Beneway High School, a temporary Civil Service appointment effective February 14, 2005 through June 30, 2005 at \$8.05/hr. *Position required to support new student.*

Memorandum

To: Board of Education
CC: Greg Atseff
From: Michael Havens
Date: 11/28/2022
Re: CSEA Contract

I am pleased to announce that we have a tentative contract with our CSEA group. This is 2 1/2 months before the old contract expires. John Triou, Mark Wyse, Frank Robusto, Mark Callahan, Greg Atseff and myself all strongly recommend the contract to you. I am very pleased with both teams. We worked together in a way that the school district and the Union have never done before. Together we were able to create a contract we are all proud of. Major Components of the CSEA Contract are listed below

1. Five year contract 2005-06 through 2010-11
2. \$.65 increase each year for most employees. 3.5% increase for some higher paid employees.
3. Change health care to Blue Point II \$20 (savings of about 10%)
4. Current employees will contribute towards health care phased in to 10%
5. New employee contribution to health care to be 20%
6. Newly retired employees with 20 years service receive increased health benefit payments to 50% for 10 years
7. Employees required to work on snow days earn 1hour comp time.

We will be discussing the contract during the Superintendent's report and voting on it under the consent agenda. We could discuss this in executive session if you desire.. It seems pretty straight forward so I think it would be fine to do it in regular session. If however anyone wishes to ask questions about it that are "executive session" let John or I know and we will schedule a 7:00 executive session.

CONFIDENTIAL

Wayne Central School District
Ontario Center, NY 14520

TO: Board of Education

FROM: Michael Havens

RE: Consensus Agenda

DATE: April 27, 2004

The following items are being recommended for approval in a Consensus agenda:

1. Accept Treasurer's Report – February 2005
2. Cast Vote for BOCES Administrative Budget and Board Member Election
3. Adopt 2005-06 School District Calendar
4. Approve [Budget](#) Transfers
5. Approve Health Services Contract with [Gates](#)-Chili Central School District
6. Approve Health Services Contract with [Rush](#)-Henrietta Central School District
7. Award Competitive Bid for [Operation](#) & Maintenance Cleaning Supplies
8. Award Competitive Bid for [Cafeteria](#) Serving Line Supplies
9. Approve Change Order Request # [168](#)
10. Approve Change Order Request # [40](#)
11. Approve Change Order Request # [175](#)

TO: Michael Havens
 Superintendent of Schools
FROM: Gregory J. Atseff
 Assistant Superintendent for Business
DATE: April 27, 2005
RE: Budget Transfers

In accordance with Policy #5330, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on April 27, 2005.

GJA/db

c: Helen Jensen, Clerk

Attachment

WAYNE CENTRAL SCHOOL DISTRICT
ONTARIO CENTER, NY 14520

REQUEST FOR BUDGETARY TRANSFER

-----TRANSFER TO -----			-----TRANSFER FROM -----		
BUDGET CODE	BUDGET TITLE	AMOUNT	BUDGET CODE	BUDGET TITLE	AMOUNT
A1620.162-08-9603		14,109.03	A1620.161-08-9603		14,109.03
A1621.415-08-0000		12,459.38	A1620.417-08-0000		12,459.38
A5510.571-09-0000		60,000.00	A9711.610-10-0000		60,000.00
A2250.472-07-5400		50,000.00	A3711.610-10-0000		50,000.00
A2250.151-07-0000		32,000.00	A2250.151-07-5401		32,000.00

RECOMMEND APPROVAL _____ DISAPPROVAL _____

REMARKS: _____

ADMINISTRATOR	DATE	ASSISTANT SUPERINTENDENT FOR BUSINESS	DATE
AUTHORIZED _____	DISAPPROVED _____	SUPERINTENDENT OF SCHOOLS	DATE

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: April 27, 2005
RE: Health Service Contract - Gates Chili Central School District

Attached is the contract for health services for Wayne students attending a private or parochial school in the Gates Chili Central School District for the 2004-2005 school year.

The cost of the contract is:

1 student @ \$431.01 = \$431.01

The attendance office has verified the student(s) listed on the health service contract.

RESOLUTION

Be it resolved, that the Board of Education of the Wayne Central School District hereby approves the contract for health services with the Gates Chili Central School District for the 2004-2005 school year, and hereby authorizes the Board President, Superintendent of Schools, and District Clerk to execute the contract.

/db

Attachment

TO: Michael Havens
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: April 27, 2005
RE: Health Service Contract - Rush-Henrietta Central School District

Attached is the contract for health services for Wayne students attending a private or parochial school in the Rush-Henrietta Central School District for the 2004-2005 school year.

The cost of the contract is:

6 Students @ \$104.42 = \$626.52

The attendance office has verified the students listed on the health service contract.

RESOLUTION

Be it resolved, that the Board of Education of the Wayne Central School District hereby approves the contract for health services with the Rush-Henrietta Central School District for the 2004-2005 school year, and hereby authorizes the Board President, School Superintendent, and District Clerk to execute the contract.

/db

Attachment

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: April 27, 2005
RE: Operation & Maintenance Cleaning Supplies

In accordance with Section 103A, Article 5-A, of the New York State General Municipal Law, a legal notice was advertised in the official school newspapers inviting the submission of sealed bids for Operation and Maintenance Cleaning Supplies and Equipment.

Sealed bids were received and opened publicly on Thursday, March 18, 2005, at 1:00 p.m. at the district administrative offices.

Bids were advertised to be evaluated on either an item-by-item basis or total basis, whichever best suited the district. Prices submitted are to be f.o.b. Wayne Central School District. Where indicated, the vendor responded to a request for a discount for non-bid items purchased during the school year.

The lowest responsible bidders meeting bid specifications are identified as follows:

	<u>Vendor</u>	<u>Bid Total</u>	<u>Discount</u>
1.	Brulin Corp.	\$2,022.00	
2.	Corr Distributors, Inc.. 33 Chandler Street Buffalo, NY 14207	\$3,189.43	
3.	Economy Paper 1175 E. Main Street PO Box 90420 Rochester, NY 14609	\$5,285.00	1%
4.	Gabriel First Corp. 233 West Commercial St. East Rochester, NY 14445	\$6,633.75	
5.	Hillyard Chemical Co 159 Lagrange Ave. Rochester, NY 14613-1511	\$2,645.96	1%
6.	L.J.C. Distributors 1626 Cedar Ave. Scranton, PA 18505	\$2666.00	
	Total	<u>\$22,442.14</u>	

Attached is a copy of the vendor bid list for your reference.

/db

Attachment

O&M CLEANING BID

March 17, 2005

All American Poly
Bid Department
40 Turner Rd.
Piscataway, NJ 08854

Brulin Corp.
Mr. Andrew Chadwick
PO Box 17227
Rochester, NY 14617-0227

Central Poly Corp.
Mr. Andrew Hoffer
18 Donaldson Place
Linden, NJ 07036

Chase Commercial Source
Gentlemen:
401 Pixley Rd.
Rochester, NY 14624

Chemsearch
Mr. Hank Sciarabba
21 Lost Mountain Trl
Rochester, NY 14625-2423

Cook Iron Store
Mr. Matt Kurtz
PO Box 31237
Rochester, NY 14603

Corr Distributors, Inc.
Mr. Will Slocombe
33 Chandler Street
Buffalo, NY 14207

Drummond American
Mr. Don Kolpuski
47 Fox Ct.
Rochester, NY 14624

Ecolab Inc.
Contract Sales
Ms. Dianne Ferris
370 Wabasha St.
St. Paul, MN 55102

Economy Paper Company
Mr. Ed Shova
1175 E. Main Street, PO Box
90420
Rochester, NY 14609

Gabriel First Corp.
233 West Commercial St.
East Rochester, NY 14445

Green Oaks Janitor Supply
465 Blossom Rd
Rochester NY 14610

Hillyard
159 Lagrange Ave.
Rochester, NY 14613-1511

Jamestown Soap & Solvent,
Inc.
Mr. Randy Anderson
1279 Hunt Road
Ashville, NY 14710

L.J.C. Distributors
1626 Cedar Ave.
Scranton, PA 18505

Mat Works
Ms. Danielle Griffith
11900 Old Baltimore Pike
Beltsville, MD 20705

Metco Supply Inc.
Gentlemen

81 Kiski Avenue
Leechburg, PA 15656

Neutron Industries
Mr. Donald Lutter
7107 North Black Canyon
Highway
Phoenix, AZ 85021

Palmer Distributing
Mr. Todd Palmer
100 Hoffman St.
Newark, NY 14513

Ravan Environmental Inc.
Mr. Mike Loene
7 Sunleaf Drive
Penfield, NY 14526

Reliable Products
Mr. Jerry Garski
3474 Woodlands Circle
Macedon, NY 14502

Rochester Midland Corp
Gentlemen
333 Hollenbeck Street
Rochester, NY 14621

Secor Hardware
Gentlemen
6260 Furnace Rd.
Ontario, NY 14519

W.W. Grainger
Mr. John Crowley
430 W. Metro Park
Rochester, NY 14623

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: April 27, 2005
RE: Cafeteria Serving Line Bid

In accordance with Section 103A, Article 5-A, of the New York State General Municipal Law, a legal notice was advertised in the official school newspapers inviting the submission of sealed bids for Cafeteria Ovens for the Middle School.

Sealed bids were received and opened publicly on Thursday, March 24, 2005, at 1:00 p.m. at the district administrative offices. Three bids were received as follows:

- | | |
|----------------------------------------------------------------------------------|-------------|
| 1. Buffalo Hotel Supply Co., Inc.
5801 County Rd. 41
Farmington, NY 14425 | \$19,690.21 |
| 2. Joseph Flihan Co.
418-426 Broad Street
P.O. Box 4039
Utica, NY 13504 | \$20,244.00 |
| 3. Rochester Store Fixtures
707 North Street
Rochester, NY 14605 | \$20,314.00 |

The district specified a Blodgett oven. The lowest bidder, Buffalo Hotel Supply, bid an alternate, a Southbend oven. The Southbend oven does not meet bid specifications in three areas:

1. The oven door attachment assembly
2. Product Warranty
3. Steel Liner

Therefore, I recommend the district reject the low bid of Buffalo Hotel Supply, and award the bid to Joseph Flihan Co. in the amount of \$20,244.00, as the lowest responsible bidder meeting bid specifications.

/db

c: Nique Wilson, Food Service Supervisor

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: April 14, 2005

Re: Change Order Request -168

Attached is a copy of Change Order Request-168, from Christa Construction. This change order is for the cost to repair the water leak at the concession stand behind the High School. This change order also includes the cost to move the 3" water main for the irrigation system for Porray field. The water main needed to be moved so it would not be located underneath the new sidewalk for the field.

Please present the following resolution to the Board of Education at their meeting on April 27, 2005:

Resolution

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves Change Order Request -168 for \$18,926.00.

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: April 14, 2005

Re: Change Order Request-40

Attached is a copy of Change Order Request-40, from Christa Construction. This change order is for the cost for a portable wheelchair lift for Freewill Elementary. The lift will be used to allow the stage in the cafetorium to be handicap accessible, when necessary.

Please present the following resolution to the Board of Education at their meeting on April 27, 2005:

Resolution

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves Change Order Request-40 for \$11,645.00.

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: April 14, 2005

Re: Change Order Request-175

Attached is a copy of Change Order Request-175, from Christa Construction. This change order is for the cost to provide one (1) additional clock on the south side of the clock tower at the high school.

Please present the following resolution to the Board of Education at their meeting on April 27, 2005:

Resolution

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves Change Order Request-175 for \$4,592.00.

Policy Submitted for First Reading

None

Policy Submitted for Second Reading

- 5500 Disclosure of Wrongful Conduct and Protection From Reprisal
- 5501 Internal Fiscal Controls
- 5520 Extra-Classroom Activity Fund
- 7240 Reporting Student Progress – Parent and Guardian Rights
- 7300 Homeless Children and Youth
- 7301 Regulation for Placement of Homeless Children And Youth

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NON INSTRUCTIONAL OPERATIONS

DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL

The Board of Education has adopted this policy to provide direction to school board members, school board officers and school employees of their responsibilities to disclose wrongful conduct and to protect the good faith disclosure by said school board members, school board officers or school employees of alleged wrongful conduct in the school district to a designated officer of the Board of Education or public body or official.

The Board of Education encourages employees to disclose serious breaches of conduct covered by policies or regulations of the school district or violations of law such as theft or fraud. The Board of Education further protects employees from reprisal by adverse employment action as a result of disclosing wrongful conduct and will provide individuals who believe they are subject to any such reprisal with a fair process to seek relief from retaliatory acts.

STANDARDS OF CONDUCT & BEHAVIOR

The Board of Education has developed policies, regulations and procedures for standards of conduct and behavior. Members of the Board of Education, school board officers and school district employees are expected to abide by applicable state and federal laws.

A member of the Board of Education, school board officer or school district employee can not be compelled by a supervisor or school district official to violate a school district policy, regulation, public policy or applicable law.

In the interests of the school district, a member of the Board of Education, school board officer or school district employee who has particular knowledge of specific acts which he or she reasonably believes constitute wrongful conduct should disclose the conduct to the appropriate school district official or appointee as defined in this policy.

If an adverse employment action is taken against a school district employee in knowing retaliation for his or her good faith disclosure of information to a designated school board appointee concerning alleged wrongful conduct, as defined in this policy, and if the employee's work performance or behavior did not warrant the adverse action, the school district shall take remedial action for the employee and corrective action against the supervisor.

HANDLING DISCLOSURES AND COMPLAINTS

The superintendent of schools, or his or her designee, shall develop regulations and administrative procedures for handling disclosures and for responding to complaints of reprisal or retaliation that conform with guidelines established in this policy. Each school district employee will receive a copy of this policy and related regulations at the time of their employment.

Adopted: April, 2005

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Each school district employee who has responsibilities for fiscal accounting and/or handling cash or school funds will receive a copy of this policy and related regulations on an annual basis at the time of their appointment to such positions. Additional notifications of this policy and related regulations will include employee handbooks, postings in employee lounges and workplaces and on electronic outlets such as the district web page.

REVIEW OF POLICY & PROCEDURES

Within two (2) years of adoption of this policy, and not later than three (3) years after such adoption, the Board of Education shall convene a committee to review the effectiveness of the policy and procedures. The committee will include school board officers, school district officers and school district employees who are responsible for implementation of said policies and procedures. They will make recommendations for revisions or additions to the Board of Education or a designated committee of same.

WRONGFUL CONDUCT

Wrongful conduct is defined in this policy is defined as:

- (1) theft of school district funds, property, resources or authority, or fraud, or the use of school district money, property, resources, or authority for personal gain or other purposes non-related to school district operations except as provided under policies and regulations of the Board of Education.
- (2) a serious violation of school district policy, regulation or procedures
- (3) any violation of applicable state and federal laws

DISCLOSURE & INVESTIGATION OF WRONGFUL CONDUCT

The Board of Education has policies, regulations and procedures for maintaining standards of conduct and the steps to follow for disclosure of violations of those items that include, but are not limited to policies of the school district related to:

- (1) the protection of money, resources and services of the school district, including extra-classroom activity funds,
- (2) conflicts of commitment and interest
- (3) academic integrity in research and publications
- (4) prohibiting sexual harassment
- (5) prohibiting discrimination

In matters relating to wrongful conduct as defined above, mismanagement of school district resources, or abuse or authority, which is not covered by specific policies of the school district, the Board of Education shall appoint the school attorney, the independent auditor or the superintendent of schools, unless the disclosure is against the actions of those individuals, to receive such disclosures and to ensure that an investigation is conducted of the alleged disclosure of wrongful conduct (hereinafter referred to as a “disclosure investigation”)

Adopted: April ..., 2005

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PROPOSED NEW POLICY, Entire Text is New

Adapted from Samples from NYS Comptroller

Presented by the Policy Committee for Second Reading, April 27, 2005

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The appointee of the Board of Education, as defined above, who received an alleged disclosure of wrongful conduct shall:

- (1) keep the identity of the person(s) making the disclosure confidential
- (2) maintain a written record of the allegation
- (3) conduct an investigation or ensure that the appropriate law enforcement or other personnel investigates the disclosure
- (4) notify the Board of Education and appropriate school board officers at a time considered appropriate by the appointee

In matters of disclosure, the appointee of the Board of Education will make all reasonable attempts to maintain the confidentiality of the identity of the employee making the disclosure as long as such confidentiality does not interfere with the conduct of any investigations of the specific allegations or taking corrective action. In the event that the identity of the employee making the disclosure is known, the appropriate designee will, at the conclusion of the investigation, provide written notification to the employee(s) who made the disclosure of the determination and retain a copy of same.,

Where an individual has knowledge that he or she is the subject of an investigation for wrongful conduct, that individual should be notified of the determination of the disclosure investigation at a time considered to be appropriate by the designee so that any notice would not compromise any further actions deemed appropriate by the investigating officer.

It should be noted a disclosure warranting a disclosure investigation is not the same as making a complaint of reprisal for disclosure. Such a complaint for reprisal of disclosure requires an adverse employment action as a result of the disclosure before it can be pursued as a complaint of reprisal.

COMPLAINTS OF REPRISAL

An employee who has been subjected to an adverse employment action based on his or her prior disclosure of an alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the President of the Board of Education. The school board president, or his or her designee, will review the complaint in a expeditious manner to determine whether:

- (1) the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken the responding party could reasonably have been construed to have any knowledge of the disclosure and the identity of the disclosing employee
- (2) the complainant has, in fact, suffered an adverse employment action after having made the disclosure
- (3) the complainant alleges that adverse employment action occurred as a result of the disclosure

If the designee determines that all of the above elements are present within thirty (30) days from the receipt of the complaint, the designee should appoint a review officer or panel to investigate the claim and make a recommendation to the school district officer to whom the designee reports.

At the time of the appointment of a review officer or panel, the designee should inform, in written form, the complaining and responding parties of the:

- (1) intent to proceed with an investigation
- (2) specific allegations to be investigated
- (3) appointment of the review officer or panel
- (4) of their opportunity to support or respond to the allegations

Adopted: April, 2005

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In those situations where the impartiality of the review officer or panel is question, and sufficient factual basis exists to support external review, the designee should request a review by an external party. In this case, the costs are a charge incurred by the school district. The school district can define the standards for the review process.

Once the review officer or panel has conducted a review and considers the investigation as complete, the review officer or panel will notify the designee. From the date of notice of completion, the review officer has thirty (30) day to report his or her findings and make any recommendations he or she deems appropriate to the designee. The designee, in conference with the appropriate administrator, should issue a letter of findings to both the complainant and the respondent.

A decision at this stage is subject to appeal on procedural grounds only.

Nothing in this policy is intended to interfere with legitimate employment decisions.

Adopted: April, 2005

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

An important part of the accountability standards of the Board of Education for the safe, secure and efficient management of the resources of the school district is the establishment, implementation and monitoring of adequate internal fiscal controls.

These internal fiscal controls are a broadly defined process designed to provide reasonable assurance of the achievement of the following objectives:

- (1) safeguarding of assets of the school district against loss and unauthorized use or disposition,
- (2) ensuring the validity, accuracy and reliability of the accounting records and financial reports of the school district,
- (3) promoting adherence to prescribed policies, regulations and procedures of the school district and state and federal regulatory requirements
- (4) ensuring the effectiveness and efficiency of school district operations

Responsibility for Internal Control

The superintendent of schools of schools, or his or her designee, is responsible for establishing and maintaining a system of internal fiscal controls and for promotion of a positive and supportive attitude toward them. This includes:

- (1) conducting, or assigning to a designee, a required periodic review of departmental operating procedures to ensure that the principles and guidelines of internal control are followed
- (2) establishing controls where new types of transactions occur
- (3) improving upon existing controls if weaknesses are detected
- (4) responding to results and recommendations of audits

Since not all departments of the school district have sufficient resources to provide optimal control at all times, estimates and judgments must be exercised to assess the costs, benefits and risks involved. The costs associated with internal control should not exceed the benefits derived. Given these considerations, administrators are strongly urged to adhere to the control guidelines contained in this policy as is practicable.

Independent and External Audits

The independent auditing firm engaged by the Board of Education and any other external auditors are responsible for review of the adequacy of internal controls and for reporting their findings to the Board of Education and to appropriate administrative personnel.

Approved: April ..., 2005

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

School administrators and managers are required to take prompt and responsive action on all findings and recommendations made by both internal and external auditors.

The audit process is completed only after school administrators receive the results of the audit and action has been taken to (a) correct identified weaknesses, (b) produce improvements, or (c) demonstrate that management action is not warranted.

STANDARDS FOR INTERNAL CONTROLS

Policies of the Board of Education can define minimum levels or quality acceptable for internal fiscal controls and provide the basis against which internal control is evaluated. These standards can be supplemented and applied to all operational aspects of the school district – programs, finances and compliance.

The policies provide a general framework and are not intended to limit or interfere with duly granted authority related to development of policy, regulations or administrative procedures. The superintendent of schools, or his or her designee, is responsible to develop detailed administrative procedures and practices and to ensure that they are integrated into the operations of the school district.

Control Environment

The control environment, as established by the superintendent of schools and school administrative personnel, sets the tone and awareness of the importance of controls among employees. Control environment factors include integrity and ethical values, employee competence, leadership style and philosophy and assignment of authority and responsibility.

A school administrator can assist in the promotion of a good control environment by:

- (1) holding regular team and individual meetings to review and enlist support for policies, regulations and procedures
- (2) periodically evaluate needs for staff development and provision of staff development
- (3) clearly articulate positions on ethical issues relating to business management so that staff members receive a clear message to act in an ethical manner

Risk Assessment

Risk assessment is the identification and analysis of relevant risks to the achievement of the objectives of the school district. It forms the basis for determining management of risks faced by administrators from external and internal sources.

A pre-condition to risk assessment is the establishment of clear business objectives at all levels that are consistent and that related directly to those of the school district. This should occur in a disciplined, documented and ongoing process that is communicated to all employees as well as management personnel.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Control Activities

Control activities are the policies, regulations and procedures that help ensure that management objectives are fulfilled. They help to ensure that necessary actions are taken to address the risks to achievement of the objectives of the school district.

There are specific control activities for information systems, including security programs, data center and client-server operation controls, system software controls, access security and application system development and maintenance controls.

The control activities are the methods for implementing internal control policies. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, review of operating procedures, security of assets and segregation of duties.

The general guidelines for control activities include the following:

Separation of Duties

Individual duties are separated so that the work of one person routinely serves as a complimentary check on the work of another person. No one person has complete control over more than one key processing function or activity such as authorizations, approvals, certifications, disbursements, receiving or reconciliations.

Authorizations and Approval

Proposed transactions are authorized when they are proper and consistent with policy and plans of the school district. Transactions are approved by the designed school district officer.

Custodial and Security Arrangements

The responsibility for custody (physical security) and assets is separated from the accounting (record keeping) for those same assets to prevent unauthorized access to the assets and accounting records.

Review and Reconciliation

Employees who possess sufficient understanding of the financial system of the school district examine accounting records and documents of varied departments to verify that recorded transactions took place and were made in accordance with prescribed policies, regulations and procedures of the school district. These records and documents are compared with financial reports and statements of the school district to verify their accuracy, completeness and reasonableness.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Information & Communication

Information and communication systems enable school administrators and employees to collect and exchange the information need to conduct, manage and control school district operations. Pertinent information must be identified, recorded and communicated in a form and within a time frame that enables school personnel to perform their duties and responsibilities in an efficient manner.

Information systems produce reports related to operational, financial and compliance information that make it possible to manage the school district. Effective communication must also occur in all departments of the school district and school employees must understand their role in the internal control system and how their individual activities relate to the work of others.

Monitoring

Monitoring of internal control systems are necessary to assess the quality of the performance of the control system over a period of time. Ongoing monitoring occurs in the course of normal operations and includes regular management and supervisory activities. In addition, separate operational evaluations are conducted based on the assessment of risks and the effectiveness of ongoing monitoring procedures.

Adequate supervision of personnel and other monitoring activities are required to ensure the reliability of accounting and/or operational controls by identifying errors, omissions, exceptions and inconsistencies in the application of procedures.

ROLE OF THE INTERNAL CLAIMS AUDITOR

The internal claims auditor, appointed annually at the re-organizational meeting by the Board of Education, shall establish and modify, as deemed necessary, the necessary guidelines and procedures for internal fiscal controls in conformance with all applicable state codes, school board policies, regulations. The internal claims auditor shall add any controls that he or she deems necessary and shall report actions, results of testing and findings to the Board of Education on a regular basis, but not less than twice during each fiscal year.

Working with school board officers and appointees, the internal claims auditor shall verify the understanding of employees of established policies, regulations and procedures for internal fiscal controls. He or she shall conduct testing on a regular basis for material compliance and report all concerns, problems and regular inconsistencies to the Board of Education or appropriate officers or appointees designated by the Board of Education.

Examples of typical, but not limiting, control activities for application of internal control principles are outlined in the following pages.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Accounting Records and Reports

The financial system of the school district provides most of the official accounting and financial records of the school district. These include the general ledger, subsidiary ledgers (e.g. food service, trust and agency, extra-classroom activity funds) and management reports. Many reports contain supplemental records or produce management reports which often duplicate reports included in the financial system.

The internal claims auditor should review and test the financial system.

To ensure accuracy and integrity of records and reports and to avoid decision-making based on inaccurate or incomplete information, all personnel are expected to reconcile records and source documents on a monthly basis with the district's financial system ledger and other reports generated by the financial system.

Following reconciliation, any required adjustments and/or corrections must be made promptly and documented by the employee to whom this responsibility is assigned.

Payroll Records

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over approving payroll transactions, distributing payroll checks to employees and reviewing payroll expense reports.

Authorization & Approval: Personnel and payroll time sheets must be approved only by employees formally designated with approval authority. Payroll transactions are entered by designated persons who have access to the payroll computer program within specified security privileges. After the transactions are entered, notices are sent to a designated person for review.

Persons who prepare payroll records must understand all relevant regulatory requirements, policies and procedures as well as complete mandatory training classes. Persons who review the transactions must resolve all questions that arise and ensure that transactions are reversed until the questions are resolved.

Approval authority is controlled by the chief fiscal officer who is responsible for identifying persons who will review and approve payroll changes. Cancellation of privileges shall be entered promptly when employees are terminated or their responsibilities are changed.

Job and attendance records are approved on a monthly basis by employee supervisors and maintained on a formal and current basis. The original approved records are not returned to the employee after approval by supervisory personnel.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Custody & Security: Payroll and related personnel records shall be filed in a secure location with access only by authorized personnel.

Payroll checks awaiting distribution to employees are kept in locked storage, accessible to only to a person designated as check custodian, or his or her alternate, who has formal custodial responsibility.

Check custodians will require the presentation of proper identification before releasing checks to employees not known to them. When a payroll check is released to someone other than the payee, the check custodians will require an authorization signed by the payee to release the check, require proper identification of the person receiving the check and obtain a signed receipt which will be retained by the check custodian.

Payroll checks that remain undeliverable after fifteen (15) days are returned to the school district treasurer with an explanation of the delivery problem.

Review & Reconciliation: School personnel who possess overall knowledge of departmental accounts are assigned to review monthly payroll reports to ensure the validity and accuracy of payroll charges. The reconciliation is documented by the employee to whom this responsibility is assigned.

A listing of all deviations from employee "usual and customary" payroll shall be compiled separately by the payroll clerk by employee name and amount and reported bi-weekly to the chief financial officer for review when authorizing the payroll for each payroll period.

When deadlines for payroll reporting require that time worked is estimated to the end of a reporting period, controls are established to ensure that the appropriate adjustments are made, after the fact, for differences between estimated and actual time worked.

To ensure that final paychecks are accurately prepared for employees who have been placed in any status under which full standard pay is not to be received (e.g. terminations, separations, leaves of absence without pay), final time records are reviewed for accuracy prior to processing of final transactions.

Purchasing, Receiving And Disbursements

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over placing orders, approving purchase requisitions or purchase orders, reviewing and processing invoices for payment or reviewing and reconciling financial system reports or departmental appropriations or expenditures.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Authorization & Approval: Transactions that will ultimately generate a disbursement or expense transfer are entered by designated preparers. Once entered, notices are sent to reviewers. Preparers must understand all relevant regulatory requirements, financial systems and policies. Reviewers must examine all transactions and resolve all questions that arise and ensure that transactions are reversed until the questions are resolved.

Authority for approval is controlled by the chief financial officer who is responsible for identifying which individuals will review and approve transactions. Cancellation of privileges shall be entered promptly when termination of employees occurs or a change in responsibilities occurs

The fulfillment of terms, rates and charges related to services provided are compared to purchase requisitions, purchase orders, consulting agreements and contracts by the internal claims auditor.

The issuance of a valid order is authorization for the accounts payable department to process an invoice that is in accordance with the terms of the purchase order and school district policies. A department employee must acknowledge receipt of goods and services prior to payment. The person(s) processing accounts payable transactions must review all invoices for payment to ensure that the proper accounts are charged and that prior payment was not made.

Review and Reconciliation: Employees who possess overall knowledge of building and departmental accounts are assigned to review monthly reports produced by the financial system to ensure the validity, accuracy and completeness of all current non-payroll expenditures. This review includes comparing current month expenditures to source documents and is documented by the employee to whom this responsibility is assigned.

Original invoices and related back-up documentation supporting purchase orders shall be retained by the accounts payable department as provided by appropriate records retentions schedules.

Inventories of Equipment And Supplies

Where applicable, these guidelines pertain to any inventory whose transfer damage, disposal or loss would materially affect the value of the assets of the school district and/or create serious consequences.

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over receiving, maintaining or issuing items, preparing and maintaining up-to-date records of the location, transfer, damage, disposal, or loss of inventory or performing annual physical inventory counts or inspections.

Authorization and Approval: Requisitions approved by authorized administrators or supervisors are required prior to issuing inventorial equipment or supplies. Any adjustment to inventory records for returned, missing, damaged, obsolete or stolen items is approved by appropriate administrators or supervisors. Large adjustments should be supported by written explanations.

Approved: April ..., 2005

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Custodial and Security Arrangements: Security arrangements used to safeguard inventory against loss through damage, theft or misappropriation are proportional to its value and removability. With the exception of equipment purchased with the intent of off-campus use, such as laptop computers, off-campus use of district equipment shall be discouraged. Use of district equipment or supplies for purposes not related to work responsibilities is not allowed.

The fewest number of authorized employees shall have access to inventories. Locks, keys and/or combinations securing movable equipment or supplies are changed whenever there is turnover involving personnel who had access to these inventories. A record of keys and/or combinations is maintained by one departmental employee,

Review & Reconciliation: Items are inspected for general condition, possible damage, and completeness. An employee with custodial responsibility for these items shall perform the inspection. Usage is reviewed regularly. Obsolete, inactive or damaged items are removed from inventory in accordance with established procedures. A physical count of major inventory should be conducted on an annual basis. Management personnel shall be advised of significant inventory discrepancies,

Cash Receipts

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over receiving or depositing cash, recording cash payments to receivable records, reconciling cash receipts to deposits and/or financial system reports, billing customers for goods and services or access to the financial reporting system to the general ledger.

Authorization & Approval: Bank accounts of the school district may be established only with the approval of the Board of Education. Individual accountability for cash must be maintained throughout all cash handling operations from receipt through deposit. All transfers of accountability must be documented.

Transfers of cash between two (2) people are jointly verified in the presence of both persons. A school board officer or appointee verifies and approves cash deposit and transmittal documents, voided transactions, and cash overages and shortages. Known or suspected misappropriations or mysterious disappearances of cash or securities must be reported promptly.

Custodial and Security Agreements: The physical safeguarding of all cash is required at all times in accordance with policies, regulations and procedures of the Board of Education. Transportation of cash is made by authorized personnel, only.

All documentation requesting payments to the school district must inform the payers that their payments must be made payable to the Wayne Central School District. Payee designations other than to the school district require approval of the superintendent of schools. Accountability for each deposit transaction must be maintained.

Approved: April ..., 2005

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Checks and money orders are restrictively endorsed immediately upon receipt with a stamp inscribed with the name of Wayne Central School District.

Cash which is un-deposited is kept in a locked receptacle designated for same. Strict individual accountability for cash is maintained at all times.

Keys and safe combinations must be given only to supervisory and authorized personnel. Those persons are required to memorize those combinations. A record of the combination must be sealed and maintained in an area separate from that where the safe is located. The sealed copy is restricted to the fewest number of employees possible, one of whom shall be at the supervisory or management level. For emergency back-up access, a spare set of keys and/or a record of the combination shall be maintained in a locked receptacle which is controlled by two persons together at the same time.

Keys and safe combinations must be changed whenever a person knowing the combination terminates their employment with the school district. A record of keys or safe combinations issued is maintained by a single departmental employee.

Cash receipts may not be maintained in offices and may not be deposited in unauthorized or non-district bank accounts. Funds or property not related to the operation of the school district must not be stored in departmental safes.

Disbursements shall not be made from cash receipts. An employee independent of cashiering operations opens district mail and an employee independent of cashiering operations performs the follow-up and adjustment for returned checks. A report of cash collections signed by the preparer must accompany each deposit.

Review and Reconciliation: Cash receipts are recorded on the day received. Only pre-printed and consecutively numbered receipts are used.

Accounting personnel are responsible for safeguarding and issuing receipt documents to cashiering personnel. An original dated receipt is provided to the payer. Copies of valid receipts and of voided receipts are kept for audit and reconciliation purposes.

Daily reports of cash receipts are subject to supervisory review and approval. Cash receipts are reconciled to deposits and deposits are reconciled to financial system reports. Cash shortages and overages are promptly reported to, and investigated by, personnel at the next higher administrative level.

Petty Cash and Change Funds

Authorization & Approval: Petty cash and change funds shall be authorized and approved by the Board of Education. A fund may not be established from cash receipts that are not deposited to an authorized bank account.

Approved: April,2005

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

PROPOSED NEW REGULATIONS, Entire Text is New
Adapted from Samples from NYS Comptroller
Presented by the Policy Committee for Second Reading, April 27, 2005

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

A fund is used only in accordance with the purposes agreed upon at the time the fund is authorized and always conforms to establish policies and procedures of the school district. Check requests to reimburse a petty cash fund are approved by the superintendent of schools who does not have direct access to the petty cash fund. Fund reimbursement is made payable to the custodian of the fund.

Custodial and Security Arrangements: Cash and cash reimbursement vouchers are stored in a locked receptacle. Security provided is proportional to the dollar amount of the fund. Custodial responsibility of each fund is assigned to only one employee and can be re-delegated internally to cover absences of less than three (3) weeks. Petty cash is not to be deposited into an unauthorized or non-district bank.

Review and Reconciliation of Petty Cash Funds: The custodian of a petty cash fund may not make any disbursements without first being presented with a receipt or approved reimbursement voucher documenting the expenditure.

Original receipts are required in order to prevent duplicate reimbursements. Personal checks and I-O-U's are not considered valid receipts. Any person receiving cash must sign an approved reimbursement voucher or receipt for cash received.

The custodian of a petty cash fund shall balance the fund at least monthly and whenever the fund is replenished. Total cash plus reimbursement vouchers on hand should equal the authorized amount of the fund. Shortages or overages are reported and promptly investigated by school personnel. Funds are periodically verified through unannounced review and balance of the fund by the chief financial officer or his or her designee.

Billing and Accounts Receivable

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over billing for goods or services provided collection, billing, billing cancellations, credits, and write-off of debtor accounts, receiving, recording and processing payments and cashing functions or reconciliation of receivable records to the subsidiary ledger receivable reports of the financial reporting system.

Authorization and Approval: Receivable functions required approval by an authorized supervisory or management employee when:

- (1) establishing rate and/or billing schedules for charging customers
- (2) issuing credit memos and/or billing cancellations
- (3) granting credits to customers
- (4) determining which accounts are uncollectible and should be written off

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

Custodial and Security Arrangements: Invoices are prepared and issued only by authorized personnel. Invoices are system-generated and are assigned numbers in sequential order. Charge and payment transactions are recorded and maintained in the system. Copies of voided invoices are kept for audit and reconciliation purposes.

Review and Reconciliation: Monthly subsidiary ledger relievable reports of the financial reporting system are reviewed by staff members with overall knowledge of receivable management. This reconciliation is documented by staff members to whom this responsibility is assigned.

Delinquent account balances are examined and follow-up with customers is initiated to determine reasons for non-payment. If a reasonable or satisfactory explanation is not received from a debtor regarding the delinquent account, the debtor is precluded from receiving additional credit.

Departmental billing records are periodically compared and reconciled to account balances appearing on the subsidiary ledger receivable reports of the financial reporting system.

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Non-Instructional/Business Operations

EXTRA-CLASSROOM ACTIVITIES FUND

An extra-classroom activity fund shall be established for activities conducted by students whose financial support is from sources other than by taxation or through charges of the Board of Education.

All moneys in the extra-classroom activities fund shall be kept according to standards of good financial management under the direction of the assistant superintendent for business. Proper accounting records will be maintained and all moneys deposited in appropriate accounts as established by the Board of Education. These accounts shall be subject to annual audit by the independent auditor designated by the Board of Education.

All transactions involving extra-classroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the assistant superintendent for business, shall set up procedures for receipt and payment from the extra-classroom activities fund in their respective buildings.

8 New York Code of Rules and Regulations (NYCRR) Part 172

Responsibility for Internal Control

The superintendent of schools of schools, or his or her designee, is responsible for establishing and maintaining a system of internal fiscal controls and for promotion of a positive and supportive attitude toward them. This includes:

- (5) conducting, or assigning to a designee, a required periodic review of departmental operating procedures to ensure that the principles and guidelines of internal control are followed***
- (6) establishing controls where new types of transactions occur***
- (7) improving upon existing controls if weaknesses are detected***
- (8) responding to results and recommendations of audits***

Independent and External Audits

The independent auditing firm engaged by the Board of Education and any other external auditors are responsible for review of the adequacy of internal controls and for reporting their findings to the Board of Education and to appropriate administrative personnel.

Adopted: September 10, 2003

Revised: April....., 2005

Students

REPORTING STUDENT PROGRESS – PARENT & GUARDIAN RIGHTS

It is the policy of the Board of Education to foster and encourage two-way communications between school personnel and parents and guardians. School officials will communicate as often as necessary and as effectively as possible with parents and encourage parents to communicate with school officials.

The school district's formal reporting system includes report cards and/or progress reports issued by teachers on a scheduled basis. In addition, conferences between parents and teachers and/or counselors will occur at scheduled intervals during the school year.

Parents and guardians are encouraged to visit the schools and to confer with school officials about their child's progress on a continuous basis.

Staff members are encouraged to maintain contact with parents and guardians through written, electronic or telephone methods.

Regulations of the Federal Educational Rights and Privacy Act (FERPA) govern the access to and release of information about students and participation of persons at parent-teacher conferences or student scheduling conferences.

The superintendent of schools will develop regulations for review by the Board of Education to implement this policy.

Proposed Policy Statement, Entire Text New

7300 Presented

by Policy Committee for Second Reading, April 27, 2005

HOMELESS CHILDREN AND YOUTH

It is the policy of the Board of Education to ensure that homeless children and youth are provided with equal access to the educational programs of the school district, have an opportunity to meet the same challenging State of New York and local academic standards, are not segregated on the basis of their homeless status and to establish safeguards that protect them from discrimination on the basis of their homelessness.

Definition

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship.

The term includes children and youths who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- are living in emergency shelters
- are abandoned in hospitals or are awaiting foster care placement
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- runaway children or children who are abandoned

Youth not in the physical custody of a parent or guardian may be considered homeless if they meet the above definition.

Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.

Homeless status may be documented through a variety of forms maintained by the school district (e.g. *Hopeworks Education Program Referral Form*) and/or through direct contact with district staff members.

The superintendent of schools will develop regulations for review by the Board of Education to implement the policy for placement of homeless children and youth.

REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH

School Selection

In determining the best interests of the child or youth to the extent feasible the child or youth will be kept in the school of origin for the duration of homelessness except when doing so is contrary to the wishes of the child's or youth's parent or guardian,

In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

The school of origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.

Enrollment

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

The terms "enroll" and "enrollment" are defined to mean attending school and participating fully in school activities.

Residency

A homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The child or youth shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extra curricular activities.

Homeless students who do not live with their parents or guardians may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency.

Entire Regulation is New

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by the Policy Committee for Second Reading, April 27, 2005

REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH

Guardianship

For purposes of school placement, any parent, guardian or person “in loco parentis” who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a school within the Wayne Central School District.

Once a child or youth is enrolled in and attending a school, the *Guardian Responsibilities* form provided by the school district must be completed within a reasonable period of time for those children or youth who are not accompanied by a parent or guardian or person “in loco parentis”

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school building selected, examples of which follow.

- Preschool programs
- Transportation services
- Educational services for which the child or youth meets eligibility criteria such as ESL or special education programs
- Programs for "At Risk" students
- Programs for gifted and talented students
- School nutrition programs
- Title I services
- All After School programs

Transportation

At the request of the parent, or in the case of an unaccompanied youth, the local agency liaison or designee, transportation will be provided for homeless children for the duration of the school year to the school of origin, school of attendance area or school requested,

Once permanent housing is found, the family has a choice to stay in the school they are attending, school of origin or attend the school where they have found housing. They will seek permission from the superintendent of schools for transportation.

Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.

In the case where the school district of origin and current residence are different local education agencies, the two school districts will agree on a method for transportation and share costs.

Regulation Approved: April ..., 2005

REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH

Local Educational Agency Liaison

The director of student services will be the Local Educational Agency Liaison for homeless children and youths.

The local educational agency liaison, or designee, shall insure that:

- homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies
- homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district.
- homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services.
- the parents or guardians of a homeless child and any unaccompanied homeless youth is/are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- public notice of the educational rights of homeless children and youths is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.
- compliance exists with all policies and procedures and mediate enrollment disputes
- the parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected
- coordination of services between the school district and other homeless family service providers.
- assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- students are not segregated on the basis of their status as homeless
- programs for homeless students are coordinated with other federal and local programs

Disputes & Appeals

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

The local educational liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute.

Appeals are filed with the superintendent of schools. The parent or guardian of the child or youth, or unaccompanied youth, shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the NYS Department of Education

