

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



February 9, 2006 6:30 p.m. District Office Conference Room

- 6:30 Executive Session
- 7:00 Call To Order Public [hearing](#) on Code of Conduct Policy (See Policy) Att. 1
- 7:10 Call To Order Regular Board Meeting/Pledge of Allegiance
- Approval of Agenda/Approval of [Minutes](#) Att. 2
- 7:15 Public Comment
- 7:20 Board Member Comments
- 7:25 Board President Comments
- 7:30 Action Items
- 7:40 Superintendent's Report
1. [Reality Check](#) Report Att. 3
2. Elementary School Improvement Plan Att. 4
3. 2nd Quarter Academic Report
4. [Budget](#) – Instructional Portion Att. 5
5. Financial Report
6. Student Questions
- Break
- 8:40 Board Action
1. [Personnel](#) Action Att. 6
2. CPSE Action Att. 7
3. [Consensus](#) Agenda Att. 8
1. Treasurer's Report
2. Reality Check Resolution
3. Accept Gifts to the District
4. Approve Health Contract
5. Approve Budget Transfer
6. Approve Change Order
- 8:50 Policy Att. 9
- 8:54 Public Comment
- 8:57 Board Member Comments
- 8:59 Adjournment

Next Meeting Date: March 9, 2005 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
6200 Ontario Center Road • P.O. Box 155 • Ontario Center, New York 14520-0155

Board of Education

LEGAL NOTICE

**NOTICE OF PUBLIC HEARING
TO CONSIDER MODIFICATIONS TO THE
CODE OF STUDENT CONDUCT
PURSUANT TO §2801 (3) OF
THE NYS EDUCATION LAW**

NOTICE IS HEREBY GIVEN, pursuant to §2801 (3) of the NYS Education Law and the Regulations of the Commissioner of Education, that the Board of Education of the Wayne Central School District, Ontario Center, Wayne County, New York, will conduct a public hearing to hear comments from parents, students, staff and other interested parties on proposed modifications to Board of Education Policy 7310 – Code of Conduct.

NOTICE IS FURTHER GIVEN that said public hearing will occur on Thursday, the 9th day of February, 2006, at 7:00 p.m. in the conference room of the district administrative offices, located in the north wing of the James A. Beneway Senior High School, 6200 Ontario Center Road, Ontario Center, New York, at which time proposed modifications to the Code of Student Conduct will be presented.

**BY ORDER OF THE BOARD OF EDUCATION
of the Wayne Central School District**

JAMES E. SWITZER
School District Clerk

JES/jes:wp

1T: Week of January 30, 2006

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES

UNOFFICIAL UNTIL APPROVED

DATE: Thursday, January 26, 2006
TYPE: Regular Business Meeting

TIME: 6:30 p.m.
PLACE: District Office

PRESENT: Trustees Brunner, Davis, Griswold (left @ 8:16 p.m., re-entered @ 8:28 p.m.), Johnson, Lyke, Robusto (arrived @ 6:33 p.m., left @ 8:16 p.m., re-entered @ 8:28 p.m.), Schultz, Triou, Wyse (arrived @ 7:42 p.m.); District Clerk Switzer; Administrators Havens, Siracuse, Armocida, Shaffer, La Ruche, Cox, Schiek, Atseff, Spring, Callahan, Blankenberg, Miller

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

I. CALL TO ORDER: 6:30 p.m. by John D. Triou, School Board President

II. EXECUTIVE SESSION (Legal Matters)

Mr. Griswold offered a **MOTION** to adjourn the meeting, at 6:31 p.m., for an executive session on pending legal matters. 7 Ayes, 0 Nays, 2 Absent (Mr. Robusto, Mr. Wyse), Carried

(Mr. Robusto entered the meeting @ 6:33 p.m.)

III. RECONVENE: 7:00 p.m.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF AGENDA & MINUTES (January 12, 2006)

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting and the Minutes of the meeting of January 12, 2006, each as presented. 8 Ayes, 0 Nays, 1 Absent (Mr. Wyse), Carried.

VI. PUBLIC COMMENT - None

VII. BOARD MEMBER COMMENTS

A. Mrs. Lyke reminded trustees of the Four County School Boards Association on January 30 where Mr. Havens & Mr. Triou will present information on the interest-based approach used in the district for collective bargaining.

B. Mrs. Lyke noted that a regional session to provide state-mandated fiscal oversight training for school board members is set for April 29th.

C. Mrs. Lyke noted the program sponsored by the Victor Central School District featuring the concepts of Thomas Friedman in his book "*The World Is Flat*" and that NYS Education Commissioner Richard Mills has adapted many of those ideas.

VIII. BOARD PRESIDENT'S COMMENTS - None

IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS - None

X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. PROGRESS REPORT • SCHOOL IMPROVEMENT PLAN • 2005-2006 • MIDDLE SCHOOL

Mr. Havens presented the progress report on the school improvement plan at the middle school for review and consideration by the Board of Education.

Mr. Havens introduced Robert Armocida, middle school principal, for the presentation. Mr. Armocida introduced staff members who were present to assist him in the presentation: Kathy Walker, Melanie Stevenson, Jennifer Saul, Josh Dougherty and district reading coordinator Diane Wolcott

They reported on the status of efforts to increase **student achievement** in a video and PowerPoint presentation on the goals included in the school improvement plan for this year (copy filed in clerk's agenda file, this meeting).

They explained steps taken to increase passing rates in math and language arts for students with disabilities and reviewed training in the use of new approaches to incorporate reading and writing in all subject areas.

Efforts are also underway to develop a summer skills program to help students with literacy and numeracy (math) skills. The video segments showed staff and students working on several new instructional strategies and participating in training sessions.

Mr. Armocida stated that the projected cost for the proposed summer program is a \$20,052 and includes personnel, transportation and supplies for a five (5) week program of four (4) days per week. He emphasized the importance of parental involvement for student success in these programs.

Discussion among trustees and staff members is generally summarized as follows:

Mr. Johnson asked how the proposed summer program relates to the model school's program at the high school; Mr. Armocida provided details.

Mrs. Brunner suggested enlisting the services of the district's grant writer to seek funding sources for the summer program.

Mr. Davis asked how many students the proposed summer program will serve; Mr. Armocida stated sixty (60). Mr. Davis asked if that is a firm number or a goal; Mr. Armocida stated that is the goal for the class, which they wish to keep at a manageable size.

Mr. Schultz asked how overall assessment of the summer program will occur. Mr. Armocida stated that they plan to use pre- and post-testing of the students and achievement results as they align to the state standards. Mr. Havens stated that few activities occur without assessments at the local and state level.

Mr. Havens noted that middle school students completed the state achievement exams last week; the school district will not receive results until the spring. Mr. Armocida extended thanks to Mrs. Barbara Heald, instructional technology trainer, for her assistance in the video and PowerPoint presentation used this evening.

Mr. Havens extended thanks to Mr. Armocida and the entire middle school staff for their excellent efforts; trustees and visitors extended a round of applause.

B. PROPOSED BUDGET • 2006-2007 • CAPITAL PORTION

Mr. Havens introduced the first portion of proposed budget for 2006-2007 school year for review and consideration by the Board of Education.

Mr. Atseff, assistant superintendent for business, reviewed the capital portion of the proposed budget, as summarized below:

Operations: Wages reflect both a decrease based on re-alignment of duties following retirement of the director of facilities and an increase, for part-time employees, in the state's minimum wage from \$6.00 to \$6.75 for next year. Cost increases for heating, fuel oil and electricity are also included.

(Mr. Wyse entered the meeting @ 7:42 p.m.)

Mrs. Lyke asked about the staffing for custodian at Freewill Elementary School reflected in the budget worksheet. Mr. Havens noted that there is a custodian on both day and evening shifts; the evening custodian position was upgraded from an evening cleaner position to reinstate a budget reduction of four (4) years ago.

Mrs. Brunner noted the reductions in proposed expenditures for equipment in this account and asked what equipment purchases are planned. Mr. Atseff cited examples of a bar code scanner for central stores, replacement of some drinking fountains, small tools and air handling for the third floor classrooms at Ontario Elementary School.

Mr. Schultz asked if the proposed increase in costs for natural gas and electricity reflects an increase in consumption or in price per unit. Mr. Atseff stated it is due mainly to price increases. Mr. Schultz asked how this relates to the 2005 Energy Performance Project; Mr. Atseff stated that the 2005 Energy Performance Project is based on payback for cost savings over several years.

Maintenance: This budget includes the addition of 1.50 FTE maintenance positions, elevator service contracts, purchase of equipment for athletic field maintenance, replacement of a 1987 truck and 1995 mini-bus (with 161,000 miles), increases in fuel costs and funds for local staff to complete building repairs and improvements identified by the district facilities plan.

Mr. Robusto asked for clarification on supply costs; Mr. Atseff provided details.

Mr. Wyse asked if the zero increase in snow removal costs indicates that the school district is self-sufficient for those services. Mr. Atseff stated that the district is self-sufficient and that the constant budget allocation would cover

equipment breakdown or enlisting additional, outside assistance if weather conditions required.

Mr. Triou asked if the trucks in the maintenance department are purchased over time; Mr. Atseff explained how the state contract timeline works for those purchases. Mrs. Lyke asked if the trucks are new; Mr. Atseff stated yes. Mr. Havens stated that there is a “school of thought” to purchase and sell new vehicles on state contract from year to year and create a revenue source.

Mr. Schultz asked if reserve funds are used for non-transportation vehicles; Mr. Atseff stated that purchases are delayed for non-transportation vehicles if funding is not available.

Employee Benefits: This account includes the share of costs for retirement, worker’s compensation and health insurance for employees whose wages are paid from this portion of the budget. The proposal reflects anticipated increases of 12% for health insurance costs and a small increase in employer’s share of support staff retirement contributions.

Mr. Robusto feels that our district does an excellent job in seeking economies and efficiencies and should include that in materials about the budget used for the public.

Debt Service: This account includes annual debt payments for the 2002 Capital Improvement Project and prior capital projects.

Inter-Fund Transfer: This account reflects the local share of tuition costs for students with disabilities who have summer programs and services in their IEP’s.

Mr. Griswold asked about projected decreases in debt service; Mr. Atseff provided details.

Mr. Davis stated he favors a separate budget code to show where **fund balance or contingency** is built into the proposed budget rather than inclusion of those funds in portions of other accounts in light of the renewed emphasis on accountability of school trustees for school district finances. Mr. Atseff stated that school business officials do not recommend that approach due to the difficulty in explaining fund balance allocations.

Mr. Havens noted that each of the four (4) school business officials with whom he has worked have shared the viewpoint that residents often misconstrue fund balance as unspent, or available funds, without recognition of the budget impact of those allocations.

Mr. Davis stated that, from the perspective of a school trustees, he needs to know the status of the actual appropriations and expenses.

Mr. Wyse noted that the amount of fund balance can vary from fiscal year to fiscal year and it is essential to maintain the proper level of fund balance to meet budget and cash flow needs.

Mr. Triou noted that this is a topic for long-term consideration; Mr. Havens stated that he will continue to survey how other school districts handle these concepts.

Mr. Wyse stated that he does not oppose Mr. Davis' idea but is fearful that a resident would not realize that the fund balance is also included as planned revenue, not as a place to trim more expenses.

Mr. Davis stated he favors a better process for the Board of Education to know what and where a fund balance exists. He does not fault past practice; his view is in response to the new accountability steps that the NYS Comptroller has recently introduced,

Mr. Triou noted the comparison to private sector businesses where these funds are considered as a contingency fund.

Mr. Robusto noted that this is an important topic for trustees to consider. Mr. Atseff cited the example of a school district in the region that used the fund balance as a one-time revenue for operating expenses and created in a deficit in the following fiscal year and a 5 to 6 year effort to recover.

Mr. Havens stated that the capital component reflects appx. 20% of the total budget. The instructional component, representing 70% of the proposed budget, is scheduled for presentation at the next business meeting.

Mr. Havens asked if trustees wish to provide any direction on the amount of increase in budget or tax rate for next year. Trustees stated that they would first prefer to view the next two components of the proposed budget.

C. STUDENT QUESTIONS

- (1) Erica Saavedra, 875 Kuttruff Road, Walworth, a senior, asked if seniors might again have access to the senior lounge during lunch. Mr. Havens suggested that she and her classmates review the matter with the new high school principal.
- (2) Erica Saavedra, supra, reported on status of rehearsals for the high school's spring musical, "*Cinderella*," in which she portrays the lead role.
- (3) Sarah Georgianna, 808 Boston Road, Ontario, a senior, extended thanks to the director of food service and the high school cafeteria staff for offering the salad bar and for incorporating vegetarian entrees as she had requested. She encouraged expansion of those efforts; Mr. Havens noted that the committee working on the new wellness and child nutrition policy will include this topic and invited Sarah to join the committee as a student representative if she wished.

XI. RECESS: 8:15 p.m.

(Mr. Robusto & Mr. Griswold left the meeting @ 8:16 p.m.)

XII. RECONVENE: 8:30 p.m.

XIII. ITEMS FOR CONSIDERATION BY THE BOARD OF EDUCATION

A. CHANGE ORDER • 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens presented a change order for the 2002 Capital Improvement Project for review and consideration by the Board of Education pursuant to school district policy.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Johnson, to adopt the following **RESOLUTION** for a change order for the 2002 Capital Improvement Project, **TO WIT:**

RESOLUTION TO APPROVE CHANGE ORDER #CO-53 FOR THE 2002 CAPITAL IMPROVEMENT PROJECT

(Christa Construction – Conversion of Room 12A to a Science Room - High School)

BE IT RESOLVED that, upon the recommendation of the superintendent of schools, the Board of Education of Wayne Central School District hereby approves change order #CO-053 in the amount of \$12,420.00 for the cost to convert classroom 12A into a science room at the high school.

(Mr. Robusto & Mr. Griswold re-entered the meeting @ 8:28 p.m.)

Mr. Wyse asked for clarification on the intent of the proposed work reflected by this change order. Mr. Havens stated that there is a need for ten (10) science rooms and nine (9) science rooms presently exist at the high school. With some unspent funds in the 2002 Capital Improvement Project still available, this proposal is to use a portion to renovate this classroom using both district forces and the general contractor.

Mr. Davis asked what portion of the renovations our staff would handle. Mr. Atseff reviewed the portion planned for our staff. Mr. Davis stated that this illustrates the skills and talents of our own staff and the substantial savings that their efforts provide for our school district. He noted that operations and maintenance employees are a tremendous asset.

Mr. Triou asked when completion of the renovated space is expected. Mr. Atseff stated that the classroom is presently used by a limited number of science classes with portable eyewash and safety equipment; completion of the renovations is planned to allow full use of the classroom when school opens in September, 2006.

On the question, the vote was 9 Ayes, 0 Nays, Carried.

XIV. POLICY COMMITTEE ITEMS

First Reading

Policy 3220 – Public Participation at Board of Education Meetings (Revisions)

Policy 3290 – Speed Limits & Vehicles on School Grounds (Revisions)

Second Reading

Policy 1230 – Reporting Campaign Expenditures

Policy 1320 – Appointment & Duties of the School District Treasurer

Policy 1420 – Execution of Policy Through Administrative Regulations

Policy 1610 - Voting Procedures for School Elections

Policy 2320 - Attendance By B..O.E. Members at Conferences, Conventions & Workshops

Policy 5430- Use of District Credit Cards

Mr. Johnson presented the policy and regulation items, noted above, for review and consideration by the Board of Education.

He noted that the revision to prohibit use of skateboards on school property was developed following recommendations from the district's safety committee and the insurance agent.

Mr. Griswold asked if there is an alternate location where individuals could use skate boards. Mr. Havens noted that local municipalities have had some discussions on providing such space.

Mrs. Lyke asked if this proposal will require that school officials provide enforcement of the new policy. Mr. Havens noted that notice by posting of signs and communications with students would occur.

Mr. Robusto asked how other school districts or communities address the insurance and liability issues connected to this topic. Mr. Havens noted that he conducted a survey of school superintendents last year and learned that we were one of a very few districts that allowed use of skate boards on school property. When the safety committee and insurance agent made their recommendations, he presented this proposal to the policy committee.

Mr. Johnson related a personal experience of a "near miss" when driving his vehicle in the high school parking lot and a student on a skate board appeared in "mid air" from behind a school bus at the sidewalks at the new gym.

Mr. Wyse asked for clarification on "remote control device." Mr. Havens cited model cars and airplanes as examples. Mr. Wyse asked if they have posed a concern. Mrs. Lyke noted that the remote control planes do pose problems. Mr. Davis related incidents with these devices over several years.

Mr. Griswold asked if the proposed ban on skate boards is intended for all school grounds or if the school district could provide a trail or path in a safe location. Mr. Havens noted that the insurance company advises that the policy apply uniformly on all school property. Mr. Wyse noted that additional concerns that persons who use the skate boards fail to use helmets and knee or elbow pads properly.

Mr. Triou asked if roller skating parties are still allowed; Mr. Havens stated that are, with prior permission.

Mrs. Lyke suggested that the Board of Education refer this issue to the local towns to consider the possibility of providing a supervised facility.

Mr. Davis noted the frustration that a specific number of users pose the greatest risks. Mr. Robusto asked if there is a skate board club. Mr. Havens stated that one is in formative stages at the high school. Mr. Robusto stated that providing a safe and appropriate area would address the safety issues.

Mr. Johnson noted that the Town of Walworth does provide space for use of BMX vehicles in Ginewaw Park and concurred with Mrs. Lyke's suggestion to forward the topic to the two towns for consideration. Mr. Havens noted that some of our applied technology students could help to construct such an area.

Mr. Robusto suggested including the topic on the agenda for the next joint meeting of town and school boards.

Mr. Johnson offered a **MOTION** to approve first reading of the policies enumerated above. 9 Ayes, 0 Nays, Carried.

Mr. Johnson offered a **MOTION** to approve second and final reading of the policies enumerated above. 9 Ayes, 0 Nays, Carried.

XV. ADDITIONAL PUBLIC COMMENT

- (1) Susan Brown, 7518 Knickerbocker Road, Ontario, asked if the middle school's efforts for co-teaching also include co-planning time for regular education and special education teachers in addition to the planning time allocated for each team of teachers ?
- (2) Mrs. Brown, supra, asked if "extra help" is provided for students at the middle school who score 4 and above on state exams to enhance their instruction in the same manner as students who need additional support through academic intervention services ?
- (3) Mrs. Brown, supra, asked if special education and reading in the subject matter are part of the proposed summer program at the middle school ?
- (4) Mrs. Brown, supra, asked if the Individual Educational Plans (IEP's) for students who need the additional academic support included twelve (12) month programs and, if so, the cost for such programs ?
- (5) Mrs. Brown, supra, asked what inducements are planned to secure involvement of students and parents in the proposed summer program at the middle school ? She noted that involvement of parents tends to decrease as their children move into the higher grade levels and she would like to see or hear a description of parental involvement and the role that existing parent groups would play.
- (6) Mrs. Brown, supra, asked if audience members could receive or view copies of the policy proposals considered by the Board of Education at business meetings and if any consideration was made to including a resident on the policy committee.
- (7) Mrs. Brown, supra, asked why Freewill Elementary School is the only building that has a custodian on the evening crew instead of cleaners ?
- (8) Mrs. Brown, supra, asked how energy conservation measures announced a prior school board meetings have impacted energy uses in the school district.
- (9) Mrs. Brown, supra, stated that she does not agree with the sentiment expressed this evening that the public at-large would not understand the concept of fund balance; she suggested using the term "contingency fund"

- (10) Mrs. Brown, *supra*, suggested that the committee seeking to increase voter turnout for the school election contact the PTA and parent groups to assist them in that effort.
- (11) Mrs. Brown, *supra*, stated that she had witnessed a child on a skateboard holding on to the rear bumper of a school bus and suggested that the municipal recreation and parks' departments provide a safe location for skateboard activities.

XVI. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Johnson ***thanked Mr. Armocida*** and his staff for their excellent presentation and stated that if the proposed summer program results in one or more students passing, he supports it.
- B. Mr. Griswold noted that the ***ad hoc committee*** of trustees working on increasing voter turnout at the annual school election will meet at his home on Sunday evening, January 29th at 7:00 p.m.
- C. Mr. Griswold noted the ***cost differences for a day of instruction*** in the proposed summer program (\$20.00) and during the school year (\$60.00) which underscore his long-standing advocacy for ***longer school years***.
- D. Mr. Robusto reported that the application forms for the new ***educational foundation*** were submitted to the NYS Education Department. Upon approval, the foundation can file a certificate of incorporation. He added that several citizens are working diligently on this new effort.

XVII. ANNOUNCEMENTS

Mrs. Cox, building principal, announced that Freewill Elementary School is planning an event at Carey Lake on March 31, 2006 in observance of the school's 35th anniversary.

XVIII. ADJOURNMENT

Mr. Johnson offered a **MOTION** to adjourn the meeting at 8:55 p.m. 9 Ayes, 0 Nays, 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

February 9, 2006

JES/jes:wp

School District Clerk

**TOBACCO FREE *TIME*, *NEWSWEEK*, *PEOPLE* AND *SPORTS ILLUSTRATED*
ARRIVE IN SCHOOLS THIS FALL**

In June, New York State Attorney General Eliot Spitzer announced that the National Association of Attorneys General (NAAG) had reached an arrangement with Time, Inc. (which publishes *Time*, *People*, and *Sports Illustrated*) and Newsweek, Inc. (which publishes *Newsweek*) to eliminate tobacco advertising from the editions of these four magazines that are sent to schools.

This arrangement is the latest step in a continuing effort by the Attorneys General to reduce youth exposure to tobacco advertising. In November 2003, the NAAG reached an agreement with the major tobacco companies to eliminate tobacco advertising from special "classroom" editions of *Time*, *Newsweek* and *US News and World Report* that the publishers create for use in school classes such as social studies. Meanwhile, in almost all cases, magazines going to school libraries still contained tobacco advertisements.

In the fall of 2004, Reality Check, a youth action movement funded by the New York State Department of Health Tobacco Use Prevention and Control Program, conducted a statewide survey of 223 middle and high schools in New York, and found that more than 70% of the school libraries had copies of *Time*, *Newsweek*, *People* or *Sports Illustrated*, all of which contain tobacco advertising. Additionally, school librarians confirmed that all four magazines are among the most popular magazines read by teens in the schools.

Outraged that tobacco companies were succeeding in targeting kids as replacement smokers even in schools, representatives of Reality Check's Statewide Youth Board asked Attorney General Eliot Spitzer to take action to eliminate tobacco company access to kids through magazines in school libraries.

Mr. Spitzer worked with colleagues at the NAAG and reached an agreement with Time, Inc. and Newsweek, Inc. to eliminate all tobacco advertising in the editions of their magazines that go to schools including school libraries.

The NAAG has indicated that these arrangements will be in place prior to the commencement of the 2005/06 school year. Therefore it is expected that the tobacco advertisement free editions of *Time*, *Newsweek*, *Sports Illustrated* and *People* will begin arriving in schools in September.

QUESTIONS AND ANSWERS

What is Reality Check?

Reality Check is a youth movement, funded by the New York State Department of Health Tobacco Use Prevention and Control Program, committed to exposing the manipulative and deceptive marketing practices of the tobacco industry. Reality Check can be found in every county in the state. To find the Reality Check nearest to you visit www.realitycheckny.com

What magazines are covered by the arrangement?

Answer: *Time*, *Newsweek*, *Sports Illustrated* and *People*

Do I, as school librarian, need to order the tobacco advertisement free magazines?

Answer: No. If your school has a subscription or if you will be getting one in the future, the tobacco advertisement free editions of *Time*, *Newsweek*, *Sports Illustrated*, and *People* will automatically be delivered to your school address.

Are there additional costs associated with getting the tobacco advertisement free edition of these magazines?

Answer: There is absolutely no extra cost to the school. Any costs associated with the tobacco advertisement free magazines are incurred by the publishers and/or the tobacco companies.

What do we do if an edition of *Time*, *Newsweek*, *People* or *Sports Illustrated* is sent to our school that contains tobacco advertisements?

Answer: The tobacco companies and publishers have indicated their commitment to ensuring that these magazines going to schools are tobacco advertisement free, but it is possible for mistakes to occur. If this happens, the first step is to contact the magazine to make the correction. If, after a reasonable amount of time (about six weeks), the problem is not corrected, you should contact the Attorney General.

For *People Sports Illustrated* and *Time* contact:

Lucy Payne
Lucy.payne@custserv.com
1-813-878-6373

For *Newsweek* contact:

Newsweek Education Program
1-800-526-2595
Fax- 1-800-717-4554

For the Attorney General contact:

Mr. Eliot Spitzer
The Capital
12224-0341

Can we get other magazines without tobacco advertisements?

Answer: This arrangement involves only *Time*, *Newsweek*, *Sports Illustrated* and *People*. All magazines going to schools should be tobacco advertisements free. Publishers need to hear from concerned teachers, librarians, administrators, students and parents that tobacco marketing has no place in the school environment. Write the publishers of magazines in your school to let them know that you want the tobacco advertisements taken out of their magazines too because tobacco marketing has no place in schools.

2005-06
Elementary
School
Improvement
Plan
Report

February 9, 2006

Presenters:
Kim Cox
Robert LaRuche
Alex Balta
Nicki Welch
Rebecca Feistel

I. District Elementary School Goal 1:

Introduction: It is our belief at the Wayne Central School district that all children should view themselves as “writers” and should demonstrate proficiency on writing tasks measured by the state assessments, local tasks and benchmarks. In our effort to ensure that all children are equipped with the appropriate instructional strategies and methods to achieve this goal, we have created a plan that will focus on the development of a consistent process or framework for classroom instruction throughout the district. The following plan articulates the steps we will take in the development of this program and its implementation.

Develop and implement a K- 5 writing process/program.

- A. Establish a committee to develop an “as is statement” about writing instruction at the elementary level.

Task	Responsible person	Completion date
1. Establish a committee to develop “as is” statement	LaRuche	10/05
2. Set up meeting time(s) and agendas	LaRuche	10/05

- B. Establish a culture where teachers’ beliefs reflect that all children should see themselves as writers.

Task	Responsible person	Completion date
1. Provide the staff with articles about writing.	Principals	On-going
2. Establish staff meeting that explores and defines “What is a writer?”	Principals	On-going
3. Create a Wayne Central vision for excellence in writing instruction (all students will see themselves as writers)	LaRuche and committee	11/05
4. Utilize Building Planning teams to develop a positive writing philosophy.	Principals	On-going

C. Identify “best practices” in writing instruction.

Task	Responsible person	Completion date
1. Research best practices in writing instruction	LaRuche and committee	11/05
2. Select a framework for writing.	LaRuche and committee	11/05
3. Share research findings of best practices with staff at staff meetings.	Principals	On-going

D. Create a plan for dissemination and implementation of the agreed upon writing process.

Task	Responsible person	Completion date
1. Identify tasks	Principals/ committee	12/05
2. Develop a timeline	Principals/ committee	12/05
3. Initial implementation of the writing plan	Principals/ committee	Second semester
4. Solicit staff feedback and make adjustments for the Fall of 2006	Principals/ committee	6/06

II. District Elementary School Goal 2:

Introduction: The Wayne Central School district believes that all children can learn and attain a high level of achievement. Our students at risk and children with needing special education services are no exception. We are committed to ensuring that the programs created for children needing special education services are aligned with our general education program, and that all children experience success on state and local assessments and benchmarks. Over the past few years we have implemented instructional strategies, targeted analysis and continuous monitoring that have increased the success rate of all children. Our plan this year will focus on aligning IEP goals, benchmarks and state standards, creating specific targeted plans for students and increasing the capacity of our Pupil study teams.

Increase ELA and Math passing rates for students with disabilities. (as evidenced by state and local assessments)

A. To develop the “as is” for IEP goal development.

Task	Responsible person	Completion date
1. Meet with Cheryl Repress to help with the assessment of our “as is”.	Cox, Spring	8/21
2. Hire a consultant to analyze district and school documents.	Cox, Spring, Scheik	11/05

B. Utilize outside consultant to analyze and align IEP goals, benchmark expectations, state standards.

Task	Responsible person	Completion date
1. To utilize a consultant and utilize the director of special education to train special education teachers and psychologists to create goals that align with district and state expectations.	Cox, Spring , Scheik,	6/06
2. To establish training sessions to address goal writing	Scheik.	On-going

C. To ensure that IEP goals are written in alignment with the agreed upon methodology.

Task	Responsible person	Completion date
1. Ensure that goals established on the IEPs are written in the agreed upon format.	Scheik./school psychologists	On-going

D. To assess, diagnose, prescribe interventions to increase the capacity of our PST, classroom and special educators, to create individualized plans to positively impact the teaching and learning process for our at risk students. (target setting)

Task	Responsible person	Completion date
1. Utilize consultant /Director of special education to coach PST teams and special educators to design targeted individualized plans.	Cox, Scheik, Principals	6/06
2. Set dates for consultant/director of special education visitation at building level PSTs.	PST teams, Scheik, Principals	10/05
3. Monitor individualized plan development	PST teams, Scheik, Principals	6/06
4. Staff will implement individualized plans	PST teams, Principals	6/06

E. Establish time for elementary special education teachers to collaborate and review individual student plans, IEP goals and student work under the facilitation of assistant to the director.

Task	Responsible person	Completion date
1. Meet quarterly with the assistant director of students services to collaborate around individualized plans and IEP goal development.	Stevenson, principals	10/05

TO: Michael Havens
Superintendent of Schools
FROM: Gregory Atseff
Assistant Superintendent for Business
DATE: February 9, 2007
RE: 2006/2007 Budget

Attached is the first draft of the Program portion of the 2006/2007 proposed budget. The following are included:

1. A cover sheet that shows the functions of the budget, broken out into the three-part budget format.
2. A three-part budget comparison, which shows the proposed Program budget in comparison to the existing Program budget.
3. The complete breakdown of the budget, by budget code, for the Program portion of the budget.

Budget highlights for the Program portion include:

Teaching Regular School

- Estimated salary increase due to contract negotiations
- 2 staff members (teachers) retiring
HS – 1 OE – 1
- Addition of two K-2 Literacy Coaches/Reading Teachers at Ontario Primary and Freewill Elementary
- Addition of summer school Bridge Program for Middle School

Students with Special Needs

- Decrease in tuition cost for Public & Private out-of-district placements

Co-Curricular

- Includes addition of 4 new clubs per model schools plan

Interscholastic Athletics

- Includes addition of two modified sports programs per model schools plan
Modified Baseball
Modified Softball

Employee Benefits

- Change in TRS rate from 7.25% to 7.97%
- 12% increase in health insurance costs

**WAYNE CENTRAL SCHOOL DISTRICT
THREE PART 2006/2007 BUDGET**

Function	Code	2005/06 Budget	2006/07 Budget	Admin	Program	Capital
Board of Education	1099	30,460				
Central Admin	1299	196,605				
Finance	1399	357,345				
Legal Services	1420	25,000				
Personnel	1430	327,230				
Records Mgt.	1460	6,200				
Public Information	1480	44,200				
Operation of Plant	1620	1,883,295	2,195,990			2,195,990
Maint of Plant	1621	536,230	678,775			678,775
Other Cent Service	1699	793,440				
Refund of Taxes	1964	500				
Other Spec Items	1998	558,150				
Curriculum Dev	2010	252,585				
Supv Reg School	2020	977,565				
Instruction	2999	18,440,495	18,963,885		18,963,885	
District Trans	5510	1,805,325	2,043,970		2,043,970	
Garage Bldg	5530	61,000	67,100		67,100	
Community Service	8998	12,000	12,000		12,000	
Employee Benefits	9098	6,574,535	6,316,241		5,943,728	372,513
Debt Service	9898	3,333,540	3,260,000			3,260,000
Transfer to Capital	9901.9	0	0			0
Transfer to Debt	960	0	0			0
Other Transfers	9951	65,000	65,000		65,000	
Total		36,280,700	33,602,961		27,095,683	6,507,278

THREE PART BUDGET COMPARISON - 2006/2007

Expenditure Categories	Administrative Expense		Program Expense		Capital Expense		Total Budget	
	2005/2006	2006/2007	2005/2006	2006/2007	2005/2006	2006/2007	2005/2006	2006/2007
General Support	\$2,339,130		\$0	\$0	\$2,419,525	\$2,874,765	\$4,758,655	\$2,874,765
Instruction	1,230,150		18,440,495	18,963,885	0	0	19,670,645	\$18,963,885
Transportation	0		1,866,325	2,111,070	0	0	1,866,325	\$2,111,070
Community Service	0		12,000	12,000	0	0	12,000	\$12,000
Undistributed	756,932		5,533,943	6,008,728	3,682,200	3,632,513	9,973,075	\$9,641,241
Total	\$4,326,212		\$25,852,763	\$27,095,683	\$6,101,725	\$6,507,278	\$36,280,700	\$33,602,961

INSERVICE TRAINING - INSTRUCTION

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2070 .150 -07	Instructional Salaries	20,295	20,295	20,295	0
.160	Grant Writer Salary	30,000	30,000	30,000	0
.400	Contractual Expenses	7,750	3,000	7,750	0
.401	Mileage/Conferences	6,000	7,000	6,000	0
.490 -06	BOCES Services	52,000	65,000	54,080	2,080
.500	Supplies	2,200	2,700	2,200	0
A2070 .0	INSERVICE TRAINING - INSTR.	118,245	127,995	120,325	2,080

TEACHING - REGULAR SCHOOL

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2110 .120 -04	K - 2 Salaries	1,409,995	1,370,000	1,471,000	61,005
.120 -05	K - 5 Salaries	1,471,260	1,351,400	1,535,000	63,740
.120 -07	Enrichment & Reading Coord.	113,860	114,120	118,270	4,410
.120 -03	3 - 5 Salaries	1,330,850	1,283,800	1,420,600	89,750
.120 -02	6 - Salaries	447,630	384,000	410,200	(37,430)
.121 -07	K-6 Salary Adjustments, Hours, etc.	25,000	25,000	25,000	0
.130 -02	7 - 8 Salaries	1,895,870	1,767,550	1,947,600	51,730
.130 -07	Teacher Mentor	35,000	25,000	35,000	0
.130 -01	9 -12 Salaries	2,700,720	2,640,440	2,883,400	182,680
.131 -07	7-12 Salary Adjustments, Hours, etc.	25,000	25,000	25,000	0
.132 -07	AIS Program	0	0	0	0
.140 -07	Tchr. Substitute Salaries	225,000	230,000	250,000	25,000
.162 -07	Sub/OT Salaries	20,000	20,000	20,000	0
.168 -07	Tchr. Aides - Salaries	640,200	565,000	630,850	(9,350)
.200 -07	Equipment	19,555	19,555	20,400	845
.400 -07	Contractual Expenses	44,485	44,485	48,420	3,935
.401 -07	Mileage/Conferences	25,025	21,050	23,465	(1,560)
.480 -07	Textbooks	147,345	147,345	154,490	7,145
.490 -06	BOCES Instructional Services/All Others	180,200	181,045	187,410	7,210
.500 -07	Supplies	176,985	172,100	167,000	(9,985)
A2110 .0	TEACHING - REGULAR SCHOOL	10,933,980	10,386,890	11,373,105	439,125

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2110 .120	K-2 Salaries	31.0				1,471,000		0	1,471,000
.120	K-5 Salaries	29.5					1,535,000	0	1,535,000
.120-07	Enrichment & Reading Coord.	2.0						118,270	118,270
.120	3-5 Salaries	29.0			1,420,600			0	1,420,600
.120	6-Salaries	8.0		410,200				0	410,200
.130	7-8 Salaries	39.8		1,947,600				0	1,947,600
.130-07	Teacher Mentor							35,000	35,000
.130	9-12 Salaries	58.0	2,883,400					0	2,883,400
.168	Tchr. Aides/Ass't Salaries	40.0	122,700	72,020	97,120	124,500	180,660	33,850	630,850
.200	Equipment		5,160	7,070	6,070	0	1,500	600	20,400
.400	Contractual Expenses		8,795	6,000	4,035	3,500	1,250	24,840	48,420
.401	Mileage/Conferences		4,350	7,060	450	1,000	3,500	7,105	23,465
.480	Textbooks		50,450	38,365	21,950	22,350	21,375		154,490
.500	Supplies		44,775	38,485	18,550	25,740	22,900	16,550	167,000

BREAK-DOWN OF DISTRICT REQUESTS:											
Budget Code	Object of Expense	Art	Academ Comp.	Enrich.	Music	P/E	PCEN	Bi-Ling.	Reading Buddies	District	Total
.120-07	Salaries			50,330						67,940	118,270
.200-07	Equipment	0	0	0	100	500	0	0	0		600
.400-07	Contractual Expenses	75	1,085	6,580	1,800	1,000	0	0	14,300		24,840
.401-07	Mileage/Conferences	825	5,530	0	250	500	0	0	0		7,105
.500	Supplies	1,600	0	10,600	350	500	3,300	200	0		16,550

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2250 .150 -07	Instructional Salaries	2,061,155	2,140,000	2,199,660	138,505
.151	Tchr. Substitute Salaries	40,000	38,000	40,000	0
.160	Clerical - Salaries	88,510	80,030	84,285	(4,225)
.162	Sub/OT Salaries	5,000	8,000	10,000	5,000
.168	Tchr. Aides - Salaries	762,200	805,000	745,740	(16,460)
.200	Equipment	12,250	12,250	9,000	(3,250)
.400	Contractual Expenses	60,750	75,000	83,200	22,450
.401	Mileage/Conferences	16,295	10,000	16,145	(150)
.471	Tuition - Public Schools	103,605	71,405	40,000	(63,605)
.472	Tuition - Private Schools	398,685	390,000	300,000	(98,685)
.490 -06	BOCES Instructional Services	487,000	487,000	525,000	38,000
.500	Supplies	49,700	49,700	47,550	(2,150)
A2250 .0	PROGRAMS-SPECIAL NEEDS CHILDREN	4,085,150	4,166,385	4,100,580	15,430

Budget Code	Object of Expense	HS	MS	OE	OP	FW	District	Total
	Instructional FTE	16.0	10.5	7.0	7.0	7.5	3.0	
A2250 .150-07	Instructional Salaries	733,600	347,500	307,800	338,300	285,800	186,660	2,199,660
	Teacher Aides FTE	17.0	9.0	7.0	9.0	8.0		
.168	Tchr Aides - Salaries	228,600	139,300	110,500	151,180	116,160		745,740
.200	Equipment	1,000	0	0	0	0	8,000	9,000
.400	Contractual Expenses	46,800	800	600	0	0	35,000	83,200
.401	Mileage/Conferences	5,170	2,950	1,800	1,250	1,000	3,975	16,145
.500	Supplies	16,000	5,450	3,600	2,650	2,000	17,850	47,550

OCCUPATIONAL EDUCATION/WORK EXPERIENCE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2280 .150 -01	Instructional Salaries	264,550	263,010	281,000	16,450
.151	Tchr. Substitute Salaries	5,000	4,000	5,000	0
.200	Equipment	2,450	2,000	1,500	(950)
.400	Contractual Expenses	660	660	1,160	500
.401	Mileage/Conferences	5,000	4,200	4,500	(500)
.480	Textbooks	8,370	8,370	2,900	(5,470)
.490 -06	BOCES Instructional Services/Full-Time	412,100	412,100	428,585	16,485
.500	Supplies	10,100	9,030	16,680	6,580
A2280 .0	OCCUPATIONAL EDUCATION	708,230	703,370	741,325	33,095

OCCUPATIONAL EDUCATION/WORK EXPERIENCE – High School

Budget Code	Object of Expense	FTE	Business Education	Technology	Work Experience	Total
A2280 .150-01	Instructional Salaries	6.0	109,335	124,285	47,380	281,000
.200	Equipment		0	1,500	0	1,500
.400	Contractual Expenses		0	500	660	1,160
.401	Mileage/Conferences		1,500	1,000	2,000	4,500
.480	Textbooks		2,500	0	400	2,900
.500	Supplies		8,770	7,250	660	16,680

SPECIAL SCHOOLS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2330 .150 -07	Instructional Salaries	65,000	65,000	75,000	10,000
.160	Continuing Ed - Salaries	0	0	0	0
.200	Equipment	1,000	500	0	(1,000)
.400	Contractual Expenses	0	0	0	0
.401	Mileage/Conferences	0	0	250	250
.471	Tuition	8,500	8,500	8,840	340
.480	Textbooks (Non-Public Schools)	10,000	9,300	10,000	0
.490 -06	BOCES Services	14,560	14,560	15,145	585
.500	Supplies	500	500	500	0
A2330 .0	TEACHING - SPECIAL SCHOOLS	99,560	98,360	109,735	10,175

Budget Code	Object of Expense	Driver's Ed	Tutors	Total
A2330.150-07	Instructional Salaries	15,000	60,000	75,000

SCHOOL LIBRARY & AUDIOVISUAL

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2610 .150 -07	Librarians - Salaries	257,450	257,440	268,020	10,570
.151	Tchr. Substitute Salaries	5,000	5,000	5,000	0
.162	Sub/OT Salaries	1,500	300	1,500	0
.168	Tchr. Aides - Salaries	15,200	15,120	16,020	820
.200	AV & Library Equipment	0	0	0	0
.400	Contractual Expenses	3,935	3,935	3,930	(5)
.401	Mileage/Conferences	2,815	2,000	3,400	585
.460	School Library & AV Loan Program	58,170	58,170	16,200	(41,970)
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	27,600	27,600	33,265	5,665
A2610 .0	SCHOOL LIBRARY & AUDIOVISUAL	371,670	369,565	347,335	(24,335)

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District K-12	Total
A2610 .150-07	Librarians – Salaries	5.0	81,345	45,560	49,150	44,825	47,140		268,020
.168	Teacher Aides Salaries	1.0					16,020		16,020
.200	AV & Library		0	0	0	0	0	0	0
.400	Contractual Expenses		1,265	1,080	85	500	500	500	3,930
.401	Mileage/Conferences		500	400	350	400	250	1,500	3,400
.460	Library Materials Program		5,590	3,730	2,300	2,340	2,240	0	16,200
.500	Supplies		14,985	2,260	3,010	6,760	3,750	2,500	33,265

COMPUTER ASSISTED INSTRUCTION

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2630 .150 -07	Computer Assisted Instruction - Salaries	41,645	41,000	43,100	1,455
.220	Computer Hardware	211,300	211,300	195,350	(15,950)
.400	Contractual Expenses	300	300	900	600
.401	Mileage/Conferences	0	0	0	0
.420	Repair	2,000	1,000	2,000	0
.460	State Aided Computer Software	74,395	74,395	61,020	(13,375)
.490 -06	BOCES Services	77,360	92,325	81,975	4,615
.500	Supplies	71,830	71,830	56,385	(15,445)
A2630 .0	COMPUTER ASSISTED INSTR.	478,830	492,150	440,730	(38,100)

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2630 .150-07	Computer Assisted Instruction - Salaries	1.0						43,100	43,100
.220-07	Computer Hardware		0	0	0	0	0	195,350	195,350
.400	Contractual Expenses		0	0	0	0	0	900	900
.401	Mileage/Conferences		0	0	0	0	0	0	0
.420	Repairs		0	0	0	0	0	2,000	2,000
.460	State Aided Computer Software		13,950	9,305	5,740	5,845	5,990	20,190	61,020
.500	Supplies		12,840	9,115	4,740	4,170	4,320	21,200	56,385

ATTENDANCE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2805 .150 -07	Attendance Officer - Salary	19,500	19,490	20,530	1,030
.400	Contractual Expenses	3,500	3,500	3,500	0
.401	Mileage/Conferences	500	300	500	0
.403	Postage	600	100	600	0
.490 -06	BOCES Services	50,495	50,495	52,515	2,020
.500	Supplies	800	300	800	0
A2805 .0	ATTENDANCE	75,395	74,185	78,445	3,050

GUIDANCE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2810 .150 -07	Guidance Counselors - Salaries	505,860	471,100	486,410	(19,450)
.160	Clerical - Salaries	70,600	65,000	68,900	(1,700)
.162	Sub/OT Salaries	2,000	2,000	2,000	0
.200	Equipment	300	300	200	(100)
.400	Contractual Expenses	1,610	1,610	4,075	2,465
.401	Mileage/Conferences	2,200	1,650	2,350	150
.490 -06	BOCES Services	64,830	64,830	67,425	2,595
.500	Supplies	4,480	4,480	3,885	(595)
A2810 .0	GUIDANCE	651,880	610,970	635,245	(16,635)

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2810 .150-07	Guidance Counselors – Salaries	10.0	191,100	152,200	40,650	52,560	49,900		486,410
.160	Clerical - Salaries	3.0	47,300	21,600	0	0	0	0	68,900
.200	Equipment		0	200	0	0	0	0	200
.400	Contractual Expenses		3,475	600	0	0	0	0	4,075
.401	Mileage/Conferences		600	500	250	250	500	250	2,350
.500	Supplies		835	750	550	500	500	750	3,885

District column shows Community Service Liaison expenditures. Salary is in Federal Grant.

HEALTH SERVICES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2815 .160 -07	School Nurses - Salaries	136,400	136,400	150,030	13,630
.162	Sub/OT Salaries	9,000	7,000	0	(9,000)
.200	Equipment	600	600	1,000	400
.400	Contractual Expenses	500	500	500	0
.401	Mileage/Conferences	1,250	960	1,250	0
.446	School Physicians	21,500	24,390	24,900	3,400
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	8,150	8,000	8,400	250
A2815 .0	HEALTH SERVICES	177,400	177,850	186,080	8,680

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2815 .160-07	School Nurses - Salaries	5.0	36,600	30,060	25,355	27,340	30,675		150,030
.200	Equipment		0	0	0	0	0	1,000	1,000
.400	Contractual Expenses		100	100	100	100	100		500
.401	Mileage/Conferences		250	250	250	250	250		1,250
.500	Supplies		1,700	1,200	1,000	1,000	1,000	2,500	8,400

PSYCHOLOGICAL SERVICES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2820 .150 -07	Psychologists - Salaries	218,550	218,550	225,185	6,635
.200	Equipment	3,900	3,900	0	(3,900)
.400	Contractual Expenses	500	300	5,000	4,500
.401	Mileage/Conferences	2,250	2,250	2,500	250
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	4,800	4,800	9,400	4,600
A2820 .0	PSYCHOLOGICAL SERVICES	230,000	229,800	242,085	12,085

Budget Code	Object of Expense	HS	MS	OE	OP	FW	Summer	Total
	FTE	1.0	1.0	1.0	1.0	1.0		5.0
A2820 .150-07	Psychologists Salaries	40,685	61,260	0	69,540	53,700		225,185

PPS SPECIAL SCHOOLS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2830 .400 -07	Contractual Expenses	49,000	57,000	60,000	11,000
A2830 .0	PPS - SPECIAL SCHOOLS	49,000	57,000	60,000	11,000

CO-CURRICULAR ACTIVITIES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2850 .150 -07	Co-Curricular Salaries	65,920	72,000	83,870	17,950
A2850 .0	CO-CURRICULAR ACTIVITIES	65,920	72,000	83,870	17,950

Budget Code	Object of Expense	HS	MS	OE	OP	FW	Total
	FTE	26.0	10.0	2.0	1.0	2.0	41.0
A2850 .150-07	Co-Curricular Salaries	55,000	20,440	3,920	590	3,920	83,870

INTERSCHOLASTIC ATHLETICS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A2855 .150 -07	Coaching Salaries	220,950	220,950	235,790	14,840
.160	Athletic Events Personnel	41,000	38,000	41,000	0
.200	Equipment	9,760	9,760	23,870	14,110
.400	Contractual Expenses	36,475	36,000	41,695	5,220
.401	Mileage/Conferences	1,900	1,600	1,900	0
.449	Official Fees	38,700	32,000	38,700	0
.490 -06	BOCES Services	780	780	810	30
.500	Supplies	45,670	45,670	61,260	15,590
A2855 .0	INTERSCHOLASTIC ATHLETICS	395,235	384,760	445,025	49,790

DISTRICT TRANSPORTATION SERVICES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A5510 .160 -09	Transportation Office Salaries	127,885	127,885	131,670	3,785
.161	Mechanics' Salaries	139,500	150,250	155,890	16,390
.163	Extra Help	15,000	8,000	15,000	0
.164	Bus Drivers' RR & NP/H Salaries	875,040	850,000	880,050	5,010
.165	Sub R/R & NP/H	55,000	45,000	55,000	0
.166	Athletic Trips - Salaries	43,000	43,000	45,000	2,000
.167	Field Trips - Salaries	30,000	27,000	30,000	0
.168	Special Programs - Salaries	57,400	59,090	66,680	9,280
.200	Equipment	7,750	7,750	4,500	(3,250)
.400	Contractual Expenses	9,000	8,000	9,000	0
.401	Mileage/Conferences	2,000	1,700	2,000	0
.407	Laundry (Uniforms)	4,000	4,000	4,500	500
.408	Classified Ads	400	400	400	0
.412	Bus Equipment Repr/Contr.	35,000	32,450	35,000	0
.423	Ins., Liab., & Comp.	132,650	125,000	132,650	0
.446	School Physicians	8,500	8,500	8,500	0
.490 -06	BOCES Services	13,900	17,650	18,330	4,430
.550	Bus Supplies	10,000	10,000	10,500	500
.551	Cleaning Supplies	1,500	1,000	1,500	0
.552	Custodial Supplies	300	300	300	0
.570	Bus Parts	72,000	72,000	76,000	4,000
.571	Diesel Fuel/Gasoline	135,000	250,000	330,000	195,000
.572	Oil	10,000	6,500	10,000	0
.573	Tires & Tubes	18,000	16,000	18,000	0
.574	Lubricants	2,500	3,300	3,500	1,000
A5510 .0	DIST. TRANSPORTATION SERVICES	1,805,325	1,874,775	2,043,970	238,645

Salaries	Amount
Transportation Supervisor	67,570
Head Bus Driver	35,600
Senior Bus Driver	28,500

DISTRICT TRANSPORTATION SERVICES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A5530 .163 -09	Extra Help Salaries	1,000	1,000	1,000	0
.200	Equipment	2,000	2,000	2,000	0
.400	Contractual Expenses	5,900	5,900	7,000	1,100
.411	Rubbish	2,000	2,000	2,000	0
.412	Bldg. & Equipment Repr/Contracts	2,500	4,300	5,000	2,500
.414	Snow Removal	1,000	0	1,000	0
.416	Natural Gas	10,000	7,000	10,000	0
.417	Electric	15,000	13,000	15,000	0
.418	Telephone	10,000	9,700	10,000	0
.423	Insurance	5,700	6,100	6,700	1,000
.473	Assessment on School Property	1,500	1,400	1,500	0
.500	Supplies	4,000	5,100	5,500	1,500
.551	Cleaning Supplies	200	200	200	0
.552	Custodial Supplies	200	200	200	0
A5530 .0	GARAGE BUILDING O & M	61,000	57,900	67,100	6,100

COMMUNITY SERVICES

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A8060 .200 -10	Equipment	2,000	2,000	2,000	0
.400	Contractual Expense	0	1,065	1,000	1,000
.432	Facilities Use	5,000	4,500	5,000	0
.500	Supplies	5,000	3,000	4,000	(1,000)
A8060.0	CIVIC ACTIVITIES	12,000	10,565	12,000	1,000

EMPLOYEE BENEFITS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9010 .800 -10	NYS Employees Retirement	475,000	425,000	475,000	0
A9020 .800 -10	NYS Teachers Retirement	1,184,210	1,150,000	1,250,000	65,790
A9030 .801 -10	Social Security (FICA)/Medicare	1,573,025	1,540,000	1,636,795	63,770
A9040 .802 -10	Worker's Compensation	156,120	156,120	170,000	13,880
A9045 .803 -10	Life Insurance	8,000	7,800	8,500	500
A9060 .805 -10	Hospital/Medical/Disability Insurance	2,963,180	3,038,180	3,325,000	361,820
.806	Dental Insurance	215,000	255,000	275,000	60,000
A9098 .0	EMPLOYEE BENEFITS	6,574,535	6,572,100	7,140,295	565,760

DEBT SERVICE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9711 .610 -10	Principal - Serial Bond (School Construction)	2,220,000	1,670,000	2,300,000	80,000
.710	Interest - Serial Bond	1,103,540	790,740	950,000	(153,540)
A9731 .710 -10	Interest - Bond Anticipation Notes	0	0	0	0
A9760 .710 -10	Interest - Tax Anticipation Notes	10,000	0	10,000	0
A9770 .710 -10	Interest - Revenue Anticipation Notes	0	0	0	0
A9898 .0	DEBT SERVICE	3,333,540	2,460,740	3,260,000	(73,540)

INTERFUND TRANSFERS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9901 .950 -10	Transfer to Special Aid Fund	65,000	45,000	65,000	0
A9950 .970 -10	Transfer to Capital Fund	0	0	0	0
A9951 .0	INTERFUND TRANSFERS	65,000	45,000	65,000	0

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: February 9, 2006

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF

RESIGNATIONS:

Judith M. Fletcher, English Teacher, assigned to the James A. Beneway High School, effective April 30, 2006. *For purpose of retirement.*

Donna Stalker, Teacher Center Director, assigned to the Wayne Central Teacher Resource Center, effective June 30, 2006 with rights reserved. *For purpose of retirement.*

LEAVE OF ABSENCE (AMENDED RESOLUTION OF JANUARY 12, 2006):

Eryne Altmire, Elementary Education Teacher, assigned to the Ontario Elementary School, a combination paid and unpaid FMLA leave of absence effective January 27, 2006 through April 7, 2006. *For the purpose of child rearing. (Amends return date).*

LEAVE OF ABSENCE:

Penny Barry, School Psychologist, assigned to the Ontario Elementary School, a combination paid and unpaid FMLA leave of absence anticipated May 3, 2006 through September 1, 2007. *For the purpose of child rearing.*

APPOINTMENTS:

Tracy Don Vito, Business Teacher/School-To-Work Coordinator, NYS Control No. TBA (Initial, valid through 2/1/2011) assigned to the James A. Beneway High School, a three year probationary appointment effective February 1, 2006 through January 31, 2009 at \$38,384 (base + MS, credited with two years service credit) pro-rated. *New position.*

Cara VanderBrook, Elementary Education Teacher, NYS Control No. 622380051 (Initial, valid through 09/01/2010) assigned to the Ontario Elementary School, a ten week temporary appointment effective

January 30, 2006 through April 7, 2006 at \$35,000 (base) pro-rated. *Replacement for Eryne Altmire (child rearing leave).*

SUPPORT STAFF

RESIGNATIONS: None

LEAVE OF ABSENCE: None

APPOINTMENTS:

Sarah Catalano, Teacher Aide, assigned to the James A. Beneway High School, a permanent Civil Service appointment having served a successful probationary period, February 28, 2006.

Beverly Flanigan, School Monitor, assigned to the Ontario Primary School, a permanent Civil Service appointment having served a successful probationary period, effective March 5, 2006.

Patricia Griswold, School Nurse. assigned to the Ontario Elementary School, a permanent Civil Service appointment having served a successful probationary period, effective February 28, 2006.

Dawn Landry, School Bus Driver, assigned to the Transportation Department, a permanent Civil Service appointment having served a successful probationary period, effective March 5, 2006.

John Leone, Maintenance Worker, assigned to the James A. Beneway High School, a permanent Civil Service appointment having served a successful probationary period, effective February 14, 2006.

Lisa Mercurio, Teacher Aide, assigned to the Ontario Elementary School, a permanent Civil Service appointment having served a successful probationary period, effective February 28, 2006.

Sharon Oddi, Food Service Helper, assigned to the James A. Beneway High School, a permanent Civil Service appointment having served a successful probationary period, effective March 5, 2006.

Vaughn Weston, Bus Driver, assigned to the Transportation Department, a six month probationary Civil Service appointment effective January 17, 2006 through September 16, 2006 at \$12.51/hr. *Replacement for Carol Malcolm.*

Stacy Wright, Bus Driver, assigned to the Transportation Department, a temporary Civil Service appointment effective January 17, 2006 through June 30, 2006 at \$12.51/hr. *Replacement for Jim Klem.*

SUBSTITUTE SUPPORT STAFF (AMENDED)

Frank Carlesimo, Substitute Bus Driver effective January 5, 2006 at \$10.80/hr.

ANNUAL STIPEND APPOINTMENTS (AMENDED)

❖ **Team Leaders: rate \$1,807 plus \$92 per supervised teacher**

<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>
Janis Becker	Grade 8 Mars	MS	See note

Barbara Carlisle

Grade 6 Neptune (2nd)

MS

\$1,187.32

Note: \$2,420.64 pro-rated from January 23, 2006 (*replaces Tracy Weismore*)

Wayne Central School District
Ontario Center, NY 14520

TO: Board of Education

FROM: Michael Havens

RE: Consensus Agenda

DATE: February 9, 2006

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

1. Accept Treasurer's Report
2. Adopt Reality [Check](#) Resolution
3. Accept [Gifts](#) to District
4. Approve [Health](#) Contract with Newark Central School District
5. Approve Budget [Transfers](#)
6. Approve [Change](#) Order GC-36 to Relocate Scoreboard at High School

TOBACCO ADVERTISEMENT FREE MAGAZINE RESOLUTION
Wayne Central School District
“Reality Check”

WHEREAS, Smoking is the number one cause of preventable death in the United States; and

WHEREAS, *Each day more than 4,000 youth try smoking for the first time, and another 2,000 youth become regular daily smokers; and*

WHEREAS, *The Surgeon General has concluded that tobacco advertising contributes to youth smoking rates; and*

WHEREAS, *An estimated 1/3 of adolescent experimentation with smoking can be directly attributed to tobacco advertising and promotional activities; and*

WHEREAS, In 2003 tobacco companies spent \$15.1 billion to market cigarettes in the United States; and

Whereas, These marketing expenditures tend to overwhelm and counteract efforts by school systems, government, and the medical community to decrease smoking rates, particularly when advertisements are displayed in educational and health care settings; and

WHEREAS, In the fall of 2003, the National Association of Attorneys General (NAAG) and four tobacco companies (Philip Morris, RJ Reynolds (Reynolds America), US Smokeless Tobacco Company and Santa Fe Tobacco Company) reached an agreement to eliminate tobacco advertising in the classroom program versions of *Time, Newsweek and US News and World Report*; and

WHEREAS, Reality Check surveyed 233 school libraries across New York and found that magazines carried in school libraries contained tobacco ads thus encouraging youth to begin smoking; and

WHEREAS, School is a place where children and teenagers can learn and grow in a safe and secure environment; and

WHEREAS, Schools and school libraries should not be an outlet for the tobacco industry to target youth and find replacement smokers; and

WHEREAS, In June of 2005, NAAG, tobacco companies and magazine publishers reached an arrangement that eliminates all tobacco advertisement in *Newsweek, Sport Illustrated, People* and *Time* going to schools including school libraries.

THEREFORE BE IT RESOLVED that **the school board of Wayne Central** hereby expresses its opposition to tobacco advertisements in magazines in the school setting including school libraries and enthusiastically supports the tobacco advertisement free arrangement reached between NAAG, the tobacco companies and the publishers of *Newsweek, Time, Sports Illustrated and People* to eliminate tobacco advertising from editions of these four magazines that are sent to school setting, including school libraries.

BE IT FURTHER RESOLVED because there are still many magazines in school libraries that contain tobacco advertisements, the **school board of Wayne Central** supports future efforts of Reality Check and the Attorney General to limit tobacco company access to youth by eliminating tobacco advertising in all editions of all magazines in schools.

BE IT FURTHER RESOLVED because *Ebony, Essence, Jet, Outdoor Life, Field and Stream* and *Popular Science* are carried in so many school libraries, these magazines should be included in the tobacco advertisement free arrangement immediately.

PASSED AND ADOPTED this _____ by _____ vote.
Date #

Signatures of school board members:

This resolution will be sent to the Attorney General, Time Inc. (the publisher of Outdoor Life, Field and Stream, Popular Science and Essence) and Johnson Publishing Company, Inc. (the publishers of Jet and Ebony).

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: February 9, 2006
RE: Gifts to the District

Recommend that the Board of Education, at their regular meeting to be held on Thursday, February 9, 2006, accept the following:

1. A gift of books and tapes from Joanne Beach for use in classrooms located at Ontario Primary School with an estimated value of \$1,038.00.
2. A gift of \$2,100 from the Wayne Central Booster Club for the purchase of an Outdoor Batting Cage for our baseball program.

/db

c: Bob LaRuche
Marc Blankenberg
Lee Stramonine
Helen Jensen

TO: Michael Havens
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: February 9, 2006
RE: Health Service Contract - Newark Central School District

Attached is the contract for health services for Wayne students attending a private or parochial school in the Newark Central School District for the 2005-2006 school year.

The cost of the contract is:

4 students @ $\$189.5$
6 = \$ 758.24

The attendance office has verified the students charged for 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 Newark Central School District for the 2005-2006 school year, and hereby authorizes the 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: February 9, 2006
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 February 9, 2006.

GJA/db

c: Helen Jensen, Clerk

Attachment

WAYNE CENTRAL SCHOOL DISTRICT
 ONTARIO CENTER, NY 14520

REQUEST FOR BUDGETARY TRANSFER

-----T R A N S F E R T O -----			-----T R A N S F E R F R O M -----		
BUDGET CODE	BUDGET TITLE	AMOUNT	BUDGET CODE	BUDGET TITLE	AMOUNT
A5510.571-09-0000	Gasoline	100,000.00	A9711.710--10-0000	Int.-Serial Bond	100,000.00

RECOMMEND APPROVAL _____ DISAPPROVAL _____

REMARKS: TO COVER INCREASED GASOLINE COST

 ADMINISTRATOR DATE

 ASSISTANT SUPERINTENDENT FOR BUSINESS DATE

AUTHORIZED _____ DISAPPROVED _____

 SUPERINTENDENT OF SCHOOLS DATE

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: January 31, 2006

Re: Change Order GC-36

Attached is a copy of Change Order GC-36, from Christa Construction. This change order is for the cost to relocate the scoreboard for the new athletic field at Beneway High School.

Please present the following resolution to the Board of Education at their meeting on February 9, 2006:

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 GC-36 from Christa Construction for \$17,017.00.

Policy Submitted for First Reading

- 4210E Organizational Chart of Management Responsibilities
- 4250 Evaluation of the Superintendent
- 4270 Evaluation of Professional Staff
- 4330 Administrative Staff and Authority
- 5321 Reimbursement for Travel and Conference
- 5321R Reimbursement for Travel and Conference Regulation
- 5322 Meals and Meetings and Special Events
- 5322R Meals at Meetings and Special Events Regulations
- 7310 Code of Conduct

Policy Submitted for Second Reading

- 3220 Public Participation at Meetings of the Board of Education
- 3290 Speed Limit and Vehicles on School Grounds

**P
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Administration**EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**

The Board of Education recognizes that student growth, district progress and community satisfaction are all affected by the performance of the superintendent of schools. The superintendent of schools cannot function effectively without periodic feedback about his/her performance. Therefore, the Board of Education recognizes its responsibilities to evaluate the superintendent of schools.

The evaluation of the superintendent of schools is a valuable tool for strengthening planning and communications, promoting professional leadership and development, improving accountability and ultimately enhancing the functioning of the entire school district. In addition, this evaluation process contributes to the development and maintenance of a constructive working partnership between the Board of Education and the superintendent of schools.

During each year of the employment contract between the Board of Education and the superintendent of schools, the Board of Education and the superintendent of schools will meet to discuss a plan of performance and accountability for that school year. ***The President of the of the Board of Education will schedule dates for school board discussions to fulfill the terms of the employment contract with the superintendent of schools.***

The evaluation plan shall be based on written goals as identified in the school improvement plan and performance criteria mutually developed and agreed upon by the Board of Education and the superintendent of schools. It shall be reduced to writing in a form mutually developed and agreed upon by the Board of Education and the superintendent of schools. ***The Board of Education present and discuss this document with the superintendent of schools no later than the last business day of the school year (June 30th).***

Criteria upon which the performance appraisal will be based on the following:

- a) Keeps the Board of Education informed on the conditions of the district's educational system
- b) Assures preparation of agendas for school board meetings with supportive materials
- c) Assists the Board of Education with developing the overall goals and long-range planning of the educational system
- d) Maintains high standards of ethics, honesty and integrity in all professional matters and honors confidentiality where appropriate
- e) Implements procedures to appropriately safeguard funds, physical assets and property of the school district
- f) Delegates authority to staff appropriate to their positions
- g) Maintains professional development
- h) Encourages participation of appropriate staff members in professional growth materials
- i) Coordinates a planned program of staff evaluation and improvement with administrative personnel
- j) *Assures preparation and administration of the annual budget in compliance with school board and state guidelines*
- k) **Demonstrates ability to work well with individuals and groups**

Administration

EVALUATION OF THE PROFESSIONAL STAFF

Principles and criteria for evaluation of the professional staff should be drawn from and reflect a philosophy that insures the continuing existence of a learning environment for the academic, vocational, physical, cultural and social growth of all students. The evaluation process should produce an outcome which is positive and emphasizes excellence in the teaching process. After each evaluation is made, a full written report will be submitted to the superintendent of schools.

The purposes of the performance appraisals are:

- a) To improve the instructional program and personnel policies and procedures.
- b) To assist the classroom teacher in improving and upgrading teaching performance. In-service programs may be developed as a result of the appraisals;
- c) To assist the superintendent of schools, or his or her designee, in properly evaluating employees; and
- d) To provide a formal procedure for communication between the teacher and the administrator regarding the instructional program and student progress.

Teacher performance will be measured by clearly stated and commonly understood criteria that provide the superintendent of schools with an objective basis for making staff recommendations to the Board of Education.

The procedures and guidelines for formal and informal observations and evaluations of teachers shall be **based on NYS Education Law and** those **guidelines** agreed to with the employee organization representing the teaching staff and set forth in the collective bargaining agreement.

8 New York Code of Rules and Regulations
(NYCRR) §§ 801.1 and 100.2(o)(2)

Adopted: September 10, 2003

Revised: February ..., 2006

Administration

ADMINISTRATIVE STAFF & AUTHORITY

The superintendent of schools will delegate administrative authority to the building principal of each school and to his/her assistant(s) for the internal management of the schools within established Board of Education policy and administrative regulations.

In addition to being directly responsible to the superintendent of schools, building principals are responsible to the assistant superintendent for business ***for items related to finance, facilities, food service and transportation*** and to the assistant superintendent for instruction ***items related to*** program coordination and communication.

Adopted: September 10, 2003

Revised: February ..., 2006

REIMBURSEMENT FOR TRAVEL & CONFERENCE

The Board of Education recognizes that it is necessary for school district employees to travel in conducting the normal course of school business and operations. The Board of Education also recognizes the need for continuing in-service training and development for staff members.

The superintendent of schools will develop regulations regarding travel and reimbursement for school business purposes and conferences.

POLICY ADOPTED: February ..., 2006

REIMBURSEMENT FOR TRAVEL & CONFERENCE

The Board of Education recognizes that it is necessary for school district employees to travel in conducting the normal course of school business and operations. The Board of Education also recognizes the need for continuing in-service training and development for staff members. The following guidelines will apply to travel and conference reimbursement:

Mileage Reimbursement – Travel Outside District

School vehicles must be used if available. When an employee travels on school business using their personal automobile, the district will reimburse mileage at the mileage rate established by the Board of Education. Prior approval from an employee's immediate supervisor is required to receive mileage reimbursement. The employee will fill out a mileage reimbursement claim form, which must be approved by their immediate supervisor. The administrator will forward complete mileage claim form to the business office for processing

Meal Reimbursement

If school business travel occurs during a meal period, the school district will reimburse the employee for such meals up to \$60.00 per diem with no single meals cost to exceed \$35.00. Original receipts are required for meal reimbursement. Sales tax is not reimbursable. Gratuity is limited to 15% unless a larger gratuity is automatically charged.

Conferences Attendance

Prior approval for all conference expenses including hotel, air travel, registration costs, meals, and miscellaneous costs, is required for an employee to receive reimbursement.

Reimbursements are authorized for the following items:

- (a) ***Lodging***: The school district will reimburse costs for a standard hotel room in the immediate proximity of the conference site.
- (b) ***Air Travel***: The school district will reimburse the cost for coach tickets. Employees must seek the lowest price airline ticket to maximize the use of district funds.
- (c) ***Out of Pocket Costs***: The school district will reimburse for out-of-pocket expenses up to a limit of 10% of the initially submitted and approved expense
- (d) ***Personal Expenses***: The school district will not reimburse personal expenses (e.g. room service, entertainment, use of in-room bar & snacks, alcohol, personal phone calls)
- (e) ***Receipts***: Original receipts are required for conference travel reimbursement.

Cancellation

If it is necessary to cancel a conference due to unforeseen professional or personal circumstances, the employee will not be liable for any unrecoverable costs.

Distribution

A copy of these regulations will be placed in employee handbooks.

REGULATION APPROVED: February ..., 2006

MEALS AT MEETINGS OR SPECIAL EVENTS

The Board of Education recognizes that it may be necessary for the District to provide a full meal, snack or beverages while conducting district meetings, or at special events to recognize the contributions of staff and/or students.

The Superintendent of Schools will develop regulations regarding meals at meetings or special events.

POLICY ADOPTED: February ..., 2006

MEALS AT MEETINGS OR SPECIAL EVENTS

The Board of Education recognizes that the school district may need to provide a full meal, snack or beverages while conducting district meetings or at special events to recognize the contributions of staff members and/or students. The following guidelines are established.

Meals at Meetings

The district may provide meals at meetings if the meeting is scheduled during a traditional meal period or extends beyond the allotted time into the traditional meal time. Whenever possible, the school district's food service department will provide such meals.

Meals for Staff Development or Working Meetings

The district may choose to provide meals at full-day staff development or working meetings when the district wishes to avoid employees leaving for the traditional meal break. Whenever possible, the school district's food service department will provide such meals. The administrator deciding to provide meals shall complete a purchase order, use their building credit card, or notify the school food service department that provides the meal. Upon completion, the school food service department will bill the administrator for this service through a claim form.

Reimbursed Meals While Traveling

For full day meetings, the school district will reimburse meals while traveling at a cost of no more than \$60.00 per day. The school district will not provide meal reimbursement for any single meal above \$35.00. Gratuity is limited to 15% unless a larger gratuity is automatically charged. The school district will not reimburse the costs of alcohol or sales tax. The employee must complete and submit a claim form, including original receipts, to his or her supervisor. The supervisor will review, approve through signature, and send the completed claim form to the business office for processing..

Snacks at Meetings

If a meeting is anticipated to exceed two (2) hours, the school district may choose to provide small snacks and beverages. Coffee may be provided at the discretion of any administrator at any meeting. Whenever possible, the school district's food service department will provide such snacks and beverages.

Special Events

In recognition of the contributions of staff, students, and others, the superintendent of schools, or his or her designee, may choose to provide meals or snacks at special events such as the opening day of school, staff or student recognition days or any other such event.

REGULATION APPROVED: February ..., 2006

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

Students

CODE OF CONDUCT

SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION

ATHLETIC, EXTRACURRICULAR ACTIVITIES & OTHER PRIVILEGES

Philosophy Of Interscholastic Athletic & Extra-Curricular Activities

The Board of Education recognizes that athletic and extra-curricular activity programs are an integral part of the educational process. They support the school district's overall mission to educate the whole child by stimulating the intellect academically and by providing varied common experiences to develop the social, physical, and ethical values that are necessary to become a productive member of society.

Athletic and extra-curricular programs are an extension of the school curriculum. Participation in these activities is a privilege, not a right. They should promote greater desire among the student body and the community to take an active role either as participants or spectators. They occupy a position in the curriculum comparable to that of other subjects or activities and play an important role in the total development of each student and in promoting excellent student morals.

The Board of Education supports a competitive athletic program and varied extra-curricular program that emphasizes educational values such as sportsmanship, health, and scholastic attainment. The programs should provide unique experiences where students can develop:

- Good Character
- Self-Discipline
- Teamwork
- Goal-Setting
- Social Skills

As a pre-requisite for participation in athletic and/or extra-curricular activities, students, parents and guardians must sign a statement that commits the student to follow this *Code of Conduct* and requires parents and guardians to do everything in their power to make sure the student follows the *Code of Conduct*.

This *Code of Conduct* remains in effect during the entire calendar year and throughout the student's educational career at Wayne Central. Students and parents/guardians will be required to review the *Code of Conduct* and sign a statement each year thereafter. A record that the student and parent or guardian has signed the statement will be on file in the main office of each school building.

Adopted: September 10, 2003

Revised: February .., 2006

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Students

**CODE OF CONDUCT
SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION**

STUDENT ELIGIBILITY FOR INTERSCHOLASTIC & EXTRA-CURRICULAR ACTIVITIES

A. PHYSICAL EXAMINATION REQUIREMENT

Each student must have the approval of a physician before he or she can participate in athletic activities. They may, if they wish, have their family physician, conduct an examination. The approval of the school health officer is also required before the student can participate in the athletic activity based on Eligibility Standard #10 of the Handbook of the NYS Public High School Athletic Association (NYSPHSAA), which provides that

“... A student who may engage in inter-school competition shall receive an adequate health examination or health history update when required and may not practice or participate without the approval of the school medical officer...”

NOTE: Medical examinations may be scheduled at any time during the school year and shall be valid until the end of the school year. Unless the medical examination is conducted within thirty (30)-days of the start of a sports' season, a health history update is required. Any student whose safe participation is in question as a result of the health history interview or as a result of an injury or prolonged absence must be re-qualified by the school physician prior to participation. The student is required to obtain a signed approval form from the school nurse's office prior to the start of each season in which they wish to participate.

B. PERMISSION BY PARENT OR GUARDIAN

Each student must have a “Sports Approval Form” signed by their parent(s) or guardian(s) filed with the school nurse's office one (1) week prior to the start of each athletic season. A separate, signed form is required for each season (e.g. fall, winter, spring). Forms are available from the director of athletics.

C. INFORMATIONAL MEETINGS

Prior to the start of each season, an informational meeting is conducted by the coaching staff for team sign-up. At this meeting, each student will receive the following items:

- Sports Approval Form
- Physical Examination Form
- Team Try-Out & Selection Information
- Code of Conduct
- Signature Form to Acknowledge Code of Conduct

Each student must have the Signature Form to Acknowledge the Code of Conduct signed and returned to the team coach in order to try-out for the team.

Once final team selections are made, a “Meet The Coaches Night” is conducted for students and their parent(s) or guardian(s).

Adopted: September 10, 2003

Revised: February .., 2006

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Students

REGULATIONS FOR INTERSCHOLASTIC ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Students who violate the *Code of Conduct* who are involved in both athletics and extra-curricular activities will face consequences in both areas. The superintendent of schools is directed to assure the development of the *Code of Conduct* to implement this policy and annual review of same prior to June 30th of each year. A student must be given the opportunity to appear informally before the disciplinarian and/or disciplinary committee and present his or her side of the story as a part of a general discussion of the conduct under review. Penalties for violations during the summer recess will be administered during the school year.

Substance Use/Abuse/Possession

Students at Wayne Central will refrain, at all times, from use and/or possession of alcohol, tobacco products, and other illegal, non-prescription drugs. If an athlete or member of an extra-curricular activity does not refrain, the following actions will be taken. Should the student be involved in both athletics and extra-curricular activities, actions for both activities will be enforced simultaneously.

NOTE: In the event that a middle school student is found to be in violation of the substance use/abuse/possession portion of the *Code of Conduct*, disciplinary suspension will not carry over to a student's high school experience. Any such student will be given the opportunity to enter the high school with a clean slate except for those middle school students who are participating in a high school interscholastic athletic or extra-curricular activity.

Should a student be in violation while not in an athletic season, the suspension will be imposed during the next athletic season in which the student participates. Should the suspension be longer than the remainder of the athletic season, the suspension will be continued during the next athletic season in which the student participates. A student will be permitted to try out for the athletic team. However, once the student has made the team, the suspension will begin.

Adopted: September 10, 2003

Revised: February .., 2006

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Students

CODE OF CONDUCT
SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION

INTERSCHOLASTIC ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

(Proposed as a single, combined section; previously separate sections existed for athletics & extra-curricular activities)

First Offense

1. Conference among student, school administrator, **school** counselor, and coach
2. Phone call and letter home from athletic director **school administrator** to parents
3. Suspension from **participation in practices and** competitions, **meetings, rehearsals and performances** equal to 20% of the total season **or activity**
4. **Mandatory meeting with student's counselor to determine the next step for drug prevention counseling with a certified substance abuse counselor for a period determined by a school administrator in conjunction with the counselor which could include attendance at school-sponsored programs for classes on drug/alcohol prevention for a determined period of time.**
5. **Students must also attend, but can not participate in, all practices or contests**

REFUSAL TO PARTICIPATE IN COUNSELING WILL RESULT IN SUSPENSION FROM INTERSHOLASTIC ATHLETICS FOR THE REMAINDER OF THE STUDENT'S CAREER AT WAYNE CENTRAL.

Second Offense

1. Conference among student, school administrator, **school** counselor, and coach
2. Phone call and letter home from athletic director to parents/**guardians**
3. Suspension **from participation in practices and** competitions, **meetings, rehearsals and performances** equal to 30% **40%** of the total season **or activity**
4. Forfeiture of participation points and all awards for that season
5. **Mandatory meeting with student's counselor to determine the next step drug prevention counseling with a certified substance abuse counselor for a period determined by a school administrator in conjunction with the counselor which could include attendance at school-sponsored programs for classes on drug/alcohol prevention for a determined period of time.**
6. **Students must also attend, but can not participate in, all practices or contests**

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Third Offense

Suspension from participation in interscholastic athletics for the remainder of the student athlete's career at Wayne Central.

II. Possession by ASSOCIATION

A student who associates with or remains in the presence of another person, knowing that such other person is using or is in possession of alcohol, tobacco products or illegal nonprescription drugs in violation of Part I of these regulations is presumed to be in possession by association.

Unless the presumption of possession by association is rebutted to the satisfaction of a school administrator responsible for student discipline, If a student attends (and stays) at an event where alcohol, tobacco products, and other illegal, non-prescription drugs are in evidence, the student is deemed to be in possession by association. If substantiated by investigation by the school administrator, The following sanctions will be invoked:

1st Time: Parent/**guardian** informed; meeting with student, coach and school administrator; letter of reprimand in athletic **department** records

2nd Time: Parent/**guardian** informed; meeting with parent/**guardian**, coach, school administrator, student, and **school** counselor; suspension from competition and practices equal to 15% of total season

3rd Time: Parent/**guardian** informed; meeting held with parent/**guardian**, coach, school administrator, student and counselor; suspension from competition and practices equal to 30% of total season

4th Time: Review Council convened to determine further sanctions

EXTRA-CURRICULAR ACTIVITIES

First Offense

1. Conference among student, school administrator, counselor, and advisor
2. Phone call and letter home from school administrator to parents
3. Suspension from meetings (i.e. competitions, practices, meetings, rehearsals, performances) of the activity equal to 20% of the total meetings
4. Mandatory drug prevention counseling with a certified substance abuse counselor for a period determined by a school administrator in conjunction with the counselor
REFUSAL TO PARTICIPATE IN COUNSELING WILL RESULT IN SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES FOR THE REMAINDER OF THE STUDENT'S CAREER AT WAYNECENTRAL

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Second Offense

1. Conference among student, school administrator, counselor and advisor
2. Phone call and letter home from athletic director to parents

3. Suspension from meetings (i.e. competitions, practices, meetings, rehearsals, performances) of the activity equal to 30% of the total meetings
4. Forfeiture of participation points and all awards for that season.
5. Mandatory drug prevention counseling with a certified substance abuse counselor for a period determined by the school administrator in conjunction with the counselor

REFUSAL TO PARTICIPATE IN COUNSELING WILL RESULT IN SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES FOR THE REMAINDER OF THE STUDENT'S CAREER AT WAYNE CENTRAL

Third Offense

Suspension from participation in extra-curricular activities for the remainder of the student's career

DISCIPLINARY PROCEDURES AND PENALTIES

Code of Conduct - Interscholastic Athletic/Extra-Curricular Activities

Possession by Association:

If a student attends (and stays) at an event where alcohol, tobacco products, and other illegal, non-prescription drugs are in evidence, the student is deemed to be in possession by association. If substantiated by investigation by the school administrator, the following sanctions will be invoked:

1st Time: Parent/guardian informed; meeting with student, advisor and school administrator; letter of reprimand in record

2nd Time: Parent/guardian informed; meeting with parent, advisor, school administrator, student and counselor; suspension from meetings (i.e. competitions, practices, meetings, rehearsals, performances) and practices equal to 15% of total meetings

3rd Time: Parent/guardian informed; meeting held with parent, coach, school administrator, student and counselor; suspension from competition and practices equal to 30% of total season

4th Time: Review Council convened to determine further sanctions

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NOTE: In the event that a middle school student is found to be in violation of the substance use/abuse/possession portion of the Code of Conduct, disciplinary suspension will not carry over to a student's high school experience. Any such student will be given the opportunity to enter the high school with a clean slate (except for those middle school students who are participating in a high school interscholastic athletic or extra-curricular activity).

Should a student be in violation while not participating in an extra-curricular activity, the suspension will be imposed during the next extra-curricular activity in which the student participates. A student will be permitted to try out for the activity; however, once the student is accepted, the suspension will begin. Should the suspension be longer than the remainder of the extra-curricular activity, the suspension will be continued during the next extra-curricular activity in which the student participates.

III. ACADEMIC STANDARDS

- A. Students who are failing one (1) or two (2) subjects at the end of a ten-week marking period are automatically placed on academic probation for participation in interscholastic athletic/extra-curricular activities for the subsequent five-(5) weeks. **At the end of the five-week probationary period, the student will need to be passing (65%) all courses or be making satisfactory progress towards achieving a passing grade as determined by a school administrator.** "Incompletes" will be considered as failing grades until a passing grade is earned.
- B. A student **who is** on academic probation must complete an Academic Contract with a school administrator before he or she will be permitted to continue participation in athletic or extra-curricular activities. Failure to complete the Academic Contract will result in suspension from all participation until the student earns passing grades in **all** (*not new, bold for emphasis*) subjects at the end of a ten (10)-week marking period.
- C. Students who are failing three (3) or more subjects at the end of a ten-week marking period are automatically ineligible to participate in any athletic or extra-curricular activities until the end of the next ten-week **five(5)-week** marking period. **At that time, the student must have a passing grade in all subjects to retain athletic eligibility.**
- D. If a student drops a course, he or she will be considered as having a passing grade if passing at the time the course is dropped. The student will be considered having a failing grade if failing at the time the course is dropped.
- E. Students who fail **are failing** one (1) or two (2) subjects in the fourth marking period shall be on academic probation for the following fall season for the first five (5)-week marking period. Students who fail three (3) or more subjects in the fourth marking period shall be ineligible for the following ten-week **five (5)-week** marking period in the fall season unless the student successfully completes and passes those course(s) in summer school.

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- F. A middle school student who fails one (1) or more subjects in the fourth marking period will be given the opportunity to enter the high school with a clean slate except for those **middle school** students **who** are participating in a high school interscholastic athletic or extra-curricular activity.

G. Students who are academically ineligible must still attend practices and games or activities. There may be additional tutoring or plans developed between a coach and a student-athlete for academic improvement.

IV. SCHOOL ATTENDANCE STANDARD

A student must be in proper attendance in at all scheduled classes for the entire school instructional day in order to participate in extra-curricular or athletic activities on that day (e.g. junior prom, senior banquet, rehearsals, performances, athletic competitions/practices, school dances, club meetings/**competitions**) unless they he or she receives written approval from a school administrator or the absence is due to legal reasons.

Students who cut a class or study hall will not be permitted to participate in a practice or competition on the day the consequence is rendered. Students who are excused from school must be certain that such excuse is for a valid reason. A student is considered tardy to school if he or she is not in class at the start of the school day for general announcements.

V. BEHAVIORAL AND CITIZENSHIP STANDARDS

Students are expected to be good citizens in all areas of the educational process. **Students must demonstrate good citizenship both within the school setting and within the community at-large.** Students are expected and required to demonstrate the following characteristics **at all times:**

- Demonstrate Self-control and respect for others at all times
- Treat all Show opponents with respect **to opponents**
- Respect the integrity and judgment of **event** officials
- Abide by all rules and laws (both in and out of school)
- **Not quit a team or activity**
- Respect the rights of others (including property rights)
- **Do not participate in any activities that are considered “hazing”***

(*) “Hazing” means intentionally or recklessly committing an act against another student, or coercing another student into committing such an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, school sponsored or not or for any other purpose

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Any violations of **these** behavior and citizenship standards could will result in a suspension from athletic or extra-curricular participation as determined by a school administrator consequences, based on the severity of the actions, which may include any of the following:

- Verbal warning and/or reprimands
- Assignments (e.g. letters of apology, community service)

- Meetings with school personnel
(e.g. **school** counselor, director of athletics, activity advisor, administrators)
- Suspension or dismissal from participation
- Outside authorities, civil or criminal charges

VI. STUDENT APPEAL PROCESS

A student and his or her parent(s)/guardian(s) shall be given notice of a decision to suspend and/or remove him/her from the team/activity and the reason(s) for such suspension.

Appeals may be made to a review council. The purpose of the review council is to rule on all appeals that deal with infractions of interscholastic athletic or extra-curricular standards.

A decision of the review council may be appealed to the building principal or director of athletics. That decision may be appealed to the superintendent of schools with final appeal resting with the Board of Education.

REVIEW COUNCIL MEMBERSHIP

- Two (2) administrators – one functioning as a non-voting meeting facilitator
- Two (2) coaches/advisors (not parties to the complaint)
- School counselor of the student involved in the complaint
- One (1) teacher (not the coach or advisor of the complaint)
- Two (2) students in good standing
(from teams/activities other than team/activity involved in the complaint)

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APPEAL PROCESS

- All communication to and from the review council shall be in writing (**e.g. printed, electronic**)
- All appeals will be scheduled by a school administrator

- The review council will be convened by a school administrator whenever an infraction of the *Code of Conduct* has taken place and the student involved wants to appeal the decision
- All non-designated members will be selected at the discretion of a school administrator
- If a situation exists where students do not wish to participate, the hearing will continue without him or her
- A student may appear before the review council for the purpose of presenting his or her case. Students may be accompanied by their parent(s)/guardian(s)

A. VI. DISTRIBUTION OF THE CODE OF CONDUCT

A copy of this *Code of Conduct* shall be given to every teacher and student in grades 6 through 12 at the beginning of each school year. Coaches and advisors will disseminate a copy of the Code of Conduct to all students and parents at the start of each school year and explain the scope and application of the standards of conduct. Once the **Signature Form to Acknowledge the Code of Conduct** is signed at the beginning of the seventh grade year, it shall be in effect until the student graduates from Wayne Central School District.

The student and his or her parent/guardian shall sign a statement at the beginning of each year to acknowledge that they have received and reviewed the policy and regulations contained in the *Code of Conduct*.

ADDITIONAL REGULATIONS GUIDELINES

1. Team/Activity and Individual Discipline

Each coach/advisor will have disciplinary rules for minor infractions. These rules shall be made known to the students and will carry the consequences so prescribed.

2. Equipment

The student is responsible for all equipment issued to him or her. The student or his or her parent/guardian must pay for lost, stolen, or damaged equipment before he or she can participate in any further interscholastic athletic or extra-curricular activities.

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3. Transportation

All team/activity members will travel to and from out-of-town contests/activities by means of the transportation provided or organized by the school district. The only exception to this rule is by pre-approval from a school administrator or if a parent/guardian is in attendance at a contest/activity and asks the coach/advisor (in writing) for permission to transport his or her child home from the contest/activity.

4. Injuries

All injuries should be reported immediately to the coach/advisor and the coach/advisor should file an accident report with the building nurse. The coach/advisor will inform parents/guardians immediately either verbally or in writing. If a student is seriously injured or is absent because of a prolonged illness (2 weeks), he or she must have a physician's release before he or she can practice or compete in another athletic/extra-curricular activity.

5. Quitting a Team/Activity

Students quitting a team/activity, during the season, make themselves ineligible for any other sport/activity during the season that has already begun. A student who tries out for a sport/activity, but is "cut" or quits before "cuts" are made, would be eligible to try out for, and participate in, another sport/activity that season providing the other team/activity selection has not already been completed.

6. (5) Letters & Awards

Letters and awards will be given **presented** as specified by the school awards program. Awards are issued contingent upon the student finishing **completing** the entire season or activity in good standing. All participants are expected to attend these programs in the same manner as they would be expected to attend a practice, meeting, or competition.

7. Physical Education

Participation in physical education class is required for graduation. Students who do not participate in physical education class at an accepted level may jeopardize their athletic participation or eligibility.

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Community Relations

PUBLIC PARTICIPATION AT MEETINGS OF THE BOARD OF EDUCATION

The Board of Education recognizes its responsibility to hear and respond to public comment and therefore encourages public participation at school board meetings. There will be specific items on school board meeting agendas to provide an opportunity to address the Board of Education.

Generally, the Board of Education does not take action on items presented by speakers. Items noted by speakers will be referred to appropriate school personnel for response.

A reasonable period of time, not to exceed 30 minutes (which may be waived by a majority vote of the Board of Education), may be set-aside at school board meetings for public comment.

Each speaker will limit his or her comments to three (3) ***five (5)*** minutes. If needed, an additional two-(2) minutes may be allowed to a maximum of five (5) minutes. Additional time may be allowed at the discretion of the school board president.

People 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 they wish to discuss. Comments should be kept as brief as possible and relate to school matters.

The school board president is responsible for the orderly conduct of the meeting. S/he ***He or she*** has the discretion to allow speakers to yield their time to another speaker provided such action does not exceed the thirty (30) minute maximum stated above and does not restrict the time for comments by other speakers.

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SPEED LIMIT & VEHICLES ON SCHOOL GROUNDS

Speed Limit

A speed limit of ten (10) miles per hour is established for all vehicles proceeding on school district property. Unsafe driving or exceeding the established and posted speed limit with any motorized or non-motorized vehicle is prohibited.

Vehicles on School Grounds

The recreational use or racing of snowmobiles, minibikes, motorcycles, all terrain vehicles (ATV's) or similar vehicles or objects is prohibited on school district property.

The use of skateboards, roller skates, roller blades or remote control objects ***devices*** on school district property is prohibited between the hours of 7:00 a.m. and 5:00 p.m. on school days unless it is an activity authorized by the building principal ***superintendent of schools***

Parking Areas

Vehicles may not be parked in designated bus loops during school hours or, at any time, in designated fire lanes or handicapped spaces (except with state permit).

Vehicles may not be parked on school district property overnight without prior approval of the superintendent of schools or his or her designee.

Unauthorized vehicles parked on school district property during restricted hours may be towed, at the owner's expense, upon the direction of the superintendent ***of schools*** or ***his or her*** designee.

Student Vehicles on School Grounds

High school students with valid driver's licenses may be eligible to drive to school and park on school grounds. Specific regulations for those students are contained in the high school student handbook.

NYS Vehicle & Traffic Law §1670

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