

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA

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January 8, 2008                      7:00 p.m.                      Middle School Media Center

- 6:30      **Tour of Middle School**
- 7:00      **Call to Order**  
**Pledge of Allegiance**
- 7:05      **Approval of Agenda/Approval of Minutes**                      [Att. 1](#)
- 7:10      **Public Comment**
- 7:15      **Board Member Comments**
- 7:20      **Board President Comments**
- 7:25      **Superintendent's Report**
1. **Universal Prekindergarten Update**                      [Att. 2](#)
2. **Board Goal**
3. **Financial Report**
4. **Student Representative**
5. **Student Questions**
- 8:15      **Board Action**
1. **Personnel Action**                      [Att. 3](#)
2. **CSE/CPSE Action**                      [Att. 4](#)
3. **May 28 Board Meeting**
4. **Consent Agenda Items:**                      [Att. 5](#)
1. **Accept Treasurer's Report**
2. **Adopt Mileage Rate**
3. **Accept Gift to District**
4. **Award BOCES Bid**
5. **Adopt 403B Plan Document**
6. **Approve Budget Transfer**
- 8:25      **Adopt Policy**                      [Att. 6](#)
- 8:30      **Four County Report**
- 8:35      **Policy Report**
- 8:40      **Public Comment**
- 8:45      **Board Member Comments**
- 8:50      **Adjournment**
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**Next Meeting Date: January 22, 2008**

**7:00 p.m.**

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

**WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York 14520**

**BOARD OF EDUCATION MINUTES**

**UNOFFICIAL UNTIL APPROVED**

**DATE:** Thursday, December 11, 2008  
**TYPE:** Regular Business Meeting

**TIME:** 6:40 p.m.  
**PLACE:** District Office

**PRESENT:** Members Brunner, Griswold, Lyke, Newman, Paz, Robusto (arrived @ 6:45 p.m.), Schultz & Triou (arrived @ 7:30 p.m.); District Clerk Switzer; Administrators Havens, Siracuse, Armitage, Derse, Armocida, Pullen, Schiek, Atseff, Cox, Callahan & Prince

**ABSENT:** Mr. Nicholson

**GUESTS:** Visitor's Roster Filed In Clerk's Agenda File, This Meeting

**I. CALL TO ORDER: 6:40 p.m. by Joyce A. Lyke, School Board Vice-President**

Prior to start of the business meeting, Board of Education members and school personnel conducted a tour of the high school to fulfill the requirement of §1705 of the Education Law for annual building visits.

**II. EXECUTIVE SESSION (Collective Bargaining - CSEA Local Unit 859 & Personnel Matters)**

Mrs. Newman offered a **MOTION**, seconded by Mr. Griswold, to enter into an executive session, at 6:41 p.m., for discussion of collective bargaining matters with CSEA Local Unit 859 and discussion of matters pertaining to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of specific persons. 6 Ayes, 0 Nays, 3 Absent (Mr. Nicholson, Mr. Robusto, Mr. Triou), Carried.

(Mr. Robusto entered the meeting at 6:45 p.m.)

**III. RECONVENE: 7:05 p.m.**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA & MINUTES (November 13 & 20, 2008)**

Mrs. Brunner offered a **MOTION** seconded by Mr. Griswold, to approve the agenda for this evening's meeting and the minutes of the meetings of November 13 & 20, 2008, each as presented. 7 Ayes, 0 Nays, 2 Absent (Mr. Nicholson, Mr. Triou), Carried.

**VI. PUBLIC COMMENT**

Mr. Robusto stated that the Board of Education values public comment and that, under NYS Open Meetings Law, school board meetings are open to the public, not public meetings. Two opportunities are provided for public comment and time limits are placed on each speaker. While immediate responses are not always possible, follow-up will occur if needed. He asked speakers to identify themselves, their address, any organization they may represent and to provide copies of any documentation to the school district clerk.

A. Anthony Waltermeyer, 5201 Walworth-Ontario Road, Walworth, asked about the status of a letter he had sent to the Board of Education about the cheerleading squad. Mr. Robusto stated that Mr. Havens would meet with him to discuss the matter.

## VII. BOARD MEMBER COMMENTS

- A. Mrs. Newman stated that she observed the ***high school choir's holiday presentation*** at the Bon Ton store and extended compliments to the students and their director for an excellent presentation. She was very proud of the students and impressed by the hard work they had done to prepare for their performance.
- B. Mrs. Lyke noted that she attended the ***induction ceremony for the National Honor Society chapter at the high school*** and extended congratulations to the students and staff who prepared and presented the event and to those students named as new members.

## VIII. BOARD PRESIDENT'S COMMENTS – None

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

(Mr. Triou entered the meeting @ 7:30 p.m.)

## X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

### A. DISCUSSION OF LIQUID PROPANE (LP) FUEL FOR SCHOOL BUSES

Mr. Havens presented a proposal for use of liquid propane as a fuel for school buses for review and consideration by the Board of Education. He introduced Fred Prince, director of transportation, to review details of the proposal,

Mr. Prince shared information in a Power Point presentation on operating and energy cost savings of liquid propane (LP) as a substitute for diesel fuel for school buses. (copy filed in clerk's agenda file, this meeting) He noted that use of liquid propane reduces gas emissions, extends engine life and reduces maintenance costs. Purchase of buses fueled by LP is under review as part of overall energy conservation and independence in the school district.

Mr. Prince also reviewed options for rebates, incentives and grants to agencies which use liquid propane.

*Discussion on the topic among school board members and school officials is generally summarized as follows:*

Mrs. Brunner asked about re-tooling, repair parts and maintenance of vehicles which use liquid propane and if retrofitting of existing vehicles is possible. Mr. Prince noted that retrofitting is not an option and only minor adjustments would need to occur for parts, maintenance and staff training.

Mrs. Brunner asked if any local school districts have converted to or have experience with liquid propane fuel for school buses. Examples of school districts in New York State were cited.

Mrs. Brunner asked what length bus routes are possible with LP; Mr. Prince stated the range is about 300 miles.

Mrs. Lyke asked about re-fueling on longer trips; Mr. Prince stated that any location where propane gas is available would suffice.

Mr. Havens asked how many new vehicles with LP fuel are anticipated. Mr. Prince stated two (2), Mr. Schultz asked what the total number of new vehicles is; Mr. Prince stated three (3) or four (4).

Mr. Griswold asked about price points for liquid propane, if hybrids with diesel fuel are available and the level of participation by the NYS Energy Research & Development Agency (NYSERDA). Mr. Prince provided details.

Mr. Robusto complimented Mr. Prince on his presentation and asked about price comparisons with diesel fuel. Mr. Prince provided details.

Mr. Paz complimented Mr. Prince on his presentation. He asked about worst case for costs if NYSERDA or other grants are not available in light of the state's current financial situation. Mr. Prince reviewed how state operating aid and potential grant funds would impact the proposed purchase of busses which use LP fuel.

Mr. Paz asked what a pump and fuel station would cost for LP. Mr. Prince stated that the pumping station is an expense of the vendor and local staff would handle the site preparation and power supply.

Mrs. Newman asked about the difference in safety features between diesel and LP in the event of an accident. Mr. Prince reviewed the protective devices used and noted that liquid propane evaporates when exposed to the atmosphere.

Mr. Robusto and Mr. Havens thanked Mr. Prince for his presentation.

## **B. STUDENT QUESTIONS**

(1) Jackson Kyle, 369 Lodi Court, Ontario, asked about cost estimates for the study of a wind turbine for the Ontario Center campus. Mr. Havens provided details.

(2) Lindsey Joachimczyk, 2765 Rosemarie Lane, Williamson, asked about a senior study area at the high school: Mr. Havens outlined the process to use to review the matter with the high school principal.

**XI. RECESS:** 7:56 p.m.

**XII. RECONVENE:** 8:00 p.m.

## **XIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS**

### **A. UPDATE ON HIGH SCHOOL IMPROVEMENT PLAN**

Mr. Havens presented an update on the school improvement plan for 2008-2009 at the high school for review and consideration by the Board of Education. He introduced Joseph Siracuse, high school principal, to present the report.

Mr., Siracuse was joined by Mrs. Holly Armitage and Peter Derse, assistant principals, to review progress on goals for passing rates and mastery levels in math and English, the percentage of students earning Regents' diplomas (92%) and of graduates pursuing college studies (91%). Passing rates in math (98%) and English (92%), set new records.

They noted that the college-bound rate exceeded the goal of 90% and that efforts continue to reach the goal of 98% of students who receive a Regents' diploma.

*Discussion on the topic among school board members and school officials is generally summarized as follows:*

Mrs. Brunner stated she was amazed by the individualization efforts for students and complimented staff members for the extra effort that requires. She noted that such intense support does not exist when our students advance into college and suggested conducting surveys of our graduates during their college years to determine how many continued college study or training. Mr. Siracuse noted this as a topic of continuing interest.

Mrs. Brunner asked if our students are aware that they can earn college credits by distance learning and noted that many employers provide full or partial financial assistance for post-secondary studies. Mr. Siracuse reviewed steps which the counseling staff takes in these areas.

Mrs. Brunner noted the positive impact of the many graduates who feel welcome to return to the high school to visit with staff members when home on recess from college studies or military leave.

Mrs. Lyke noted a continuing obstacle to student achievement and success is chronic absence from school of some students. She asked if the district's attendance policy keeps school officials advised of truancy concerns and feels an individual plan is best. Mr. Siracuse cited examples of steps taken to address chronic absence from school.

Mrs. Newman asked about intervention classes and steps; Mrs. Armitage provided details.

Mr. Paz asked about efforts to determine why students fall behind; Mr. Siracuse provided details.

Mr. Triou how many Regents' courses and exams students can have before they finish grade 8. Mr. Armocida provided details.

Board members thanked the group for their presentation and acknowledged the awesome efforts and results by staff and students at the high school in the past four years,

## **B. PROPOSED BOARD OF EDUCATION GOALS • 2008-2009**

Mr. Havens presented an outline of proposed goals for the Board of Education for 2008-2009 for review and consideration by the Board of Education (copy filed in clerk's agenda file, this meeting).

He shared a worksheet for each of the three goal areas determined at the summer workshop, as follows:

- long-term strategy for the district web site,
- adding a foreign language/International Baccalaureate (IB) to the elementary grades
- implementing a homework help line

*Discussion among school board members and school officials is generally summarized as follows:*

Mr. Robusto asked if tracking of visitors to the **district web site** indicates any decreases or frustrations among visitors to or users of the site.

Mr. Schultz noted free, web-based programs available to track web site uses

Mrs. Brunner asked if the school district has reviewed any commercial programs for web site development. Mr. Havens noted he has conducted review of options available.

Mr. Paz asked who manages the web site; Mr. Havens stated the district technology staff.

Mrs. Lyke noted that parents and residents expect to obtain information quickly and easily, including homework assignments and school recess calendars.

Mr. Griswold concurred that persons who use web sites expect more and commented that some teachers do a great job posting homework and assignments; he asked how the school district could encourage staff members to increase use of that approach. Mrs. Lyke suggested additional training for staff members in this area.

Mr. Griswold favors more functionality of the web page in future (e.g. students from another school viewing a guest speaker at our school)

Mr. Griswold noted that current public discourse on state financial concerns will most likely see new uses of web sites. He supports efforts to establish our district as a leader in this area, including enlisting a professional service to assist in this review.

Mr. Schultz stated that his vision or goal is to maximize use of the web site by residents and students, including review of best practices in this area.

Mrs. Newman suggested efforts to use the web site to present and promote efforts such as those viewed and discussed in presentations and reports this evening with the general public since so few people attend school board meetings. She believes that presentation of student achievement and success for stakeholders is essential.

Mrs. Brunner concurred with Mr. Schultz on continuous support and maintenance of information for the web site and noted that such efforts may require enlisting outside support and/or amended duties of existing staff members. Mr. Havens stated that costs for personnel to manage the web site are not included in the worksheets distributed.

Mr. Robusto noted the exciting possibilities for web casting as part of the web site,

Mr. Schultz noted that the Board of Education needs to insure that specific persons are designated to “drive the bus” for maintenance of the web site.

Mrs. Newman noted the improved results in the school newspaper at the high school with staff and student participation and asked if a present or future course in web site development might have similar results for the district web site while also teaching valuable skills to our students.

Mrs. Brunner suggested updating the worksheet on proposed Board of Education goals to include estimated costs for personnel to provide a full picture for each option.

Mr. Schultz asked if there is a middle ground to integrate a **foreign language/International Baccalaureate (IB) to the elementary grades**. Mr. Havens reviewed options available and some examples of approaches used in neighboring districts.

Mrs. Newman feels this area is an excellent goal and favors review of alternatives to separate classes for the programs (e.g. after-school clubs, web-based instruction).

Mr. Robusto does not favor reduction of classroom time in other areas to achieve this goal. He asked if there are any options available to lengthen the school day. Mr. Havens reviewed scheduling options, including collective bargaining provisions.

Mrs. Lyke favors introduction of such a program on a trial basis.

Mrs. Newman noted the value of starting programs in small steps, providing time for the community to understand and learn about them.

Mrs. Brunner asked if any pre-schools in the area teach a language other than English

Mrs. Newman and Mrs. Lyke suggested consideration of American Sign Language as a second language for elementary students,

Mr. Paz noted that the district **web site goal** has the least number of issues and appears most cost effective

Mr. Robusto suggested linking the **homework help line** and web site improvements as a single goal which would benefit residents, the public and students.

Mr. Robusto noted the option for older students to help younger students through a homework help line.

Mrs. Brunner asked the student representative what she would help her as a student. Miss La Placa shared pros and cons.

Board members thanked Mr. Havens for compiling the information on the possible goals. Selection of a single Board of Education goal for 2008-2009 will occur at the business meeting of January 8, 2009.

## **XI. STUDENT REPRESENTATIVE**

Senior Mary La Placa was student representative for the meeting and shared highlights of student academic, athletic and extra-curricular activities and achievements.

## **D. DISCUSSION OF BUDGET DEVELOPMENT CALENDAR • 2009-2010 SCHOOL YEAR**

Mr. Havens presented the proposed budget development calendar for the 2009-2010 school year for review and consideration by the Board of Education.

Mr. Atseff noted that adoption of the proposed budget by the Board of Education is scheduled for the second meeting in March due to the joint meeting with the Walworth and Ontario Town Boards on the traditional early April meeting date.

Mr. Paz asked what contingencies would occur to address possible shortfalls in state aid based on the state budget situation for next year. Mr. Atseff stated that the Board of

Education has traditionally used the state aid projections presented by the Governor's Office in budget development.

## **E. FINANCIAL AND BUDGET UPDATE**

Mr. Havens presented monthly financial reports for review and consideration by the Board of Education.

Mr. Atseff presented reports through November 30, 2008 as follows: (copies filed in clerk's agenda file, this meeting)

*Revenue- General Fund:* 68 % of budgeted revenues have arrived.

*Expense – General Fund:* 28 % of the general fund allocations spent to date.

Mr. Schultz asked for clarification on encumbrance of accounts and allocation of unspent funds; Mr. Atseff provided details.

Mr. Griswold asked when Mr. Atseff determines that budget transfers or adjustments are appropriate; Mr. Atseff provided details.

Mr. Paz asked how budget accounts are amended to reflect staff departures, replacements and leaves of absence; Mr. Atseff and Mr. Callahan provided details.

## **F. UPDATE ON FIELD AUDIT BY THE OFFICE OF THE NYS COMPTROLLER**

Mr. Havens reported that the ***field visit by auditors from the Office of the NYS Comptroller*** is still underway and a preliminary report is expected in February, 2009. The auditors have selected purchasing and retirement as the areas for in-depth review.

Mr. Robusto noted that he received telephone call from the lead auditor who expressed appreciation for the welcome and cooperation she has received from staff members. She also cited the proactive steps which the Board of Education has taken on internal controls.

Mr. Havens noted that the pre-audit conducted by the internal audit firm of Freed, Maxick, etal, recommended by the audit committee, on payroll procedures pre-empted that area for additional review in this field visit.

## **XIV. ITEMS FOR BOARD OF EDUCATION ACTION**

### **A. PERSONNEL CHANGES**

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

Mrs. Lyke offered a **MOTION**, seconded by Mrs. Brunner, to approve the personnel changes as recommended by the superintendent of schools.

Mr. Griswold offered a **MOTION**, seconded by Mr. Triou, to withdraw this **MOTION** and consider personnel actions later in the meeting. 8 Ayes, 0 Nays, 1 Absent (Mr. Nicholson), Carried.



## B. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 10-31-08)
- (2) Receive Single (Federal Funds) Audit Report of the External Auditor A/O 6-30-08
- (3) Receive Extra-Classroom Activities Audit Report of the External Auditor A/O 6-30-08
- (4) Receive General Fund Audit Report of the External Auditor A/O 6-30-08
- (5) Approve Transfer from the Liability Reserve Fund to the Insurance Reserve Fund
- (6) Adopt Budget Development Calendar • 2009-2010
- (7) Declare Busses 201, 202, 204, 206, 207, 208, 230 and 232 As Surplus Property
- (8) Adopt Resolution • NYS Incentive Grant • Explore Regional High Schools • Wayne County
- (9) Adopt Policy Committee Charge for 2008-2009

Mr. Havens presented the consensus agenda for review and consideration by the Board of Education.

Mrs. Lyke offered a **MOTION**, seconded by Mr. Triou, to approve/adopt the consensus agenda as recommended by the superintendent of schools, as follows:

- (1) Receive & file **reports of the school district treasurer** for the period ending October 31, 2008 (copies attached to these minutes in the minute book)
- (2) Receive the **single (federal) audit report** from the external auditor, Raymond P. Wager, CPA, PC, for the period ending June 30, 2008 (formal acceptance on January 8, 2009)
- (3) Receive the **audit report of extra-classroom activities funds** from the external auditor, Raymond P. Wager, CPA, PC, for the period ending June 30, 2008 (formal acceptance on January 8, 2009)
- (4) Receive the **audit report of general operating funds** from the external auditor, Raymond P. Wager, CPA, PC, for the period ending June 30, 2008 (formal acceptance on January 8, 2009)
- (5) Adopt a **RESOLUTION** for **transfer of funds** from the Liability Reserve Fund to the Insurance Reserve Fund, **TO WIT:**

**RESOLUTION FOR TRANSFER OF FUNDS  
FROM THE LIABILITY RESERVE FUND  
TO THE RETIREMENT RESERVE FUND  
(Fiscal Year Ending June 30, 2008)**

**BE IT RESOLVED**, that the Board of Education does hereby transfer funds, as follows:

- |   |             |
|---|-------------|
| (1) Transfer <i>From</i> the Liability Insurance Reserve Fund | \$2,000,000 |
| (2) Transfer <i>To</i> the Insurance Reserve Fund             | \$2,000,000 |

**BE IT FURTHER RESOLVED**, that the school district treasurer is authorized and directed to make such transfers, effective June 30, 2008

- (6) Adopt the budget development calendar for the 2009-2010 school year (copy filed in clerk's agenda file, this meeting)
- (7) Declare school buses as surplus property, in accordance with Policy #5260, as follows:

<b>Bus #</b>	<b>Year</b>	<b>Capacity</b>	<b>Mileage</b>
201	1997	66 passenger	125,335
202	1997	66 passenger	125,071
204	1997	66 passenger	103,937
206	1997	66 passenger	104,464
207	1997	66 passenger	131,975
208	1997	66 passenger	136,584

230	2000	20 passenger	155,235
232	2000	28 passenger	125,891

- (8) Adopt a **RESOLUTION** for a Grant Application to Study Benefits of Regional High Schools Within the County of Wayne, **TO WIT:**

**RESOLUTION TO AUTHORIZE W-FL BOCES TO APPLY FOR A  
HIGH PRIORITY PLANNING GRANT THROUGH THE  
LOCAL GOVERNMENT EFFICIENCY GRANT PROGRAM  
TO PROVIDE FUNDS FOR PLANS AND STUDIES TO EXAMINE  
POTENTIAL SAVINGS, IMPROVEMENTS & BENEFITS OF  
REGIONAL HIGH SCHOOLS WITHIN WAYNE COUNTY**

Acting by and through the President of the Board of Education, the Board of Education of the Wayne Central School District does herein declare as follows:

**WHEREAS**, the New York State Department of State has released an application for the Local Government Efficiency Program High Priority Planning Grant which allows municipalities to include school districts to apply for funding that provides funds for plans and studies that will include an examination of the potential savings and management improvements for two or more municipalities to study shared services or transfer of functions to be performed on a county-wide basis, *and*

**WHEREAS**, the Wayne Central School District is a co-applicant with Wayne-Finger Lakes Board of Cooperative Educational Services (W-FL BOCES) in an application to the Local Government Efficiency Program Grant High Priority Planning Grant Program, *and*

**WHEREAS**, the W-FL BOCES is the lead applicant and all co-applicants shall submit with the application a formal resolution of the governing body showing support of this grant application.

**NOW, THEREFORE**, the Board of Education of the Wayne Central School District does hereby provide official support as a co-applicant for the application and the proposed project and to state the following:

**Authorization to Apply for the Grant:** The Wayne Central School District designates W-FL BOCES as the lead applicant with Dr. Joseph J. Marinelli, district superintendent of W-FL Board of Cooperative Educational Services, as the lead applicant contact person and authorizes Dr. Marinelli to submit an application to the Local Government Efficiency Grant Program for a High Priority Planning Grant for the 2008-2009 program year and to execute all financial and/or administrative processes relating to the grant program.

**Project Title and Description:** The project will be known as the "Wayne County Regional High School Study and Planning Project." The study and planning project will examine the potential savings, management improvements, and benefits to the community in developing regional high schools. A regional high school is defined as two (2) or more school districts combining their high school programs and retaining separate elementary, and middle school programs, or K-8 programs.

**Funding Request:** W-FL BOCES is authorized to apply for up to \$50,000 of funding from the Local Government Efficiency Program - High Priority Planning Grant.

**Local Share Information: (All School Districts Participate)**  
W-FL BOCES and each of the eleven (11) co-applicants will be responsible for an equal 1/12<sup>th</sup> portion, or \$417.00, of the total 10% matching share of \$5,000 from local shares.

**Local Share Information: (Less Than All School Districts Participate):**  
W-FL BOCES and each of the eleven (11) co-applicants will be responsible for an equal share of the total 10% matching share of \$3,200 from local shares

**Co-Applicant Information:** Wayne Central School District is an authorized co-applicant with W-FL BOCES in the application to the Local Government Efficiency Grant Program - High Priority Planning Grant for the Wayne County Regional High School Study and Planning Project. The school district agrees to work with W-FL BOCES and each of the component school districts in Wayne County which are also co-applicants to this grant.

**THEREFORE, BE IT RESOLVED**, that at the meeting of the Board of Education on Thursday, December 11, 2008, wherein a quorum was present, a majority of the quorum voted to provide authorization for W-FL BOCES to apply for the Local Government Efficiency Grant Program - High Priority Planning Grant with the Wayne Central School District as a co-applicant.

- (9) Adopt the proposed charge to the policy committee for the 2008-2009 school year (copy filed in clerk's agenda file, this meeting)

Mrs. Lyke asked if the proposed study for regional high schools includes only school districts within Wayne County. Mr. Havens stated that component school districts in the remaining counties within Wayne-Finger Lakes B.O.C.E.S. chose not to participate.

Mrs. Newman noted that two (2) proposed grant applications are presented depending on whether all of a portion of the schools within the county choose to participate.

Mrs. Lyke noted that the local share of matching costs differs with the two (2) proposed grants. Mr. Havens stated that the local cost is eligible for B.O.C.E.S. aid.

The school bus purchase replacement schedule calls for large buses to be replaced after 10 years and small buses after 5 years. Once the vehicles are sold, receipts from the sale are placed in the School Bus Purchase Reserve.

On the question, the consensus agenda was approved/adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Nicholson).

## **XV. LIAISON & COMMITTEE REPORTS**

### **A. FOUR COUNTY SCHOOL BOARDS ASSOCIATION**

Mrs. Lyke noted that the annual meeting date for the association poses a conflict with our meeting schedule and requested a **shift of the May 21<sup>st</sup> meeting to another date**, possibly May 28<sup>th</sup>, to allow Board of Education members to attend.

Mrs. Brunner noted that the school board meeting scheduled for June 25<sup>th</sup> presents a conflict with the Eighth Grade Convocation. She requested that the **school district clerk the review the school board meeting schedule** for the remainder of this school year and present suggested revisions to address any conflicts that are discovered.

### **B. POLICY COMMITTEE**

Mrs. Newman reported that the committee is working on the **annual review of 50% of the policy handbook** and will present proposed revisions at subsequent school board meetings. She plans to meet with the protocol committee to address the topic of **multiple readings of non-policy matters** with potential for written clarification of same. The next committee meeting is set for Tuesday, December 16<sup>th</sup> at 4:00 p.m. at the district office.

## **XVI. ADDITIONAL PUBLIC COMMENT - None**

## **XVII. ADDITIONAL BOARD MEMBER COMMENTS**

- A. Mrs. Lyke noted that she did not receive the invitation from Ontario Elementary School to attend the **reading event** until this evening and apologized to Mr. Pullen. She suggested alternative notification methods for current events.
- B. Mr. Triou stated that he enjoyed his role as a **guest speaker for first graders at Freewill Elementary School** as part of their studies of community helpers.
- C. Mrs. Brunner complimented staff members at **Freewill Elementary School** on the **appearance and features of their school as** observed during the visit and tour by the Board of Education at the November 13<sup>th</sup> meeting.

**XVIII. RECESS:** 9:54 p.m.

**XVIX. RECONVENE:** 10:00 p.m.

**XX. EXECUTIVE SESSION** (Personnel)

Mrs. Brunner offered a **MOTION**, seconded by Mr. Schultz, to enter into an executive session, at 10:01 p.m. for discussion of matters pertaining to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of specific persons. 8 Ayes, 0 Nays, 1 Absent (Mr. Nicholson), Carried.

**XXI. RECONVENE:** 10:39 p.m.

**XXII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS** (continued)

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

***ADMINISTRATIVE STAFF***

***Tenure Recommendation***

**RESOLUTION TO GRANT TENURE  
TO JOSEPH SIRACUSE  
IN THE AREA OF HIGH SCHOOL PRINCIPAL  
EFFECTIVE JANUARY 3, 2009**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Joseph Siracuse, who is certified in the area of school building administrator, is hereby appointed to tenure in the tenure area of high school principal effective January 3, 2009

***INSTRUCTIONAL STAFF***

***Tenure Recommendation***

**RESOLUTION TO GRANT TENURE  
TO TRACY DON VITO  
IN THE AREA OF BUSINESS EDUCATION  
EFFECTIVE FEBRUARY 1, 2009**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, Tracy Don Vito, who is certified in the area of business education, is hereby appointed to tenure in the business education tenure area effective February 1, 2009

**RESIGNATION:**

**Meredith Kulik**, English teacher, assigned to the high school, effective December 5, 2008  
(*personal reasons*)

**APPOINTMENT:**

**Elena Bernard**, English Teacher, NYS Control No. 184461081 (Initial valid through 1/31/13) assigned to the high school, a seven (7) month temporary appointment effective December 8, 2008 through June 30, 2009 at \$39,459 (replacement for Meredith Kulik, resigned)

**Additional Per Diem Substitute Teachers • 2008-2009 School Year**

*See Listing, Clerk's Agenda File, This Meeting*

**Additional Extra-Duty Appointments/Designations • 2008-2009 School Year**

Post Season Sectionals & NYS Championship Stipends

*See Listing, Clerk's Agenda File, This Meeting*

**LEAVE OF ABSENCE:**

**Joanna Johnson**, social studies teacher, assigned to the high school, a combination paid/unpaid FMLA leave of absence effective February 2 through June 30, 2009.

**SUPPORTIVE STAFF:**

**APPOINTMENT:**

**Beth Petrino**, teacher aide, assigned to Freewill Elementary School, a temporary appointment effective October 24, 2008 through January 30, 2009, at \$8.89 per hour (replacement for Kara Magin while on FMLA leave of absence).

Mr. Griswold offered a **MOTION**, seconded by Mr. Triou, to approve the personnel changes as recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Nicholson), Carried.

**XXIII. ADJOURNMENT**

Mr. Griswold offered a **MOTION**, seconded by Mr. Triou, to adjourn the meeting at 10:40 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Nicholson), 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

**January 8, 2009**

-----  
School District Clerk



**Wayne Central School District  
Office of the Superintendent of Schools**

**Memorandum**

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**TO: Board of Education, Michael Havens, Superintendent**  
**FROM: Kim Cox, Assistant Superintendent for Instruction**  
**RE: Universal Prekindergarten Report**  
**DATE: Jan. 5, 2009**

The Wayne Central School District has completed our first year of Universal Prekindergarten. At this time I would like to provide information regarding our initial implementation of this exciting program.

I will share this presentation at Board of Education meeting to be held on Thursday Jan. 8, 2009.

If you have any questions about any of the information prior to this presentation, please feel free to contact me.

# WAYNE CENTRAL SCHOOL DISTRICT

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To: Board of Education  
From: Michael Havens, Superintendent of Schools  
(Prepared by Mark D. Callahan, Director of Human Resources)  
Re: Personnel Action  
Date: January 8, 2009

The following is submitted for your review and approval.

<b>INSTRUCTIONAL STAFF</b>
----------------------------

**RESIGNATIONS:** None

**LEAVE OF ABSENCE:**

**Beau Watson**, Art Teacher, assigned to the James A. Beneway High School, a paid FMLA leave of absence effective October 24, 2008 through January 30 2009. *FMLA LOA.*

**APPOINTMENTS:**

**Zachary Hill**, Social Studies Teacher, NYS Control No. 251219081 (Initial certificate effective through 9/1/2013), assigned to James A. Beneway High School, a five month temporary appointment effective February 2, 2009 through June 30, 2009 at \$37,400 pro-rated. (*Replacement for Joanna Johnson FMLA*)

<b>SUPPORT STAFF</b>
----------------------

**RESIGNATIONS:** None

**LEAVE OF ABSENCE:** None

**APPOINTMENTS:**

**Jacqueline Campbell**, bus driver, assigned to Transportation, substitute bus driver, effective December 9, 2008 through June 30, 2009 at \$10.80/hr.

## 2008-09 Stipend Appointments (as amended)

❖ Elementary Assistant Principals: rate - \$2,042					
<u>Name</u>		<u>School</u>	<u>Amount</u>	<u>Effective</u>	
Michael Walker		FE	\$2,042	December 8, 2008	Pro-rated

Note: Michael Walker replaces Pam Buddendeck who resigned upon her transfer to Ontario Primary.

## 2008-09 Coaching Appointments (as amended)

### Winter 2008-09 Season Length (11-3-08 to 3-6-09)

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
Maureen Doyle	Girls 7th Grade Basketball	12	11	F	324	3237	3561
Kenneth Lumb	G & B Asst. Indoor Track	2	2	E		2826	2826

Maureen Doyles Season -: 1/5/09 to 3/6/09

Ken Lumb – Effective 11/10/08 – missed one week of the season



**Committee Recommendations for Board of Education Review (January 8, 2009)**

<b>Meeting</b>	<b>Alt. ID#</b>	<b>Age</b>	<b>Committee</b>	<b>Grade</b>	<b>Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Rec. School</b>	<b>Rec. Program</b>
11/12/2008	101548	4:6	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only	Speech/Language Therapy
11/12/2008	101358	3:6	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only	Speech/Language Therapy
12/10/2008	101601	3:2	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only	Speech/Language Therapy Speech/Language Therapy

# **WAYNE CENTRAL SCHOOL DISTRICT**

## **Consensus Agenda**



---

**TO: Board of Education**

**FROM: Michael Havens**

**RE: Consensus Agenda**

**DATE: January 5, 2008**

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

- [#1](#) Accept Treasurer's Report - November
- [#2](#) Approve New Adjusted Mileage rate per IRS
- [#3](#) Accept Gift to District
- [#4](#) Award BOCES Cooperative Bid for Electric Supply Charges Contract
- [#5](#) Adopt 403B Plan Document
- [#6](#) Approve Budget Transfers

TREASURER'S MONTHLY REPORT  
 ENDING BALANCES OF ALL WCSD FUNDS AS OF NOVEMBER 30, 2008

GENERAL FUND

Checking Account	54,545.24
Money Market	18,053,128.67
TOTAL AVAILABLE CASH	<u>18,107,673.91</u>

SCHOOL LUNCH FUND

Checking Account	143,988.25
Money Market Account	37,214.33
Certificate of Deposit	304,749.13
TOTAL AVAILABLE CASH	<u>181,202.58</u>

CAPITAL RESERVE FUND

Checking Account	545.55
Money Market Account	5,178,979.04
TOTAL AVAILABLE CASH	<u>5,179,524.59</u>

CAPITAL PROJECTS

Checking Account	119,416.22
Money Market Account	1,692,596.41
TOTAL AVAILABLE CASH	<u>1,812,012.63</u>

BUS RESERVE

Checking Account	876.76
Money Market Account	1,107,697.46
TOTAL AVAILABLE CASH	<u>1,108,574.22</u>

TRUST AND AGENCY ACCOUNT

Checking Account (Now)	129,584.11
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<u>FLEX ACCOUNT</u>	319,443.66
---------------------	------------

UNEMPLOYMENT INSURANCE ACCOUNT

Money Market	362,159.80
--------------	------------

LIABILITY INSURANCE ACCOUNT

Money Market	2,901,395.50
--------------	--------------

DEDUCTIBLE INSURANCE ACCOUNT

Money Market	596,921.90
--------------	------------

RETIREMENT BENEFITS RESERVE

Money Market	250,782.19
--------------	------------

EMPLOYEES RETIREMENT RESERVE

Money Market	777,559.09
--------------	------------

SPECIAL AID ACCOUNT

Checking Account	71,376.39
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Date \_\_\_\_\_ Leora L. Stramonine, Treasurer

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

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\_\_\_\_\_  
 Clerk of Board of Education

GENERAL FUND  
TREASURER'S MONTHLY REPORT  
November 1 - 30, 2008

Prior period available balance \$60,661.61

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
11/ 06/ 08	Williamson Central	41,550.60
11/ 13/ 08	County of Monroe	671.19
11/ 17/ 08	Coca-Cola Commissions	259.08
11/ 19/ 08	Pal-Mac Central	18,936.20
11/ 21/ 08	Transfer from Special Aid	133,662.97
11/ 21/ 08	Med/ Dent reimbursement	51,817.16
11/ 21/ 08	Section V	590.63
11/ 25/ 08	Wayne County Action	500.00
11/ 25/ 08	Energy Curtailment Specialist	1,288.93
11/ 1-30/ 08	Void check	498,457.62
11/ 1-30/ 08	Taxes	303,454.09
11/ 1-30/ 08	Penalties on taxes	5,505.06
11/ 1-30/ 08	Transfer from MM to checking	3,731,615.00
11/ 1-30/ 08	Recycling	215.45
11/ 1-30/ 08	Start up cash Marc Blankenberg, Helen Jens	400.00
11/ 1-30/ 08	Miscellaneous	1,093.92
Total Receipts		4,790,017.90

Total receipts, including balance \$4,850,679.51

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	22781	To Check No.	22956
	Payrolls		241,591.34
	NSF CHECK		1,998,361.11
	TRANSFERS TO OTHER FUNDS		1,844.03
			2,554,337.79
Total disbursements			4,796,134.27
Cash Balance			\$54,545.24

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	90,694.27
Less total of outstanding checks	534,606.65
Net balance in bank	(443,912.38)
Amount of receipts undeposited (add) void check # 22632 not on statement	498,457.62
Total available balance	54,545.24

Received by the Board of Education  
and entered as a part of the  
minutes of the Board meeting held

This is to certify that the above  
Cash balance is in agreement with  
my bank statement as reconciled

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Clerk of Board of Education

\_\_\_\_\_  
Treasurer of School District      Date

SCHOOL LUNCH FUND  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$155,056.89

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
11/ 10/ 08	REDEPOSIT NSF	5.00
11/ 13/ 08	WCS GENERAL FUND	517.72
11/ 13/ 08	WAYNE EAGLES BOOSTER	40.44
11/ 21/ 08	WCS GENERAL FUND	196.07
11/ 01-30/ 08	ACH PAYMENTS	10,243.05
11/ 01-30/ 08	OP LUNCH/ BREAK 11/ 1-30/ 08	3,187.81
11/ 01-30/ 08	FREEWILL 11/ 1-30/ 08	4,419.50
11/ 01-30/ 08	OE LUNCH/ BREAK 11/ 1-30/ 08	5,687.39
11/ 01-30/ 08	MS LUNCH/ BREAK 11/ 1-30/ 08	10,820.68
11/ 01-30/ 08	HSLUNCH/ BREAK 11/ 1-30/ 08	20,231.83
11/ 01-30/ 08	HSVENDING	1,678.70
11/ 01-30/ 08	BANK CREDITS	25.00
11/ 01-30/ 08	STATE AID RECEIVED	32,291.00

Total Receipts 89,344.19

Total receipts, including balance \$244,401.08

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	2005 To Check No.	2036	59,806.88	
	Payroll		40,411.95	
By Debit Charge	Bank Debits - CHECK ORDEI		194.00	
Total disbursements				<u>100,412.83</u>
Cash Balance				<u>\$143,988.25</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	201,026.73
Less total of outstanding checks	<u>60,171.62</u>
Net balance in bank	140,855.11
Amount of receipts undeposited (add)	<u>3,133.14</u>
Total available balance	<u><u>143,988.25</u></u>

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date

CAPITAL RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$545.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		\$0.00

Total receipts, including balance \$545.55

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	-
By Debit Charge		
Purchase of		
Total disbursements		\$0.00
Cash Balance		\$545.55

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	545.55	
Less total of outstanding checks	-	
Net balance in bank	545.55	
Amount of receipts undeposited (add)	-	
Total available balance		\$545.55

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

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 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

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 Treasurer of School District      Date

CAPITAL PROJECTS  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$119,416.22

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-

Total receipts, including balance \$119,416.22

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	346 To Check No.	
By Debit Charge		
Total disbursements		\$0.00
Cash Balance		\$119,416.22

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	119,416.22	
Less total of outstanding checks		
Net balance in bank	119,416.22	
Amount of receipts undeposited (add)	-	
Total available balance		\$119,416.22

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

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 Cash balance is in agreement with  
 my bank statement as reconciled

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 Clerk of Board of Education

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 Treasurer of School District      Date

BUS RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance 876.76

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
11/ 12/ 08	TRANSFER FROM MM	25,000.00
Total Receipts		<u>\$25,000.00</u>

Total receipts, including balance \$25,876.76

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	365 To Check No.	25,000.00
By Debit Charge	Purchase CD	
Total disbursements		<u>\$25,000.00</u>
Cash Balance		<u>\$876.76</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	876.76
Less total of outstanding checks	<u>                    </u>
Net balance in bank	876.76
Amount of receipts undeposited (add)	<u>                    -</u>
Total available balance	<u>\$876.76</u>

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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 Clerk of Board of Education

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 Treasurer of School District      Date



TRUST AND AGENCY  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$88,076.60

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
11/ 04/ 08	OHIOPYLE-GIFT MONEY	70.45
11/ 05/ 08	CAFETERIA - PR	20,109.66
11/ 05/ 08	GENERAL FUND - PR	1,007,334.06
11/ 12/ 08	APEXAM MONEY, HS	13,158.00
11/ 18/ 08	CAFETERIA - PR	20,302.29
11/ 18/ 08	GENERAL FUND - PR	991,027.05
11/ 1-30/ 08	MED/ DENT REIMBURSEMENT	18,837.94
11/ 1-30/ 08	INTEREST	40.67

Total Receipts 2,070,880.12

Total receipts, including balance \$2,158,956.72

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	2864	To Check No.	2886	74,265.98
		NSF CHECKS		846.68
By Debit Charge	Transfers for payroll			<u>1,954,259.95</u>
	Total disbursements			<u>2,029,372.61</u>
	Cash Balance			<u>\$129,584.11</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	134,718.00
Less total of outstanding checks	<u>6,358.68</u>
Net balance in bank	128,359.32
Amount of receipts undeposited (add)	<u>1,224.79</u>
Total available balance	<u><u>\$129,584.11</u></u>

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

FLEX ACCOUNT  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$342,095.60

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-

Total receipts, including balance \$342,095.60

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge	BENEFIT RESOURCE DEBIT:	22,651.94
Total disbursements		\$22,651.94
Cash Balance		\$319,443.66

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	319,443.66	
Less total of outstanding checks		
Net balance in bank	319,443.66	
Amount of receipts undeposited (add)	-	
Total available balance		\$319,443.66

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date

UNEMPLOYMENT INSURANCE RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____
	Total receipts, including balance	
DISBURSEMENTS MADE DURING MONTH		
By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	_____

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement		
Less total of outstanding checks	_____	
Net balance in bank		
Amount of receipts undeposited (add)	_____	
Total available balance		_____
		_____
	MONEY MARKET	362,159.80

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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 \_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date

LIABILITY INSURANCE RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	_____

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement		
Less total of outstanding checks		_____
Net balance in bank		
Amount of receipts undeposited (add)		_____
Total available balance		_____

MONEY MARKET	2,901,395.50
--------------	--------------

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

_____ Treasurer of School District	_____ Date
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DEDUCTIBLE INSURANCE RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	<hr/>
	Total receipts, including balance	
DISBURSEMENTS MADE DURING MONTH		
By check		
From Check No.	To Check No.	
	By Debit Charge	<hr/>
	Total disbursements	<hr/>
	Cash Balance	<hr/> <hr/>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	<hr/>
Net balance in bank	
Amount of receipts undeposited (add)	<hr/>
Total available balance	<hr/> <hr/>

MONEY MARKET 596,921.90

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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 Clerk of Board of Education

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 Treasurer of School District Date

RETIREMENT BENEFITS RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____
	Total receipts, including balance	
DISBURSEMENTS MADE DURING MONTH		
By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET 250,782.19

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date

EMPLOYEES RETIREMENT RESERVE  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____
	Total receipts, including balance	
DISBURSEMENTS MADE DURING MONTH		
By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET 777,559.09

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date

SPECIAL AID  
 TREASURER'S MONTHLY REPORT  
 November 1 - 30, 2008

Prior period available balance \$214,078.36

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		<u>\$0.00</u>
Total receipts, including balance		\$214,078.36
DISBURSEMENTS MADE DURING MONTH		
By check		
From Check No.	1482 To Check 1488	9,039.00
By Debit Charge	Trans to GF	133,662.97
Total disbursements		<u>\$142,701.97</u>
Cash Balance		<u>\$71,376.39</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	71,649.91
Less total of outstanding checks	<u>273.52</u>
Net balance in bank	71,376.39
Amount of receipts undeposited (add)	<u>                    </u>
Total available balance	<u>\$71,376.39</u>

Received by the Board of Education  
 and entered as a part of the  
 minutes of the Board meeting held

This is to certify that the above  
 Cash balance is in agreement with  
 my bank statement as reconciled

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\_\_\_\_\_  
 Clerk of Board of Education

\_\_\_\_\_  
 Treasurer of School District      Date



To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: January 5, 2009

Re: IRS Mileage Rate Change

The Internal Revenue Service has issued the mileage reimbursement rate for 2009. The new rate is 55 cents per mile for business miles driven. The new rate is lower than the rate for 2008. The 2008 rate went from 50.5 cents to 58 cents in response to a spike in gasoline prices.

Typically the Board of Education approves the mileage rate for the school year at the annual reorganization meeting in July. Since the rate is being lowered, the district needs to change our rate effective January 1, 2009, so the district is not reimbursing employees in excess of the IRS approved rate.

### **Resolution**

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves the mileage reimbursement rate of 55 cents per mile for the period of January 1, 2009 – June 30, 2009.

**Consensus Agenda #3**

**TO:** Michael Havens  
Superintendent of Schools  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** January 8, 2009  
**RE:** Gifts to the District

Recommend that the Board of Education, at their regular meeting to be held on Thursday, January 8, 2009, accept a \$500 gift from the Wayne County STOP DWI Program to be applied toward the funding of the "Rachel's Challenge" assembly.

/db

c: Joe Siracuse  
Lee Stramonine  
Helen Jensen

**TO:** Michael Havens  
Superintendent of Schools

**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business

**DATE:** January 8, 2009

**RE:** BOCES Cooperative Electric Supply Charges Contract

Wayne Central School District participated in a cooperative bid for the electric supply charge under the Voice Your Choice Program with the schools in the Wayne-Finger Lakes BOCES area. The bid is for the period of January 1, 2009 through December 31, 2009.

RG&E (Energetix) was the lowest responsible bidder for supply of electricity. The price structure is SC-3 at a fixed price per KWH of \$.07513.

# Wayne Central School District

*Memorandum*

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Department of Human Resources

TO: Michael Havens, Superintendent of Schools

FROM: Mark D. Callahan, Director of Human Resources

DATE: January 5, 2009

SUBJECT: 403(b) Plan Document

To be compliant with the new IRS guidelines relating to our ability to offer employee and employer contributions into Section 403(b) traditional and Roth tax sheltered annuities, the following resolution must be adopted by the Board of Education:

“Be it resolved, the Wayne Central School District acting through the Superintendent of Schools or his/her designee and pursuant to the authorization of its governing board, hereby adopts the Wayne Central School District 403(b) Retirement Plan, subject to its terms and, the terms of any other agreements as deemed appropriate, and made part hereof, and the Adoption Agreement and the selections made therein.”

**TO:** Michael Havens  
 Superintendent of Schools  
**FROM:** Gregory J. Atseff  
 Assistant Superintendent for Business  
**DATE:** January 8, 2009  
**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 January 8, 2009.

GJA/db  
 c: Helen Jensen, Clerk  
 Attachment

WAYNE CENTRAL SCHOOL DISTRICT  
 ONTARIO CENTER, NY 14520

REQUEST FOR BUDGETARY TRANSFER

-----TRANSFER TO-----			-----TRANSFER FROM-----		
BUDGET CODE	BUDGET TITLE	AMOUNT	BUDGET CODE	BUDGET TITLE	AMOUNT
A1680.490-07-0000	District Boces Expenses	20,709.52	A1680.200-07-0000	District Data Processing Equipment	20,709.52
A1621.413-08-0000	Roof Maintenance	22,258.00	A1621.412-08-0000	Bldg. Equip Repair/Contr	22,258.00

RECOMMEND APPROVAL  DISAPPROVAL

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
 ADMINISTRATOR  
 AUTHORIZED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

15-Dec-08  
 DATE

\_\_\_\_\_  
 ASSISTANT SUPERINTENDENT FOR BUSINESS  
 SUPERINTENDENT OF SCHOOLS

\_\_\_\_\_  
 DATE

**Policy Submitted for First Reading**

- 1350 Appointment & Duties – Internal Claims Auditor
- 5310 Bonding of Employees & School Board Members
- 5500 Disclosure of Wrongful Conduct and Protection From Reprisal
- 5560 Application For & Use of Federal Funds
- 5640 Smoking & Tobacco Use
- 5660 Food Service Program – Free & Reduced Price Food Services

**Policy Submitted for Single Reading**

- 5321 Reimbursement for Travel & Conference
- 6100 School Board Officer & Employee Ethics
- 6100 Conflict of Interest - Disclosure of Significant Financial Interests & Obligations

1/08/09 Board Meeting

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## **APPOINTMENT AND DUTIES OF THE INTERNAL CLAIMS AUDITOR**

### Job Description

The Board of Education will designate and appoint a/an internal claims auditor (s) for the school district at the re-organizational meeting. The internal claims auditor(s) shall serve at the pleasure of the Board of Education. The internal claims auditor(s) is/are responsible for formally examining allowing or rejecting all accounts, charges, claims or demands against the school district.

The internal auditing process should determine that the:

- (a) proposed payment is for a valid and legal purpose.
- (b) obligation was incurred by an authorized school district official,
- (c) items for which payment is claimed were in fact received or, in the case of services, were actually rendered,
- (d) submitted claim voucher is in the proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based
- (e) submitted claims meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

The internal claims auditor(s) shall have access to all documents regarding financial transactions to ensure that such documents are in compliance with the law, district policy and regulations. Questions or unresolved issues will be directed to the President of the Board of Education.

**Any claim originated by or relating to the internal claims auditor will be reviewed and approved by the audit committee.**

The school district treasurer shall need the signature of approval of the internal claims auditor for payment of a warrant, invoice or payroll. It shall constitute the same authorization for payment as a resolution of the Board of Education.

No person shall be eligible for appointment to the office of internal claims auditor who shall be:

- (a) A member of the Board of Education
- (b) The district clerk or district treasurer of the Board of Education
- (c) The school district official responsible for business management
- (d) The purchasing agent
- (e) Clerical personnel directly involved in accounting and purchasing functions

*Adopted: September 10, 2003*

*Revised: January .., 2009*

PERSONNEL  
REGULATION

6100-R  
Page 1 of 3

SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS

Pursuant to the provisions of §806 of the General Municipal Law and Board of Education Policy, the Board of Education promulgates these rules of ethical conduct for the officers and employees of the school district. These rules shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts by municipal officers and employees.

**A. Definitions**

1. *"Officer or Employee"* means an officer or employee of the district, whether paid or unpaid, including members of the Board of Education, and their instructional or support staff and appointees.
2. *"Interest"* means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**B. Standards of Conduct**

Every officer and employee of the district shall be subject to and abide by the following standards of conduct:

1. **Gifts:** An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board of Education welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that employees or officers do not accept gifts of value. Gifts from children that are principally sentimental in nature and **are** of insignificant financial value may be accepted in the spirit in which they are given.

2. **Confidential Information:** An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Education whether such information is deemed confidential or not.



SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS

3. **Representation Before the Board of Education:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. **Representation Before the Board of Education for a Contingent Fee:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. **Disclosure Of Interest In Matters Before The Board Of Education:** To the extent that he or she knows thereof, a member of the Board of Education and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any matter before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. **He or she shall file a Disclosure of Significant Financial Interests & Obligations conflict of interest form with the school district clerk annually at the re-organizational meeting. (cf: Policy Exhibit – 6100-E). If Part II of the form is completed, the disclosure is acknowledged in the minutes of the Board of Education,.**
6. **Investments In Conflict With Official Duties:** An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates conflict with his or her official duties.
7. **Private Employment:** An officer or employee shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. **Future Employment:** An officer or employee shall not, after the termination of service or employment with the Board of Education, appear before the Board of Education or any panel or committee of the Board of Education in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

REGULATION APPROVED: July 24, 1996 RE-NUMBERED: September 15, 2005 REVISED: January ..., 2009

**SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS**

**C. Distribution of Code of Ethics**

The superintendent of schools, or his or her designee, shall cause a copy of Code of Ethics of the Board of Education and this accompanying regulation to be distributed to every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

In addition, the superintendent of schools, or his or her designee, shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

**D. Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Code of Ethics of the Board of Education and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

*References:*

General Municipal Law, Article 18

## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

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

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

## **STANDARDS OF CONDUCT & BEHAVIOR**

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

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

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

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

## **HANDLING DISCLOSURES AND COMPLAINTS**

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

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

**Adopted:** April 27, 2005

**Revised:** January .., 2009

## DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL

### REVIEW OF POLICY & PROCEDURES

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

### WRONGFUL CONDUCT

Wrongful conduct is defined in this policy ***is defined*** as:

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

### DISCLOSURE & INVESTIGATION OF WRONGFUL CONDUCT

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

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

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

**Adopted:** April 27, 2005

**Revised:** January .., 2009

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

## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

### **DISCLOSURE & INVESTIGATION OF WRONGFUL CONDUCT (continued)**

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

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

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

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

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

### **COMPLAINTS OF REPRISAL**

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

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

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

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

## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

### **COMPLAINTS OF REPRISAL** (continued)

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

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

Once the review officer or panel has conducted a review and considers the investigation as complete, the review officer or panel will notify the designee.

From the date of notice of completion, the review officer has thirty (30) day to report his or her findings and make any recommendations he or she deems appropriate to the designee.

The designee, in conference with the appropriate administrator, should issue a letter of findings to both the complainant and the respondent.

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

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

Non-Instructional/Business Operations

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Page 1 of 4

## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

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**Adopted:** April 27, 2005

**Revised:** January .., 2009

## DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL

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**Adopted:** April 27, 2005

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



## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

### **DISCLOSURE & INVESTIGATION OF WRONGFUL CONDUCT (continued)**

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

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

## **DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL**

### **COMPLAINTS OF REPRISAL** (continued)

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

- (5) intent to proceed with an investigation
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Once the review officer or panel has conducted a review and considers the investigation as complete, the review officer or panel will notify the designee.

From the date of notice of completion, the review officer has thirty (30) day to report his or her findings and make any recommendations he or she deems appropriate to the designee.

The designee, in conference with the appropriate administrator, should issue a letter of findings to both the complainant and the respondent.

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

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

Non-Instructional/Business Operations

## **APPLICATION FOR & USE OF FEDERAL FUNDS**

The Board of Education **shall consider whether to apply for any federal aid for which it is eligible**. Designates the superintendent of schools, or his or her designee, **will to** make application for federal funds when the purpose for such funds is within the educational goals of the school district.

### **Use of Federal Funds**

These monies will be budgeted in special (federal) aid accounts. **and approved by the Board of Education.** The administrative staff has the responsibility to evaluate federally funded programs and make recommendations on their continual use. A separate federal aid fund shall be maintained to record all financial transactions in federally aided programs and projects. A separate checking account, distinct from all other district accounts, shall be maintained by the school district for federal funds by the school district treasurer.

### ***Use Of Federal Funds For Political Expenditures***

Federal funds may not be used for partisan political purposes of any kind by any person or group of persons involved in the administration of federally-assisted programs. Political purposes may include, but are not limited to, lobbying activities, publications, or materials intended for influencing legislation. Any cost associated with such activities which may be charged directly or indirectly to federally-assisted programs is prohibited.

8 New York Code of Rules and Regulations  
(NYCRR) §§ 114, 167 and 200

Adopted: *September 10, 2003*

*Revised: January ..., 2009*

Non-Instructional/Business Operations

## **SMOKING AND TOBACCO USE**

Tobacco use shall not be permitted and no person shall use tobacco on school grounds at any time. For purposes of this policy, "school grounds" are defined as building, structure, and surrounding outdoor grounds contained within the school district's pre-school, nursery school, elementary or secondary school's legally defined property boundaries as registered in the county clerk's office as well as any vehicles used to transport children or school personnel.

For purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clobber cigarette and any other smoking product and spit tobacco (smokeless, dip, chew and/or snuff) in any form.

### **Posting & Notification of This Policy**

In compliance with the NYS Clean Indoor Air Act, the **school district clerk** **director of facilities** will prominently post in school district facilities and other appropriate locations this smoking use policy and signage that indicates that all forms of tobacco products are prohibited on school grounds. Upon request, the school district will supply a copy of this policy with any current or prospective employee.

The superintendent of schools or his or her designee(s) will advise persons who smoke in a non-smoking area they are in violation of Article 13-E of the NYS Public Health Law, the federal Pro-Children Act of 1994, and school board policy.

The superintendent of schools or his or her designee shall also ensure that the provisions of this policy are communicated at least annually to staff, students, parents/guardians, volunteers and visitors, as deemed appropriate, in order to orient all persons to the district's "no smoking" policy and environment. Announcement of this policy will also occur at events hosted in school facilities.

### **Prohibition of Advertising & Promotion of Tobacco**

Promotional tobacco items such as brand names, logos and other identifiers are prohibited as follows:

- (a) on school grounds
- (b) in school vehicles
- (c) at school-sponsored events
- (d) in school publications
- (e) on clothing, shoes, accessories, gear and school supplies
- (f) in accordance with the school district's Code of Conduct
- (g) in accordance with applicable collective bargaining agreements

Adopted: *September 10, 2003*

Revised: *January .., 2009*

Non-Instructional/Business Operations

**SMOKING/TOBACCO USE**

Safe & Drug Free Schools & Communities Act, 20 United States Code (U.S.C.) §. 7101 et seq  
Pro-Children Act of 2001 and 20 United States Code (U.S.C.) Sec. 7181-7184

As amended by the No Child Left Behind Act of 2001

Public Health Law Article 13-E

Education Law, §409 & 3020-a

Reference: Policies

3280 – Community Use of School Facilities

3410 – Code of Conduct on School Property

7310 – School Conduct and Discipline

7320 – Alcohol, Tobacco, Drugs & Other Substances (Students)

8211 – Prevention Instruction

District Code of Conduct on School Property

Adopted: *September 10, 2003*

Revised: *January .., 2009*

## Non-Instructional/Business Operations

### SCHOOL FOOD SERVICE PROGRAM - FREE AND REDUCED PRICE FOOD SERVICES

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board of Education recognizes that the food service program is a part of the total school program and shall provide adequate facilities, resources and personnel for the provision of food services for all elementary and secondary students in district schools.

Food service management is the responsibility of the food service supervisor working under the supervision of the assistant superintendent for business. The school food service program shall be operated in the most economical, efficient method given the student's needs and the district's resources.

The Board of Education has entered into an agreement with the NYS Education Department to participate in the National School Lunch and Breakfast Programs and to receive commodities donated by the U.S. Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students attending schools in the district.

The superintendent of schools or his or her designee shall have the responsibility to carry out the rules of the school lunch and breakfast programs. The determination of which students are eligible is the responsibility of the superintendent of schools or his or her designee. Appeals regarding eligibility should be submitted to the hearing officer designated by the Board of Education.

Procedures for the administration of the free and reduced price meal program are prescribed in current state and federal laws and regulations.

#### ***Eligibility Determination***

The food service manager shall make final determinations as to which children are eligible to receive such services.

#### ***Standards of Eligibility***

Any child who is a member of a family unit whose income is below the New York State Minimum Scale for family units of the same number shall be eligible to receive such services.

*Adopted: September 10, 2003*

*Revised: January .., 2009*

Non-Instructional/Business Operations

**SCHOOL FOOD SERVICE PROGRAM - FREE AND REDUCED PRICE FOOD SERVICES**

***Application Procedures***

- (a) Application forms will be distributed to all district families prior to the start of each school year and to all children who enroll in the district as soon as possible after the beginning of the school year. Further, a press release shall be issued in an effort to announce the program through the local news media.
- (b) Completed forms must be submitted to the food service manager prior to any determination of eligibility.
- (c) The adult responsible for the child will be informed of the food service manager's determination within one (1) week of receiving a properly completed application.

***Provision for Anonymity***

The school district will make all reasonable efforts to protect the anonymity of the student in accordance with federal regulations governing such programs.

***Provision for Appeal***

A family whose application has been denied may appeal the decision to the ***to the*** hearing officer designated by the Board of Education in compliance with federal regulations governing the National School Lunch Program.

***Charging Meals – Child Nutrition Program***

Based on the school district's participation in the Child Nutrition Program, the Board of Education approves creation of a system to allow a student to charge the purchase of a meal. The superintendent of schools shall develop rules and regulations that address:

- (a) what can be charged
- (b) the limit of the number of charges each student may incur, with a minimum of ***three (3)*** ***two (2)*** charges as provided by the Child Nutrition Program
- (c) the system used for identifying and recording charged meals
- (d) the system used for collection of re-payments
- (e) communication of this policy to eligible students and parents/guardians
- (f) ***meeting basic nutritional needs for children unable to make payment for meals***

**E. Restriction of Sweetened Foods In School**

The sale of sweetened foods is prohibited from the start of the school day until the end of the last scheduled meal period. "Sweetened Foods" consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy sweetened popcorn and water ices except those that contain fruit or fruit juices.

Education Law, § 915, 1604 (28), 1709 (22) and (23)  
National School Lunch Act of 1946  
Child Nutrition Act of 1966

*Adopted: September 10, 2003*

*Revised: January ..., 2009*

## REIMBURSEMENT FOR TRAVEL & CONFERENCE

The Board of Education recognizes that it is necessary for its members and 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 of the School 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 the completed 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 meal cost to exceed \$35.00. Original, **itemized** receipts are required for meal reimbursement. **Sales tax is not reimbursable.** Gratuity is limited to 15% unless a larger gratuity is automatically charged.

### ***Sales Tax Reimbursement on Meal Purchases***

Pursuant to Opinion of the NYS Comptroller #80-163, the school district can reimburse sales tax on meals because it is not practical to issue a purchase order or tax exempt certificate demonstrate that the purchase is for a tax exempt school district. (cf: NYS Tax Law §1116 & §1105 (d)(ii)(B).

### ***Conference 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, **itemized** 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.



PERSONNEL  
REGULATION

6100-R  
Page 1 of 3

SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS

Pursuant to the provisions of §806 of the General Municipal Law and Board of Education Policy, the Board of Education promulgates these rules of ethical conduct for the officers and employees of the school district. These rules shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts by municipal officers and employees.

**F. Definitions**

1. *"Officer or Employee"* means an officer or employee of the district, whether paid or unpaid, including members of the Board of Education, and their instructional or support staff and appointees.
2. *"Interest"* means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**G. Standards of Conduct**

Every officer and employee of the district shall be subject to and abide by the following standards of conduct:

1. **Gifts:** An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board of Education welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that employees or officers do not accept gifts of value. Gifts from children that are principally sentimental in nature and **are** of insignificant financial value may be accepted in the spirit in which they are given.

9. **Confidential Information:** An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Education whether such information is deemed confidential or not.

SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS

10. **Representation Before the Board of Education:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.
11. **Representation Before the Board of Education for a Contingent Fee:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
12. **Disclosure Of Interest In Matters Before The Board Of Education:** To the extent that he or she knows thereof, a member of the Board of Education and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any matter before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. **He or she shall file a Disclosure of Significant Financial Interests & Obligations conflict of interest form with the school district clerk annually at the re-organizational meeting. (cf: Policy Exhibit – 6100-E). If Part II of the form is completed, the disclosure is acknowledged in the minutes of the Board of Education,.**
13. **Investments In Conflict With Official Duties:** An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates conflict with his or her official duties.
14. **Private Employment:** An officer or employee shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
15. **Future Employment:** An officer or employee shall not, after the termination of service or employment with the Board of Education, appear before the Board of Education or any panel or committee of the Board of Education in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

REGULATION APPROVED: July 24, 1996 RE-NUMBERED: September 15, 2005 REVISED: January ..., 2009

**SCHOOL BOARD OFFICER AND EMPLOYEE ETHICS**

**H. Distribution of Code of Ethics**

The superintendent of schools, or his or her designee, shall cause a copy of Code of Ethics of the Board of Education and this accompanying regulation to be distributed to every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

In addition, the superintendent of schools, or his or her designee, shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

**I. Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Code of Ethics of the Board of Education and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

*References:*

General Municipal Law, Article 18

**REGULATION APPROVED:** July 24, 1996 **RE-NUMBERED:** September 15, 2005 **REVISED:** January ..., 2009

PERSONNEL EXHIBIT

WAYNE CENTRAL SCHOOL DISTRICT Ontario Center, New York 14520-0155

DISCLOSURE OF SIGNIFICANT FINANCIAL INTERESTS & OBLIGATIONS

Conflict of Interest Form

PART I – DECLARATION & CERTIFICATION

Pursuant to §§800-805 of the General Municipal Law of the State of New York, members of a Board of Education are required to complete and file this disclosure of any conflict of interest with their official duties.

NAME:..... Title.....

NAME of VENDOR or SUB-CONTRACTOR:.....

Do you, your spouse or dependent child (ren) hold a position of management (e.g. board member, director, officer, partner, trustee, employee, consultant) with a vendor or a (sub) contractor which does business with the school district?

YES NO

Do you, your spouse or dependent child(ren) have a significant financial interest\* with a vendor or (sub) contractor which does business with the school district?

YES NO

Is it reasonable to anticipate that you would benefit financially from any decision you would make on any contract, purchase, lease, sale or agreement with the school district with a vendor or (sub) contractor in which you, your spouse or dependent child(ren) have a significant financial interest \* for whom you have the responsibility to negotiate, prepare, authorize, approve or audit ?

YES NO

(\* ) Stock, stock options and/or any other ownership interest in a single entity valued at more than \$10,000 or 5% ownership

If you answered NO to each of the questions above, please sign and date below.

If you answered YES to any of the questions above, please complete Part II (over) for each vendor or (sub) contractor with which you have relationships noted above.

**CERTIFICATION**

I certify that the answers to the questions noted above are accurate and truthful to the best of my knowledge. I agree to file a new or updated disclosure form if the answer to any of the questions noted above changes.

Signature .....

Date

When completed, this form is filed with the school district clerk to file in the official records of the Board of Education.

(continued, over)

**EXHIBIT APPROVED:** January ..., 2009

**Policy Regulations Handbook • Wayne Central School District • Ontario Center, New York 14520-0155**

**PERSONNEL**

6100-E

**EXHIBIT**

of 2

Page 2

NUMBER of Part II Forms Submitted is..... of which this is Form Number .....

**WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York 14520-0155**

**DISCLOSURE OF SIGNIFICANT FINANCIAL INTERESTS & OBLIGATIONS**

*Conflict of Interest Form*

**PART II – DISCLOSURE OF FINANCIAL INTEREST OR OBLIGATIONS**

**Instructions:**

If you answered **YES** to any of the questions in Part I, please complete this form.

Please complete and attach a **separate form for each** vendor or sub-contractor with which you have indicated a relationship in Part I.

**NAME:**.....  
Title.....

**NAME of VENDOR or SUB-CONTRACTOR:**.....

**FINANCIAL RELATIONSHIP(S) WITH THE SCHOOL DISTRICT DECLARED IN PART I**

*(Please Check All That Apply)*

- ..... Consultant
- ..... Employee
- ..... Equity Interest
- ..... Recipient of Honoraria
- ..... Recipient of Royalties

..... Other: (Please Describe)

**NATURE OF FINANCIAL RELATIONSHIP(S) WITH THE SCHOOL DISTRICT DECLARED  
IN PART I**

*(Please Check All That Apply)*

- ..... Self
- ..... Spouse
- ..... Dependent Child (ren)

**PAYMENTS OR ROYALTIES**

In the last twelve (12) months, have you received payments for salary, director's fees, consultant fees, honoraria, royalties or any other payment(s) that, when combined with similar payments by the school district to your spouse or dependent child (ren), will exceed \$10,000 ?

**YES**

**NO**

In the next twelve (12) months, do you anticipate receipt of payments for salary, director's fees, consultant fees, honoraria, royalties or any other payment(s) that, when combined with similar payments by the school district to your spouse or dependent child(ren), have a fair market value exceeding \$10,000 or represent an ownership interest of more than 5%?

**YES**

**NO**

**CERTIFICATION**

I certify that the answers to the questions noted above are accurate and truthful to the best of my knowledge. I agree to file a new or updated disclosure form if the answer to any of the questions noted above changes.

Signature .....

Date

When completed, this form is filed with the school district clerk to file in the official records of the Board of Education.