

WHITESBORO CENTRAL SCHOOL DISTRICT

Board of Education Meeting #8
Westmoreland Road Elementary
8596 Westmoreland Road

January 9, 2024
7:00 PM

Our Mission

To inspire, cultivate, and empower all learners to maximize their potential

1. Call to Order
2. Quorum Check
3. Pledge of Allegiance
4. Public Comment
5. President's Report
 - A. Optimist Student of the Month – January: Jordyn Howlett
 - B. Legislative Forum - January 25
 - C. Virtual Capital Conference - February 2
 - D. NYSSBA Lobby Day - February 7
 - E. SBI Executive Committee Meeting Update
 - F. BOE Meeting Evaluation
 - G. Other
 - H. Standing Committee Reports
 - School Boards Institute Executive Committee
 - School Boards Institute Legislative Committee
 - Teacher Center Policy Board
 - Budget, Finance and Audit Committee
 - Facilities Planning Committee
 - Health and Safety Committee – 12-20-2023
6. Consent Agenda
 - A. Personnel – Instructional
 - B. Personnel – School Related
 - C. Acceptance of Committee on Special Education recommendation on students identified by number on the enclosed information
 - D. Financial Reports – Treasurer's Report and Student Activity Accounts November 2023
 - E. Approval of Meeting Minutes, December 5, 2023, & December 19, 2023
7. Superintendent's Report and Presentations
 - A. Presentation – Dr. Timbs, Budget Outlook
 - B. Presentation Special Education – Tina Pawloski
 - C. Tax Exemption for Volunteer Firefighters and Ambulance Workers
 - D. Blue Ribbon Commission on Graduation Measures Recommendations – Chris O'Neil
 - E. School Mascot and Name
 - F. Electric Vehicles – Joe Muller
 - G. HS Assistant Principal Search Update

H. Other

8. Old Business

A. Policy Manual Revision - Second Reading

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the second reading of the proposed manual revision, Uniform Grant Guidance For Federal Awards (4505), as per the supplemental file, be approved.

B. Policy Manual Revision - Second Reading

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the second reading of the proposed manual revision, Limitations On The Use Of Physical Restraints (7068), as per the supplemental file, be approved.

9. New Business

A. Acceptance of Grant/Donation

Be It Resolved, that upon the recommendation of the Superintendent of Schools, a grant from Chobani LLC, in the amount of \$3,125.00 for payment of accrued student lunch debt, per the supplemental file, be accepted.

B. WTA Memorandum of Agreement Teaching Extra Class - Spanish

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the agreement between the Superintendent of Schools, Whitesboro Central School District and the Whitesboro Teachers' Association, as per the supplemental file, be approved.

C. WTA Memorandum of Agreement - Computer Science Statement of Continued Eligibility (SOCE)

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the agreement between the Superintendent of Schools, Whitesboro Central School District and the Whitesboro Teachers' Association, as per the supplemental file, be approved.

D. Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, *Whitesboro Central School District* (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the *Whitesboro Central School District* to participate in the NYSMEC, and authorizes

and directs the Superintendent to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.0845 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

E. Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Natural Gas

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, *Whitesboro Central School District* (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the *Whitesboro Central School District* to participate in the NYSMEC, and authorizes and directs the Superintendent to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the

purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$.656 cents per therm for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

10. Discussion
11. Public Comment
12. Executive Session
13. Adjournment

Board of Education Meeting #6
Whitesboro Central School District
7:00 P.M.
December 5, 2023

Present: M. Head
B. McQueen
S. Farr
J. Henderson
S. Szatko
C. LaValley
B. Bellair, Superintendent
D. Russo, Assistant Superintendent for Learning
J. Muller, Assistant Superintendent for Business
C. O'Neil, Director, Pupil Personnel Services
T. Pawloski, Director, Special Prog. & Services
K. Powers, District Treasurer
K. Bunal, District Clerk

Absent: T. Schoen Jr.

Mr. Head, President of the Board of Education, called the meeting to order at 7:00 PM., led the Pledge of Allegiance to the Flag and read the District Mission Statement.

Mr. Head read a brief statement to the public in regards to the two opportunities for members of the community to speak and the guidelines for public participation. He then opened the floor to the public for any comments on agenda items, there was none.

Mr. Head announced that NYSSBA will be hosting a Zoom meeting on December 18, 2023. John Daly will be the guest speaker on the topic of "Critical Budget Issues for NYS School Budgets." He forwarded a link to all Board members.

Mr. Head announced that there was an SBI legislative meeting held on December 4, 2023. The committee worked on their position paper of legislative priorities to present to the Legislators. Topics that will be addressed are the following: Foundation Aid, Tax Cap, Tort Reform, Broadband Capacity, Fund Balance, Local Control, Zero-Emission Vehicles and General Municipal Bidding Laws.

Mr. Head reminded the Board of the upcoming holiday concerts, a calendar with dates and times have been provided for them. He asked that they try to attend as many as possible during this month as they are always impressive.

Mr. Head congratulated the football team for their outstanding season and complemented Mr. Muller for organizing the local viewing at the High School with snacks, water and pizza donated by sponsors.

Mr. Head informed the Board that Dr. Rick Timbs presented at the SBI meeting held on November 9, 2023, and he provided them with a handout of his presentation. Mr. Head suggested to have Dr. Timbs present a shorten version to the Board.

Mr. Head reported that there was a Teacher Center Policy Board and turned the floor over to Ms. LaValley and Mr. Russo.

Ms. LaValley provided a brief update on the Teacher Center Policy Board meeting held on December 5, 2023. The following topics were discussed

- Ongoing workshops
- Continue with survey for teachers for Professional Development
- Approval of the district to host "Jeans Week" to continue with the Deb Prue scholarship

RESOLUTION Motion by Dr. Szatko
Consent Agenda Seconded by Dr. Henderson
 Personnel-Instructional
 Personnel-School Related
 Acceptance of Committee on Special Education recommendations on students
 identified by number on the enclosed information
 Financial Reports – Treasurer’s Report and Student Activity Accounts October 2023
 Approval of Minutes – November 7, 2023

Ayes 6 Nays 0 Motion carried

Mr. Head congratulated Mr. Luke Manolescu on his new appointment as Hart’s Hill Elementary Principal effective August 2024, due to the retirement of Mrs. Putnam.

Mr. Manolescu thanked the District, the Board and Dr. Bellair and is proud to be part of the Whitesboro team again.

Mr. Head turned the floor over to Dr. Bellair for his reports and presentations.
Dr. Bellair congratulated Mr. Manolescu and welcomed him back to the district.

Dr. Bellair, Superintendent of Schools, turned the floor over to the Mr. O’Neil who gave a brief introduction of the program and then introduced the High School Guidance Counselors, Laura Flagg, Dan Everson, Amy Ambrose and Margo Testa.

Ms. Ambrose reviewed the High School Comprehensive Goals which targets grades 9-12.

1. College and Career – promote student participation in SABA, Regional Program of Excellence, Job Shadowing and Internships
2. Academics – promote student participation in dual credit courses
3. Social Emotional – increase in student participation in after school club activities

These goals are data driven and tracked each year.

Mr. O’Neil reviewed the use of SchoolLinks, a new software program launched this year. It is a modern college and career readiness platform that students can use to explore and apply to colleges, learn about financial aid, find entry level positions to jumpstart a career, search scholarships, take college virtual campus tours, to name a few. He then introduced Ms. Testa who covered the following:

- Freshman Activities - through classroom presentations and individual conferences
- Sophomore Activities – revisit four-year plan, CTE presentations, BOCES visits, individual meetings
- Junior Activities – PSAT/SAT, conferences with student and parent(s), job shadowing, NCAA paperwork, college or job research using Schoolinks
- Senior Activities – college application process, individual meetings, letters of recommendation, develop postsecondary goals for students going into the job market

Ms. Testa also review the World-of-Work Map, which is a tool used to guide students in grades 9-12. It help students identify their future career goals, strengths, interests and values.

Mr. Everson continued with the presentation by covering the school-to-career programs available to students.

1. Regional Program for Excellence – internships with 72-75 hours in a work setting
2. School and Business Alliance (SABA) – up to five job shadowing placements
3. Career and Technical Education (CTE) – offered to juniors and seniors, varies fields focusing on preparing students for employment careers or post-secondary education
4. New Visions Education Program– BOCES field placements through internships with also earning English and Social Studies credit required for graduation

Ms. Flagg continued with the presentation by covering the following; Earn college credit through MVCC, Syracuse, RIT, and Tompkins Cortland Community College, and AP/Dual Credit Courses. She provided an overview of the Counseling Office schedule calendar covering August through June. From the freshman class to the seniors the counselors have very detailed responsibilities that they cover day-to-day to ensure the students are on the correct career path of their choice.

Mr. O'Neil closed out the presentation by providing an overview of the additional tasks that the Guidance Office also provides for the district.

Discussion ensued with the BOE members between Mr. O'Neil and the counselors.

Mr. Head congratulated the counselors on their dedication to the students in reference to the Student Achievement Awards. Their letters of recommendations have allowed Whitesboro students to be recognized for their accomplishments.

The Board members and Dr. Bellair thanked the counselors and Mr. O'Neil for everything they do for the district. Dr. Bellair next introduced Mr. Egresits and his instructional coaches from the Middle School campus for their presentation.

Mr. Egresits gave a brief overview of the Instructional Coaching Program. The program began in 2022-2023 school year with 2.5 instructional coaches, Eric Rothdiener, Bettina Toth and Samantha Dell'Anno. They began working with the teaching staff building trustworthy relationships. They compiled Star and NYS testing data and attended professional development to cultivate new ideas for the students and teachers. In 2023-2024 school year, there are 2 Instructional Coaches, they continue to create resources and provide assistance to implement strategies to move the campus forward. This program has seen significant student growth throughout the campus facility.

Mr. Egresits turned the floor over to Samantha Dell'Anno and Bettina Toth for their presentation on Instructional Coaching program overview for the 2023-2024 school year.

The coaching support object is to empower instructional staff to mitigate learning loss and close academic gaps through the following:

- Curriculum resource recommendation, scaffolding, cross-curricular strategies

- Instruction – model lessons, implement strategies, co-teaching, teacher reflection
- Data– Star/Renaissance, report cards, data inquires

The goal is to provide campus-wide strategies for increased alignment throughout the program. The team closed out their presentation with providing with the Board the Star Math and Star Reading Growth charts for the Fall of 2022-2023 and Fall of 2023-2024 school year. There was student growth in both areas.

The Board had the following questions/comments:

- The Board was impressed with the growth in both reading and math scores.
- Where did the initial funding come from for the program and is it still available for the 2024-2025 school year?
- Is there a bridge at the elementary level with grades 4 and 5?
- Is rebranding of the program being consider to move away from the Learning Loss title?

Dr. Bellair stated that coordination of vertical alignment of programs is an ongoing process. In coordination with the District Leadership Team, budgeting for next year at the Elementary and Middle School level is being evaluated as data supports the initiative of the programs. Dr. Bellair stated that rebranding the program will be looked at through the budget process.

Mr. Russo informed the Board that the afterschool tutor program and summer program was very successful and that staff put in a lot of extra work on their own time.

Dr. Bellair informed the Board that there are no new updates on the school mascot and name. The District will continue using ThoughtExchange platform and continue with the process that has been mandated by the State. He also stated that there are no changes to the electric vehicles and the Zero Emission mandate, and that the topic is ongoing with Legislators. There is a breakfast scheduled for Monday, December 11, 2023, at our High School with Legislators and Superintendents as this is a common thread for all.

Dr. Bellair ask Mr. Russo for an update on the High School Assistant Principal search. Mr. Russo stated that twelve candidates have applied before the December 15, 2023 application deadline. First round of interviews will begin in January 2024.

Dr. Bellair turned the floor over to Mr. Head.

OLD BUSINESS: - None

NEW BUSINESS:

RESOLUTION Motion by Mr. McQueen
Filing of Return Seconded by Dr. Szatko
Tax Claims 2023-2024

WHEREAS the Education Law provides that the tax collector shall be relieved of the responsibility for the uncollected portion of the tax list when a complete list of the delinquent tax items have been certified

to the Board of Education, and since the collector has affixed his affidavit to such statement and has filed a statement accounting for the handling of the tax warrant as per the supplemental file.

AND WHEREAS the business manager has examined and verified the accuracy of the signed report of the collector;

THEREFORE, BE IT RESOLVED, that the board accept the report of the tax collector, and having determined that the collector has accounted for the full amount of the tax warrant, direct that the lists of the delinquent tax items, with the addition of the two percent penalty be certified to the office of the county treasurer and/or other tax enforcement officer;

AND IT IS FURTHER DIRECTED that the tax warrant, tax roll and the tax collector's copies of the tax receipts be placed on file and be given fire protection.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Request for
Unpaid Leave

Motion by Mr. McQueen
Seconded by Dr. Henderson

Be It Resolved, that upon the recommendation of the Superintendent of Schools, request for unpaid leave for Employee # 03532, School Float Nurse, from a March 8, 2024, through March 24, 2024, as per the supplemental file be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Designation of the
Assistant Superintendent for Business

Motion by Ms. LaValley
Seconded by Mr. McQueen

Be It Resolved, that the Assistant Superintendent for Business be designated as the official representative of the Whitesboro Central School District for Special Law Enforcement contracts, and that he be authorized to sign all forms relative to contracts submitted for Special Law Enforcement assignments.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Acceptance of
Senter-Cole Scholarship

Motion by Dr. Henderson
Seconded by Ms. LaValley

WHEREAS, this Board of Education of the Whitesboro Central School District ("Board of Education") is the beneficiary representative of a scholarship fund (the "Senter-Cole Scholarship Trust") held collectively in trust by Bank of America, N.A. to benefit District students; and

WHEREAS, the Board of Education has determined that District students would benefit from the Senter-Cole Scholarship Trust being held by the District and administered directly to scholarship recipients without trust administration costs; and

WHEREAS, Bank of America, N.A., through their legal counsel, Bond, Schoeneck & King PLLC, has prepared the necessary legal petition in the Surrogate's Court of Oneida County to transfer administration of the Senter-Cole Scholarship Trust to the District and to permit a variance from the donor's restrictions to allow the District to invade the principal of the fund to the extent necessary to award meaningful scholarships; and

WHEREAS, the Board of Education has the authority to hold the monies from the Senter-Cole Scholarship Trust and administer the same in accordance with the original donative intent; and

WHEREAS, the School District's legal counsel, Ferrara Fiorenza PC, is representing it in connection with the above contemplated legal action; and

NOW THEREFORE, the Board of Education of the Whitesboro Central School District hereby authorizes the following:

1. The Board of Education hereby approves the engagement in legal action to effectuate the foregoing.
2. The Board of Education hereby approves the Waiver of Citation and Consent to Judicial Decree Settling Account of Trustee, Discharging Trustee, and Terminating the Senter-Cole Scholarship Trust.
3. The Board of Education directs the Superintendent of Schools to execute any documents necessary to effectuate the foregoing in this legal action in consultation with legal counsel.
4. This Resolution shall take effect immediately.

Mr. Farr inquired about the scholarship award.

Ms. Powers stated that the trust had been in place since 1974 and is awarded to 2 students for 4 years. The trust will now be dissolved and the school district will be awarding the remainder of the money that was available in the trust till it is exhausted.

Ayes 6 Nays 0 Motion carried

RESOLUTION	Motion by Mr. McQueen
Policy Manual	Seconded Dr. Henderson
Revision - First Reading	Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first reading of the proposed manual revision, Uniform Grant Guidance For Federal Awards (4505), as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION	Motion by Mr. Farr
Policy Manual	Seconded Ms. LaValley
Revision - First Reading	Be It Resolved, that upon the recommendation of the Superintendent of Schools,

Reading the first reading of the policy manual revision, Limitations On The Use Of Physical Restraints (7068) as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Dr. Szatko
Add Designation of Seconded by Mr. McQueen
Depository for All Be It Resolved, that Metropolitan Commercial Bank, be included as a designated
School District depository for school district funds for the school year 2023-2024.
Funds

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Mrs. LaValley
Appointment of Seconded by Mr. McQueen
Deputy Treasurer Be It Resolved, that Nicole Kohlbrenner be duly appointed Deputy School District
Treasurer for all school district funds for the remainder of the 2023-2024 school
year, at the prorated stipend of \$600.00, effective January 4, 2024. (Oath will be
administered in District Office)

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Dr. Henderson
Authorization for Seconded by Mr. Farr
Check Signing Be It Resolved, , that electronic signature of the Treasurer be used on all checks issued
for all accounts from January 4, 2024 to June 30, 2024, and, Be It Further Resolved,
that Key Bank be and hereby is, requested, authorized and directed to honor checks,
drafts, and other orders for the payment of money drawn in the Whitesboro Central
School District's name, whose name appears thereon as signed thereof, when bearing
or purporting to bear the facsimile signature as follows:

Kimberly Powers, District Treasurer
Nicole Kohlbrenner, Deputy Treasurer

Ayes 6 Nays 0 Motion carried

DISCUSSION: NO

PUBLIC COMMENT:

The floor was opened back up to the public for the second comment period.

Mrs. Marylisa Vella, resident of WCSD, has four children in the District. Her discussion was fairness and consistency of acknowledgment of sports. There were students who went to States in Cross-Country and there was no fan-fair or recognition for them. She mentioned that the stipends are not equitable in the Arts, Pep Band and other activities in relation to hours that advisors spend working with students.

RESOLUTION Motion by Dr. Henderson
Executive Session Seconded by Mr. Farr
The Board of Education went into Executive Session at 8:24 PM to discuss a contractual issue.

Ayes 6 Nays 0 Motion carried

School District Clerk

Mr. Head appointed Dr. Brian Bellair Clerk Pro Tem.

RESOLUTION Motion by Mr. McQueen
Adjournment, Seconded by Ms. LaValley
Executive Session The Executive Session was adjourned at 9:04 PM.

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Dr. Henderson
Adjournment Seconded by Mr. McQueen
Be it Resolved, that the meeting be adjourned.

Ayes 6 Nays 0 Motion carried

The meeting was adjourned at 9:05 PM.

Clerk Pro Tem

Board of Education Special Meeting #7
Whitesboro Central School District
4:00 P.M.
December 19, 2023

Present: M. Head B. Bellair, Superintendent
B. McQueen K. Bunal, District Clerk
S. Farr
C. LaValley
S. Szatko

Absent: T. Schoen Jr.
J. Henderson

Mr. Head, President of the Board of Education, called the meeting to order at 4:02 PM., led the Pledge of Allegiance to the Flag and read the District Mission Statement.

Public Comment - None

RESOLUTION Motion by Mr. McQueen
Consent Agenda Seconded by Mr. Farr
Personnel Instructional

Ayes 5 Nays 0 Motion carried

NEW BUSINESS:

RESOLUTION Motion by Dr. Szatko
Acceptance of Seconded by Ms. LaValley
Resignation from OHM BOCES Board

Be It Resolved, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the resignation of John Salerno, 5459 Prescott Road, Utica, New York, from Oneida-Herkimer-Madison BOCES Cooperative Board effective December 10, 2023.

Ayes 5 Nays 0 Motion carried

Motion was put on the floor by Mr. McQueen seconded by Dr. Szatko to open the floor for nomination for BOCES Board Representative.

Nominations were called for BOCES Board Representative. Mr. McQueen nominated Mr. Head which was seconded by Ms. LaValley. Since there were no additional nominations, a motion was put on the floor by Ms. LaValley seconded by Mr. Farr to close the floor for nominations for BOCES Board Representative.

RESOLUTION
Nomination to
BOCES Board

Motion by Ms. LaValley
Seconded by Mr. Farr

Be It Resolved, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves the resolution to nominate Mr. Head, 100 Hart's Hill Terrace, Whitesboro, New York, for the remainder of the three (3) year term due to the resignation of John Salerno, to serve on the Oneida-Herkimer-Madison BOCES Cooperative Board.

Roll Call was taken:

B. McQueen –Aye, S. Szatko – Aye, C. LaValley – Aye, S. Farr – Aye, M. Head- Aye

Ayes 5 Nays 0 Motion carried

RESOLUTION
Policy Manual
Revision - First
Reading

Motion by Dr. Szatko
Seconded Mr. McQueen

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first and only reading of the policy manual revision, Policy 5010, Workplace Violence Prevention, as per the supplemental file, be approved, effective January 4, 2024.

Ayes 5 Nays 0 Motion carried

DISCUSSION: NONE

PUBLIC COMMENT: NONE

RESOLUTION
Adjournment

Motion by Ms. LaValley
Seconded by Dr. Szatko

Be it Resolved, that the meeting be adjourned.

Ayes 5 Nays 0 Motion carried

The meeting was adjourned at 4:08 PM.

School District Clerk

WHITESBORO HIGH SCHOOL
STUDENT ACTIVITY ACCOUNTS

ACCOUNT	BALANCE 07/01/23	RECEIPTS	DISBURSEMENTS	BALANCE 30-Nov-23
CLASS 2022	0.00	0.00	0.00	0.00
CLASS 2027	0.00	2,326.17	1,233.46	1,092.71
FUTURE FIRE FIGHTERS	0.00	0.00	0.00	0.00
GSA	393.30	0.00	0.00	393.30
CLASS 2023	104.81	0.00	104.81	0.00
CLASS 2026	2,038.91	4,231.50	3,200.00	3,070.41
CLASS 2024	7,361.52	8,868.00	7,855.63	8,373.89
ACCUMULATED INTEREST	1.11	0.00	0.00	1.11
AMNESTY INTERNATIONAL	0.00	0.00	0.00	0.00
ART CLUB	290.47	0.00	0.00	290.47
CLASS 2025	4,403.55	2,705.00	3,452.71	3,655.84
BAND FUND	7,341.03	1,360.00	1,426.17	7,274.86
PEP BAND	194.30	0.00	0.00	194.30
BOYS ATHLETIC FUND	2,403.35	0.00	0.00	2,403.35
BRIDGE BUILDERS	1,900.19	0.00	0.00	1,900.19
GIRLS ATHLETIC ASSOC.	774.08	0.00	0.00	774.08
HIGH SCHOOL MUSICAL	0.00	0.00	0.00	0.00
HOME EC. SUPPLY ACCT.	1,331.05	800.25	800.00	1,331.30
INTERNATIONAL CLUB	6,659.08	16,466.56	8,688.00	14,437.64
JAZZ ENSEMBLE	326.95	0.00	0.00	326.95
LITERARY MAGAZINE	421.05	0.00	0.00	421.05
RENAISSANCE	890.42	2,190.00	750.56	2,329.86
MODEL U.N. CLUB	295.98	953.00	651.22	597.76
9TH GRADE CHORUS	85.44	0.00	0.00	85.44
NATIONAL HONOR SOCIETY	528.53	5,547.65	4,889.94	1,186.24
ORCHESTRA FUND	223.27	0.00	0.00	223.27
S.A.C.	1,139.75	0.00	0.00	1,139.75
S.A.D.D.	2,997.65	0.00	86.78	2,910.87
SCIENCE CLUB	2,048.90	0.00	0.00	2,048.90
STUDENT COUNCIL	3,529.93	3,625.81	4,096.00	3,059.74
TECHNOLOGY DEPT.	202.42	0.00	0.00	202.42
SMOKE SIGNAL	227.05	0.00	0.00	227.05
RED CROSS	100.00	0.00	0.00	100.00
COMP SCIENCE	3.15	0.00	0.00	3.15
VARSITY CLUB	34,490.43	23,457.66	21,395.10	36,552.99
VOCAL MUSIC CLUB	204.49	2,295.00	1,130.00	1,369.49
WHITESBORO SKI CLUB	4,005.92	0.00	41.30	3,964.62
YEARBOOK ACCOUNT	3,022.01	0.00	947.63	2,074.38
TOTALS	-	-	-	-
	=	=	=	=
	89,940.09	74,826.60	60,749.31	104,017.38

SECRET

TOTALS	29,013.40	2,594.92	2,677.40	28,930.92
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FISCAL MANAGEMENT

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- I. The District will follow all applicable requirements in the Uniform Grant Guidance and the Code of Federal Regulations (2 C.F.R Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

II. Uniform Grant Guidance Requirements

The District shall comply with Uniform Grant Guidance requirements for federal and state funded grants and implement any necessary procedures for doing so. This includes, but is not limited to:

- A. Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance. As such, District/BOCES procurements related to Federal grants will be subject to New York State General Municipal Law, this policy, and Uniform Guidance regulations and Requirements.
- B. Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process implemented by the District designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 1. Effectiveness and efficiency of operations;
 2. Reliability of reporting for internal and external use; and
 3. Compliance with applicable laws and regulations
- C. Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- D. Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.

FISCAL MANAGEMENT

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- E. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- F. Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- G. Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- H. Maintain standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- I. No employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal Award if he or she has a real or apparent conflict of interest.
- J. Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical procurement approach, including analyzing other means described in §200.318 of the Uniform Guidance to ensure appropriate and economical acquisitions.
- K. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- L. Maintain records that sufficiently detail the history of the procurement including, but not limited to:
 - 1. Rationale for the method of procurement;
 - 2. Selection of contract type;
 - 3. Contractor selection or rejection; and

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

4. The basis for the contract price.
- M. Use time and material contracts, only after a determination, in writing, that no other contract is suitable.
- N. Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance, or state and local procurement thresholds, whichever is most restrictive.
- O. Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- P. Have written procedures for procurement to ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- Q. Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- R. Use one of the five acceptable procurement methodologies detailed in §200.320 which include:
 1. Micro-purchases;
 2. Small purchase procedures;
 3. Sealed bids;
 4. Competitive proposals; and
 5. Noncompetitive proposals.
- S. Have a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District will make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.

POLICY

Draft 11/29/23

4505

FISCAL MANAGEMENT

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- T. As appropriate and consistent with the law and regulations, the District should, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products.) This requirement must be included in all sub-awards, including contracts and purchase orders for work or products under the award.
- U. Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- V. Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- W. Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- X. Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- Y. Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

III. Implementation

All procedures and practices must be done in accordance with these and any other applicable state and federal regulations. The Superintendent or designee shall create specific protocols and procedures to ensure compliance with this Policy and the federal Uniform Grant Guidance requirements, including ensuring the District is up to date with any modification to the federal and state regulations.

Whitesboro Central School District

Legal Ref: 2 CFR Part 200 (et seq.); §§ ~~200.61~~, 184, 200.1, 200.303, 200.318, 200.319, 200.320, 200.321, 200.322, 200.323, 200.326, and 200.331

Adopted: 2/11/2020

Revised: _____

Policy

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7068

STUDENTS

Policy is Required **LIMITATIONS ON THE USE OF PHYSICAL RESTRAINTS**

I. Statement of Policy

- A. All students of the Whitesboro Central School District (District) should be educated in a safe, respectful, and non-restrictive environment where they can receive the instruction and other supports needed to learn.
- B. Pursuant to Commissioner's Regulation 19.5, teachers, administrators, officers, employees, and agents are prohibited from using the following against a student:
 - 1. Corporal punishment;
 - 2. Placing a student in a locked room or space;
 - 3. Restraints used in such a manner that restrict the student's ability to breathe or communicate, or that harms the student;
 - 4. Aversive interventions;
 - 5. Prone restraints; and
 - 6. Mechanical restraints.
- C. The Superintendent or designee shall work with staff to implement school-wide, classroom, and individualized systems of positive, evidence-based behavioral interventions and supports and make every effort to prevent the need for the use of physical restraints in the school environment.

II. Definitions

- A. *Physical restraint* means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. This does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or similar purposes.

III. Use of Physical Restraint

- A. The Use of Physical Restraint
 - 1. Physical restraint may only be used in a situation where immediate intervention with physical force is necessary to prevent imminent danger of serious physical harm.
 - 2. The type of physical restraint used must be the least restrictive technique necessary and it must be stopped as soon as the imminent danger of serious harm has been resolved.

POLICY

Draft 11/29/23
7068

STUDENTS

Policy is Required **LIMITATIONS ON THE USE OF PHYSICAL RESTRAINTS**

3. Physical restraint cannot be used as an intervention on a student's IEP, Section 504 plan, BIP, or other plan that has been developed for the student by the District.
4. The use of physical restraint to prevent property damage is prohibited except where there is imminent danger of serious physical harm to the student or others, and the student has not responded to positive, proactive intervention strategies.
5. The Superintendent or designee shall develop appropriate procedures, including developing appropriate time limitations, for the use of physical restraint.
6. Physical restraint must only be used by staff who have been trained pursuant to this Policy.

B. The Use of Timeout

The District prohibits the use of timeout and timeout rooms.

C. Debriefing

1. As soon as practicable, and after every incident in which a physical restraint is used, the Principal or designee shall meet with staff who participated in the use of physical restraint to discuss:
 - i. the circumstances leading to the use of physical restraint;
 - ii. the intervention strategies that were used prior to the physical restraint; and
 - iii. planning for the prevention and reduction of the future need for timeout and/or physical restraint with the student whether a referral for special education programs or other support services or, for a student with a disability, a referral for review of their IEP or BIP is needed.
2. The Principal or designee shall direct a staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of physical restraint.

IV. Documentation

- A. The District shall maintain documentation on the use of physical restraint for each

POLICY

Draft 11/29/23
7068

STUDENTS

Policy is Required **LIMITATIONS ON THE USE OF PHYSICAL RESTRAINTS**

student, including timeout used pursuant to a student's BIP, which must include:

1. the name and date of birth of the student;
2. the setting and the location of the incident;
3. the name of the staff or other persons involved;
4. a description of the incident including duration and type of restraint used;
5. a statement as to whether the student has a current behavioral intervention plan (504 Plan or individualized education plan (IEP));
6. details of any injuries sustained by the student or others, including staff, as a result of the incident;
7. the date and method of contact used to notify the parent/person in parental relation; and
8. the date of the debriefing.

- B. The documentation must be reviewed by school supervisory personnel, and as necessary, the school nurse or other medical personnel.
- C. The Superintendent or designee shall review the documentation to monitor patterns of use of timeout and physical restraint. The Building Principal or their designee shall address any pattern use.

V. Training

- A. All staff shall receive annual training on District policies and procedures related to the use of timeout and physical restraint, evidence-based positive proactive strategies, crisis intervention and prevention procedures, and de-escalation techniques.
- B. In addition to the annual training, staff who may be called upon to implement physical restraint must be trained in appropriate evidence-based safe and effective developmentally appropriate physical restraint procedures annually.
- C. Staff shall be trained in the requirements in section 200.22(c) of the Commissioner's regulations as they relate to students with disabilities whose behavioral intervention plan includes the use of timeout as a consequence.

VI. Parent Notification

- A. The Superintendent or designee shall develop internal procedures to ensure parents or persons in a parental relation of a student who is physically restrained are notified on the same day.
- B. The notification shall offer the parent/person in parental relation an opportunity to

POLICY

Draft 11/29/23
7068

STUDENTS

Policy is Required **LIMITATIONS ON THE USE OF PHYSICAL RESTRAINTS**

meet regarding the physical restraint incident.

- C. If parents/persons in parental relation to the student cannot be contacted after reasonable attempts are made, the District shall document the attempts and the method of contact attempted. For a student with a disability, the principal shall record and report such attempts to the Committee on Special Education.
- D. The District shall provide the parent or person in parental relation to the student a copy of the documentation of the incident within three (3) school days of the use of timeout or a physical restraint.

VII. Reporting

Beginning with the 2024-2025 school year, the District shall submit an annual report on the use of physical restraint and timeout and substantiated and unsubstantiated allegations of use of corporal punishment, mechanical restraint, and other aversive interventions, prone physical restraint, and seclusion to the department, as prescribed by the Commissioner. This data shall include reports for students for whom the District is the district of residence who are not reported by another school.

VIII. Dissemination and Review

- A. Parents and persons in parental relation of students of the District shall receive a copy of this policy.
- B. This policy shall be made publicly available in each District building and on the District's website.
- C. The Superintendent or their designee shall review this policy and documentation on the District's use of physical restraint regularly to ensure compliance with District policy and procedures.

Whitesboro Central School District

Legal Ref: NYS Education Law § 4402(9); 8 NYCRR 19.5, 100.2, 200.1, 200.7, 200.15, 200.22; Penal Law §35.10; 8 NYCRR 19.5; Johnson v. Newburgh Enlarged School District 239 F.3d 246 (2001); *Dear Colleague Letter*, U.S. Department of Education (March 24, 2023); *Addressing the Needs of Children with Disabilities and IDEA's Discipline Provisions*, U.S. Department of Education (July 19, 2022); *Restraint and Seclusion: Resource Document*, U.S. Department of Education (May, 2012)

Cross Ref: 1102, Student Code of Conduct; 8500, Special Education Programs and Services
Adopted: _____