



# Wilson Central School

374 LAKE STREET  
P.O. BOX 648  
WILSON, NY 14172-0648  
PHONE: 716-751-9341 FAX: 716-751-6556  
WWW.WILSONCSD.ORG

## WILSON CENTRAL SCHOOL DISTRICT WILSON, NEW YORK

**District Shared Decision Making Team**

**March 20, 2024**

### **Agenda**

- 1. Welcome/Introductions/Sign-In**
- 2. Review of Minutes of 2/28/24**
- 3. Educational Study Council Grants-Update**
- 4. New Website Review- Tim**
- 5. New Club Proposals- MS Garden Club**
- 6. District Goals-Update**
  - a. Building Level SDMT Update**
  - b. 2023-2024 Goals**
  - c. CDEP Action Plans**
- 7. Review and Comment on Policy 6190- Workplace Violence and Prevention**
- 8. Superintendent's Conference Day Reflection and Recap-**
- 9. Curriculum Committee Report**
- 10. Round Table-**

## GShared Decision Making Team

### Meeting Minutes

February 28, 2024

**Attendance:** T. Carter, K. Peck, J. Hardy (Virtual), P. Galgovich, J. Woolson, A. Townsend, S. Benton, A. Seeley, J. Wilkie (Virtual), J. Lepsch (virtual), M. Shank, J. Andrews, S. Harvey (Virtual), B. Simpson, T. Kent (Virtual)

Mr. Carter brought the meeting to order at 3:33 pm in person and Google Meet.

January Minute Review-Jason Wilkie was listed 2 times under attendance-**Approved**

### New Business:

- **Educational Study Grant-** 11 Grants disbursed for \$3,500!
  - a. See attached for specifics
- **New Club Proposal-MS Debate Team** Students will learn to have a respectful debate by preparing their side, backing it up with research, countering the other side and then have an open discussion-Signed and being sent to the BOE for the March Meeting.
- **District Goals-**
  - a. **CDEP Action Plans-**
  - b. **2023-2024 Goals-**
  - c. **Building Level SDMT-**
    - i. **MS-** No changes, meeting next week.
    - ii. **HS-** Moving forward to going to Kenmore for an observation
    - iii. **WES-** Added under Culture: Character Education: Character Traits of the monthly, monthly assemblies and weekly video announcement from Jason.
- **District Code of Conduct for 2024-2025-** Tim will move this forward with changes made.
  - a. Pg 14- Dress Code: baggy changed to loose, hoodies to hood
  - b. Pg 35- Corporal Punishment- Changed the wording to the exact wording used through BOCES.
  - c. Pg 39- Public Conduct- Prohibit free movement was removed due to safety concerns.
  - d. Update Format to look more professional.
- **Policy 6411-Use of Email in the District-** This is a brand new policy, it aligns with what we already do as a district. **NOTE:** Transfer of protected information over email needs to be encrypted. This can be done by clicking the 'padlock' before sending. This will be sent out in an email by Bonnie when it is BOE approved. **Tim will take to the BOE Meeting**
- **Policy 7350-Time Out and Physical Restraints-** Tim will move forward.

- a. This is a mandated policy.
- b. This applies to all students, not just Special Education students.
- c. Restraint language has been included even though it is not our practice
- d. All blue writing is from the policy audit.
- e. All purple writing is what Amanda has added.
- **Policy 8210-Safety Conditions and Prevention Instruction**-Changes are mostly cleaning up language and updating current Education Laws. **Tim will move forward**
- **Policy 8220-Career and Technical Education**- Changes in verbage and pronouns were made as well as updated to current laws. **Tim will move forward.**
- **Policy 8240-Instruction in Certain Areas**- No major changes have been made.
  - a. The Sudden Cardiac Arrest section was added to the policy. **Tim will move forward.**
- **Roundtable**
  - a. **None**

Meeting adjourned @ 4:07 pm

Next Meeting: March 20, 2024 @ 3:30

Submitted by,

Kate Peck



## EXTRA-CURRICULAR CLUB PROPOSAL FORM

RECEIVED

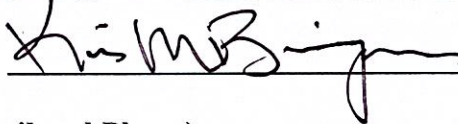
MAR 04 2024  
Wilson Central  
School District

Congratulations on your decision to propose a student club! By taking an active role in the Wilson Middle/High School community, you are helping to improve students' educational experiences. Below you will find the necessary information needed for consideration of a club proposal. Please be sure to fill in all the required information along with any additional pertinent documentation for consideration and return the form to your Building Principal. Once your proposal has been received by the Building Principal it will be sent to the Superintendent. If approved by the Superintendent, the Board of Education makes final approval of new clubs. New club advisors will receive a letter of approval.

Applicants are advised that new clubs will operate the first year at a compensation of 2% as referenced in 20.4.2 of this Collective Bargaining Agreement. Upon successful completion of one year and review of the club by the District Level Shared Decision Making Team, recommendations for any adjustments to the stipend will be put forth to the Superintendent.

Name of Proposed Club: Middle School Garden Club

Name of Faculty Member Proposing Club: Kevin M. Bovanizer

Faculty Member's Signature: 

Contact for Club Officer (Email and Phone):

Kevin Bovanizer - 716-870-9389  
kbovanizer@wilsonesd.org

Club Mission/Brief Description of Proposed Club:

Our mission is to learn about how to garden + take  
care of plants. The students will plant flowers +  
vegetables in raised garden beds. With items grown,  
we plant to beautify the MS/HS campus, + sell/donate  
items that we harvest.

Number of Anticipated Club Participants

10-20 people



Anticipated number of meetings/sessions/events (per school year):

30-40 meetings per year (weather dependant)

Frequency of club meetings: weekly

Number of Advisor(s) expected: 1 Advisor

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

Neighborhood Garden Committee Member

Meeting Location: Room 24 + MS Courtyard

Events/Trips Planned: N/A

Are there any anticipated additional considerations related to this club? (i.e., travel/bus, special equipment, etc.):

None

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

Yes - we will be contacting local businesses for donations + raising money for supplies

we hope to grow plants, flowers, + vegetables.



Principal



Superintendent

Board of Education Approval

Board Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT****Overview**

The District is committed to the safety and security of its employees. Workplace violence presents a serious ~~occupational safety hazard~~ threat to the safety of employees, students, parents, and visitors. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against ~~any~~ District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, ~~including involving law enforcement authorities when warranted~~. All employees are responsible for: ~~helping to create~~ing an environment of mutual respect for each other, as well as students, parents, and ~~other~~ visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This workplace violence prevention policy was developed in consultation with ~~the~~ all authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

**Definitions**

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means ~~a serious violation of the public employer workplace violence prevention program is~~ the failure to:
  - 1. Develop and implement a workplace violence prevention program;

(Continued)



## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

2. Address situations which could result in serious physical harm.

- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

**What is Workplace Violence**

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or

(Continued)

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

- g) An individual who has a personal relationship with an employee.

**Prohibited Conduct**

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

**Workplace Violence Prevention Advisory Committee**

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's ~~Workplace Violence Prevention Program (WVPP)~~.

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

**Workplace Violence Prevention Coordinator**

The District has designated the following District employee to serve as its Workplace Violence Prevention Coordinator:

Name: Timothy Carter  
Title: Superintendent  
Department: Central Office  
Telephone Number: 716-751-9341 Ext. 120  
Email Address: [Tcarter@wilsoncsd.org](mailto:Tcarter@wilsoncsd.org)

(Continued)



## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. ~~Other responsibilities of the a~~Authorized employee representatives ~~have a right to, at a minimum, be involved~~ **include, but are not limited to in:**

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least ~~annually~~ **once a year** to identify trends in the types of incidents reported, if any.
- e) ~~Reviewing~~ Evaluating the effectiveness of ~~the mitigating actions taken~~ safeguards and actions taken to reduce the risk of workplace violence.
- f) Reporting violations of the District's WVPP.

**Reporting Workplace Violence**

The District has established and implemented a reporting system for incidents of workplace violence. ~~If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.~~

~~All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.~~

(Continued)



## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to a supervisor or the Workplace Violence Prevention Coordinator. If the report was provided to a supervisor, the supervisor must immediately forward to the report the Workplace Violence Prevention Coordinator.

~~Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.~~

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance. The employee should also immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

~~After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.~~ The District will immediately respond to all **reported** incidents of violence or threatening behavior upon notification. ~~After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.~~

If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

**Inspections by the Commissioner of Labor**At the Request of an Employee or Authorized Employee Representative

If ~~after being~~ **the District has been** given notice and a **reasonable** opportunity to resolve the activity, policy, or practice, ~~the matter has not been resolved~~ and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger

(Continued)



## Personnel

exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current ~~Public Employee Safety and Health (PESH)~~ administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

**Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)**

The District will engage in a process of workplace **risk** evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee ~~and participate in~~ the development ~~and maintenance~~ of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace **risk** evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
  - 1. Making high-risk areas more visible to more people;
  - 2. Installing good external lighting;



## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

3. Using drop safes or other methods to minimize cash on hand;
  4. Posting signs stating that limited cash is on hand;
  5. Providing training in conflict resolution and nonviolent self-defense responses; and
  6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
  - d) The methods and means by which the District will address each specific hazard identified in the workplace risk evaluation.
  - e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
  - f) A written outline or lesson plan for employee program training.
  - g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

**Training**

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

**Notification**

This policy will be posted where notices to employees are typically posted. ~~The District will make its WVPP available to employees, authorize employee representatives, and the Commissioner of Labor upon request and in the work area.~~ A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor in the work area.

(Continued)

## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)**

~~Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.~~

Labor Law Section 27-b  
12 NYCRR Section 800.6

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#3411 -- Prohibition of Weapons on School Grounds  
#3412 -- Threats of Violence in School  
#3420 -- Non-Discrimination and Anti-Harassment in the District  
#3421 -- Title IX and Sex Discrimination  
#5681 -- School Safety Plans  
#5684 -- Use of Surveillance Cameras in the District on School Buses  
#5690 -- Exposure Control Program  
#6121 -- Sexual Harassment in the Workplace  
#6122 -- Employee Grievances  
#7350 -- Use of Timeout and Physical Restraint  
#7360 -- Weapons in School and the Gun-Free Schools Act

Adoption Date: 2/13/24

Revised: