



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

April 17, 2024

Agenda

1. Welcome/Introductions/Sign-In
2. Review of Minutes of 3/20/24
3. Educational Study Council Grants-Update
4. New Club Proposals- None
5. District Goals-Update
 - a. Building Level SDMT Update
 - b. 2023-2024 Goals
 - c. CDEP Action Plans
6. Review and Comment on Policy 1270- Absentee, Military and Early Mail Ballots
7. Review and Comment on Policy 3310- Public Access to Records
8. Review and Comment on Policy 5130- Budget Adoption
9. Review and Comment on Policy 5140- Administration of the Budget
10. Review and Comment on Policy 5150-Contingency Budget (Deletion)
11. Review and Comment on Policy 5230- Acceptance of Gifts, Grants and Requests to the School District
12. Superintendent's Conference Day Reflection-
13. Curriculum Committee Report



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14. Round Table-

Shared Decision Making Team

Meeting Minutes

March 20, 2024

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

Mr. Carter brought the meeting to order at 3:35 pm in person and Google Meet.

February Minute Review-Accepted as submitted-Approved

New Business:

- **Educational Study Grant-** 2 more were given out one to Kate Peck and one to \$1,699 left
 - a. The purpose of this grant is to support innovative projects and classroom activities. Classroom supplies are really under the administrative budget. Some of the grants are for things that don't meet the requirements.
 - i. Moving forward if it looks like they are classroom supplies then refer them to the building principal. The Educational Study Grant Team should be reimbursed for the ones that were done in the prior.
 - ii. Have 2 current grants that don't really meet the requirements. Tim will talk with Jason and Carolyn about getting these items purchased. If they can't then the Educational Study Grant Team will need to cover it.
 - iii. Change the form to be more specific.
- **New District Shared Decision Making Team Website Review-** Presented by Tim
 - a. Why Shared Decision Making is important.
 - b. Agendas and Supporting Documents are posted there.
 - c. Educational Study Grant application is on there.
 - d. Going to add committee members.
- **New Club Proposal-Middle School Garden Club-** Submitted by Kevin Bovinizer-To learn how to grow and care for plants. One advisor is needed, they would like to meet once a week, in the courtyard. The pay of the advisor is based on meeting monthly. ***Tabled due questions. Tim will get more information and let us know.***
 - a. Who is going to take care of the plants over the summer?
 - b. Is the pay prorated based on when the club has started? Are there checks and balances? Who is in charge of the checks and balances. The building administrators monitor the clubs in their buildings. They report on this in their report yearly.
 - c. Where are the raised beds going?

- **District Goals-**
 - a. **CDEP Action Plans-**
 - b. **2023-2024 Goals-**
 - c. **Building Level SDMT-**
 - i. **MS-** All is written on paper and then meeting with staff to start to implement.
 - ii. **HS-**Moving forward with Communication and Culture. Getting things down on paper to be ready for the April Meeting.
 - iii. **WES-**All is running well, we are meeting our goals. Culture: Character Education: Character Traits of the monthly, monthly assemblies and weekly video announcement from Jason.
- **Policy 6190-Workplace Violence and Prevention- Tim will take to the BOE Meeting-** All things crossed out where removed and replaced with the blue words following them. Green words are newly added items. **Moving forward to the BOE for approval.**
- **Superintendent's Conference Day Reflection and Recap**
 - a. 63 people have responded. Please encourage colleagues
 - b. Back to the Carousel of Choices- We will need people to volunteer to present in order to fill the spots in order to have a carousel, more staff members said yes to presenting.
 - c. Training in the morning.
 - d. November 5th(Mandatory Training)- This is a newly added Superintendent's Day.
- Curriculum Committee Meeting is Monday.
- **Roundtable**
 - a. **None**

Meeting adjourned @ 4:15 pm

Next Meeting: April 17, 2024 @ 3:30

Submitted by,

Kate Peck

Bylaws

SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS**Absentee Ballots**

The Board authorizes the District Clerk or a Board designee to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason ~~he or she~~ they will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

A qualified District voter is eligible to vote by absentee ballot if ~~he or she is~~ they are unable to appear to vote in person on the day of the District election/vote because ~~he or she~~ they:

- a) ~~Is~~Are or will be a patient in a hospital, or ~~is~~are unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) ~~Has~~Have duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;
- c) Will be on vacation outside of the county or city of residence on the day of the District election/vote;
- d) Will be absent from their voting residence due to detention in jail awaiting action by a grand jury or awaiting trial; or is confined in prison after conviction for an offense other than a felony; or
- e) Will be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent, or child who is or would be, if ~~he or she~~ they were a qualified voter, entitled to apply for the right to vote by absentee ballot.

Statements on the application for an absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that ~~his or her~~ their vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently

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Bylaws

SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS (Cont'd.)

disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. **A challenge to an absentee ballot may not be made on the basis that the voter should have applied for an early mail ballot.** The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote. ~~In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making their reasons known to the election inspector before the close of the polls.~~

Military Ballots

The Board authorizes the District Clerk or a Board designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
 - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
 - 2. Is discharged from that military service within 30 days of an election; or
- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

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Bylaws

SUBJECT: ABSENTEE, MILITARY, AND EARLY MAIL BALLOTS (Cont'd.)

A voter's military ballot must be received by the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that ~~his or her~~ their vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Early Mail Ballots

The Board authorizes the District Clerk or a Board designee to provide early mail ballots to qualified District voters. Early mail ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an early mail ballot. The voter must complete the application. The application must be received by the District Clerk or Board designee at least seven days before the election vote if the ballot is to be mailed to the voter, or the day before the election/vote, if the ballot is to be delivered personally to the voter.

An early mail ballot will also be mailed to every qualified District voter otherwise eligible for an early mail ballot who sends a signed letter requesting an early mail ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the early mail ballot will be an application form for the early mail ballot. The early mail ballot will not be counted unless a valid application form is enclosed with the ballot.

Any qualified District voter is eligible to vote by early mail ballot.

Statements on the application for an early mail ballot must be signed and dated by the voter.

A voter's early mail ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that their vote may be canvassed.

A list of all persons to whom early mail have been issued will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. A challenge to an early mail ballot may not be made on the basis that the voter should have applied for an absentee ballot. The written challenge will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote.

Education Law Sections 2014, 2018-a, 2018-b, 2018-d, 2018-e, 2018-f, and 2613
8 NYCRR Part 122

Adopted: 2/9/99

Revised: 7/11/00; 10/11/05; 7/14/09; 2/13/24

Community Relations

SUBJECT: PUBLIC ACCESS TO RECORDS

Access to District records ~~of the District shall~~ will be consistent with the rules and regulations established by the New York State Committee on Open Government and ~~shall~~ will comply with all the requirements of the New York State ~~Public Officers~~ Freedom of Information Law (FOIL) ~~Sections 87 and 89~~.

Records Access Officer

~~A Records Access Officer shall be designated by t~~The Superintendent, subject to the approval of the Board of Education, ~~will designate a Records Access Officer who shall~~ will have the duty of coordinating the School District's response to public requests for access to records.

Fulfilling FOIL Requests

The District ~~shall~~ will provide copies of records in the format and on the medium requested by the person filing the ~~Freedom of Information Law (FOIL)~~ request if the District can reasonably do so regardless of burden, volume, or cost of the request. ~~The District may charge a fee for copies as permitted by law and regulation.~~

The District may require a person requesting lists of names and addresses to provide a written certification that they will not use the lists of names and addresses for solicitation or fundraising purposes and will not sell, give, or otherwise make available the lists of names and addresses to any other person for the purpose of allowing that person to use the lists of names and addresses for solicitation or fundraising purposes.

~~Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.~~

Requests for Records via Email

If the District has the capability to retrieve ~~or extract~~ electronic records ~~with reasonable effort~~, it ~~must~~ will provide ~~such~~ the records electronically upon request. The District ~~shall~~ will accept requests for records submitted in the form of ~~electronic-mail~~ email and respond to ~~such~~ those requests by ~~electronic-mail~~ email using the forms supplied by the District. This information ~~shall~~ will be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records ~~electronically on the Internet~~, the response ~~shall~~ will inform the requester that the records are accessible via the Internet and in printed form either on paper or other information storage medium.

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SUBJECT: PUBLIC ACCESS TO RECORDS (Cont'd.)**Notification**

The District will post in a conspicuous location wherever records are kept and/or publish in a local newspaper of general circulation a notice which contains: the locations where records will be made available for inspection and copying; the name, title, business address, and business telephone number of the Records Access Officer; and the right to appeal a denial of access to records with the name and business address of the person or body to whom the appeal should be directed.

Additional Provisions

Regulations and/or procedures governing access to District records in relation to FOIL requests will be developed.

Board of Education Meetings and Records

District records subject to release under the FOIL, as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the District maintains a regularly updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable, prior to the meeting. The District may, but is not required to expend additional funds to provide such records.

Education Law Section 2116
Public Officers Law ~~Sections 87 and 89~~ Article 6
21 NYCRR Parts ~~1401 and 9760~~

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

Adopted: 2/9/99
Revised: 9/14/04; 7/14/09; 1/11/11; 11/18/14;

SUBJECT: BUDGET ADOPTION

The Board of Education ~~shall~~will review the recommended budget of the Superintendent of Schools and ~~shall~~ seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven nor more than 14 days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

The ~~School~~ District budget for any school year, or any part of ~~such~~the budget, or any proposition(s) involving the expenditure of money for that school year, ~~shall~~ will not be submitted for a vote of the qualified District voters more than twice.

The ~~School~~ District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.

Contingency Budget

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy. (i.e., 0% levy growth).

The administrative component of the contingency budget is capped at the lesser of:

- a) The percent of the administrative component to the total budget in the prior year's budget, not including the capital component; or
- b) The percent that the administrative component comprised in the last proposed defeated budget for the subsequent year, not including the capital component.

~~The School District budget for any school year, or any part of such budget, or any proposition(s) involving the expenditure of money for that school year, shall not be submitted for a vote of the qualified District voters more than twice.~~

~~The School District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.~~

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Non-Instructional/Business
Operations

SUBJECT: BUDGET ADOPTION (Cont'd.)

Education Law Sections 1608, 1716, 1804~~(4)~~, 1906~~(1)~~, ~~2002(1), 2003(1), 2004(1)~~, 1950, 2007~~(3)(b)~~,
2022,
2023, 2023-a, and 2601-a
8 NYCRR Sections ~~100.2(bb), 170.8 and 170.9~~ 170.3

NOTE: Refer also to Policy #5110 -- [Budget Planning and Development](#)

Adopted: 2/9/99

Revised: 7/14/09; 5/14/13; 6/12/18;

2024 5140

Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF THE BUDGET

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures as are deemed necessary.
- c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the Claims Auditor.

Budget Transfers

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

~~Statement of the Total Funding Allocation~~

~~When required by law, the District will annually submit to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.~~

~~Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614~~

8 NYCRR §§ 170.12(c) and 170.2(l)

Adopted: 2/9/99

Revised: 12/12/17; 4/7/20

SUBJECT: — CONTINGENCY BUDGET

The School District budget for any school year or any part of such budget, or any proposition involving the expenditure of money for such school year, shall not be submitted for a vote of the qualified voters of the District more than twice in any school year.

If the original proposed budget is not approved by District voters at the Annual District Meeting and Election, the Board has the option of either resubmitting the original or revised budget for voter approval at a special meeting held at a later date; or the Board may, at that point, adopt a contingency budget. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board must adopt a contingency budget and the tax levy cannot exceed the total tax levy of the prior year (0% levy growth).

The administrative component of the contingency budget shall not comprise a greater percentage of the contingency budget exclusive of the capital component than the lesser of:

- a) — The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
- b) — The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component.

Education Law Sections 2002, 2023, 2023-a, 2024 and 2601-a

Adopted: 2/9/99

Revised: 1/9/07; 7/14/09; 5/14/13

SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT

The Board may accept gifts, donations, grants, ~~and/or~~ bequests (collectively "gifts") of money, real property, or personal property, as well as other merchandise ~~which that, in view of the Board,~~ add to the overall welfare of the School District, provided that ~~such~~ acceptance is in accordance with existing laws and regulations. Donations to the ~~school~~ District are fully tax deductible so long as the gift is used exclusively for public purposes ~~in accordance with USC Section 170(e). However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the District. Furthermore, t~~The Board ~~will not accept~~ may refuse any gift, ~~grant or bequest which that~~ constitutes a conflict of interest, ~~and/or~~ gives an appearance of impropriety, or is not in its best interests. ~~At the same time, t~~The Board will safeguard the District, the staff, and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the District. The Board may, if it deems it necessary, request that gifts of equipment, facilities, or any item that requires upkeep and maintenance include funds to carry out ~~such~~ maintenance for the foreseeable life of the donation.

The Board of Education will not formally consider the acceptance of gifts ~~or grants~~ until and unless it receives the offer in writing from the donor ~~/or~~ grantor or their attorney ~~/or~~ financial advisor. Any ~~such~~ gifts ~~or grants~~ donated to the Board and accepted on behalf of the School District must be by official action and resolution passed by Board majority. ~~The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, t~~The Board ~~would~~ suggests that the donors ~~or /grantors~~ work first with the school administrators in determining the nature of their gift ~~or grant~~ prior to formal consideration for acceptance by the Board. ~~However, the Board, in its discretion, may direct the Superintendent of Schools to apply such gift or grant for the benefit of a specific school or school program.~~

The Board is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with School District funds.

~~Gifts and/or grants of money to the District shall be annually accounted for under the trust and agency account in the bank designated by the Board of Education.~~ Gifts to the District will be annually accounted for as required by Generally Accepted Accounting Principles (GAAP).

All gifts, ~~grants and/or bequests shall~~ become School District property. A letter of appreciation, signed by the President of the Board and the Superintendent, may be sent to ~~a~~ donors ~~or /grantors~~ in recognition of ~~his or her~~their contribution to the School District. ~~If t~~Letters ~~are will be sent they will be~~ in a timely manner and will acknowledge the possible tax deduction available to donors whose gifts qualify under IRS regulations.

New York State Constitution Article 8, Section 1

Education Law Sections 404(1), 1604(44), 1709(12), 1709(12-a), 1709(12-b), ~~and~~ 1718(2), 3701, and 3703

Real Property Tax Law 980-a(3)

~~General Municipal Law Section 805-a(1)~~

Adopted: 2/9/99

Revised: 12/9/14; 5/10/16;