



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

November 29, 2023

Agenda

1. Welcome/Introductions/Sign-In
2. Review of Minutes of 10/18/23
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 1511- Agenda Format For Deletion
7. Review and Comment on Policy 1710- Quorum For Deletion
8. Review and Comment on Policy 4212- Organizational Chart For Deletion
9. Review and Comment on Policy 2110- Orienting and Training Board Members
10. Review and Comment on Policy 7670- Due Process Complaints
11. Review and Comment on Policy 7316- Student Use of Technology
12. Review and Comment on Policy 8280- Instruction For English Language Learners
13. Curriculum Committee Report
14. Round Table-

Shared Decision Making Team

Meeting Minutes

October 18, 2023

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

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

September Meeting Minutes- **Approved**

New Business:

- **Educational Study Grant-** Amy Calhoon, manipulatives and tools for ELA reading and writing for different learning styles. \$180.61
- **New Club Proposal-** Middle School Walking Club- Janelle Harvey & Karen Alo See attached sheet for details. The advisors are currently being trained in CPR and AED.
 - a. Spirit in Motion advisors are being trained in CPR and AED.
- **District Goals-** BOE
 - a. **CDEP Report Out-**
 - b. **2023-2024 Goals-**
- **Building Level SDMT-** Principals please add to BSDM about Regents exams. Pick 2 goals and do them.
 - a. MS- Meeting next week. .
 - b. HS-Building Freshman Mentor program and Communication with the Wilson App
 - c. WES-Several building issues to cover, will be deciding on goals at the next meeting.
- **Policy #7316- Student Use of Personal Technology (In Committee)**
Update- There are going to be some changes and it will be sent electronically to the group and then presented at the November meeting.
- **Policy #5630-Facilities: Inspection, Operations and Maintenance-** Todd Harmon reviewed it. Removals are in red, additions are in blue. This was brought on by the audit. Mr. Carter will send it to the BOE for approval.
- **Policy #7420- Sports and the Athletic Program-** Removals are in red and additions are in blue. Change extraclass on page 4 of 5 letter a to extra class. Move forward to the BOE.
- **Policy #7522- Concussion Management-** Removals are in red and additions are in blue by the policy committee and green are added by our medical director or athletic director. Move forward to the BOE.

- **Policy #7515- Head Lice-** This was brought to us from the nurses. Our old policy was out of line with other school districts. Removals are in red and additions are in blue. Get clarification on the second blue paragraph on waiting until the end of the day and riding the bus. Process is between the nurse and the parent. Lice can not jump from head to head, there must be head to head contact, or head to clothing contact. In #2- remove "and return to school." With change stated it will be moved forward.
- **Roundtable**
 - a. None

Meeting adjourned @ 4:14 pm

Next Meeting: November 15 @ 3:30
Submitted by,
Kate Peck

Bylaws

SUBJECT: AGENDA FORMAT

For regular Board meetings, the following format is used:

- a) Call to order, roll call, Pledge of Allegiance to the flag;
- b) Board procedures;
- c) Approval of minutes;
- d) Public participation; (Items not on agenda)
- e) Discussion time;
- f) Action items;
- g) Reports;
- h) Superintendent's reports;
- i) Board communications and concerns;
- j) Adjournment.

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

Education Law Section 1606
Public Officers Law, Section 104(2)

Adopted: 2/9/99

1999

1710

Bylaws

SUBJECT: QUORUM

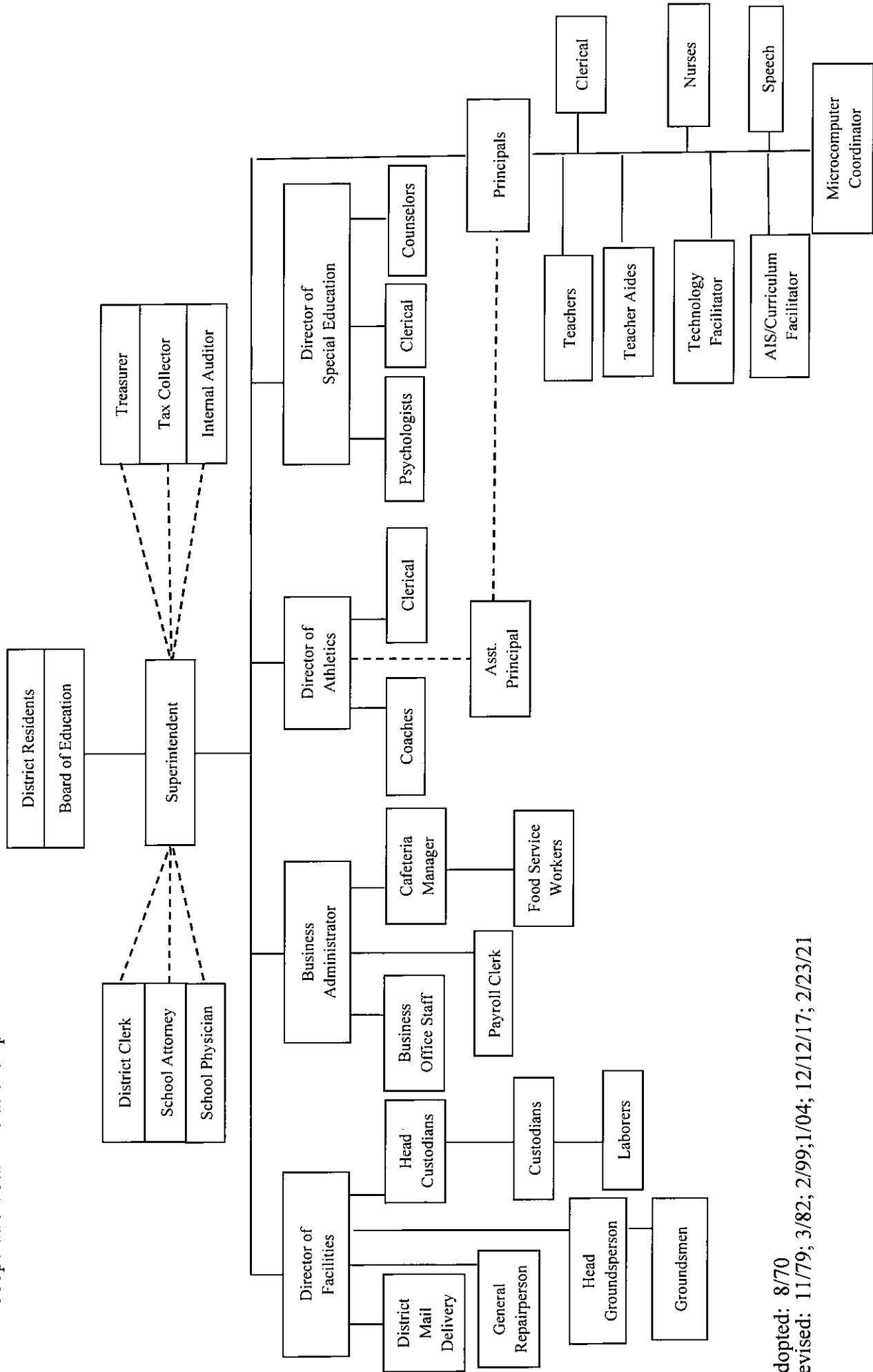
The quorum for any meeting of the Board shall be four members. No formal action shall be taken at any meeting at which a quorum is not present. When only a quorum exists, the Board shall act by unanimous vote unless otherwise required by the laws of the State of New York.

General Construction Law Section 41

Adopted: 2/9/99

WILSON CENTRAL SCHOOL DISTRICT ORGANIZATIONAL CHART

— Direct Responsibility
 - - - Cooperation/Staff Relationship



Adopted: 8/70
 Revised: 11/79; 3/82; 2/99; 1/04; 12/12/17; 2/23/21

Internal Operations

SUBJECT: ORIENTING AND TRAINING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he or she takes office, by ~~the following methods:~~

- a) ~~Giving~~ Tthe electee ~~shall be given~~ selected materials relating to the responsibilities of Board membership, ~~which material is supplied by the New York State School Boards Association, the National School Boards Association, and~~ local, state, or national school-board associations or other professional organizations;
- b) ~~Inviting~~ Tthe electee ~~shall be invited~~ to attend Board meetings and to participate in its discussions;
- c) ~~Having~~ Tthe Clerk ~~shall~~ supply material pertinent to meetings and shall explain its use;
- d) ~~Inviting~~ Tthe electee ~~shall be invited~~ to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) ~~Having the clerk provide a copy of or access to the Board's policies and bylaw~~ A copy of the Board's policies and bylaws shall be given to the electee by the Clerk;
- f) ~~Providing~~ Tthe opportunity ~~shall be provided for new Board members~~ to attend the ~~New York State School Boards Association~~ a local, state, or national school-board association's orientation program.

Board Member Training

Within the first year of election or appointment, each Board member must complete a minimum of six hours of training on the financial oversight, accountability and fiduciary responsibilities of a ~~S~~school ~~B~~board member and a training course acquainting him or her with the powers, functions and duties of Boards ~~of Education as well as the powers and duties of other governing~~ and administrative authorities affecting public education. Re-elected Board members ~~shall~~ will not be required to repeat this training. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completing the required training, the Board member shall file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge to the District.

Education Law Section 2102-a
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

Adopted: 2/9/99
Revised: 12/11/12

Students

SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS**Due Process Complaints**

The District ~~is committed to making will make~~ every effort to amicably resolve disputes regarding educational programs for students with disabilities. ~~In the event If~~ such disputes cannot ~~otherwise~~ be resolved, either a parent, ~~person in parental relation~~, or the District may file a due process complaint challenging the identification, evaluation or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of a free appropriate public education to such student. The complainant may not ~~have receive~~ an impartial due process hearing until the complainant, or the ~~attorney representing the complainant's attorney~~, files a due process complaint notice that meets the requirements set forth in law for such notice. Any and all due process hearings will be conducted in a manner consistent with the timelines and procedures set forth in law and regulation.

Except as otherwise provided by law, all requests for impartial due process hearings must be submitted within two years of the date the parent or the District knew or should have known about the alleged action forming the basis of the complaint. Upon receipt or filing of the due process complaint notice, the District will provide a procedural safeguards notice to the parents. The District will also inform parents in writing of the availability of mediation and of any free or low-cost legal and other relevant services available in the area.

An impartial due process hearing will be conducted at a time and location reasonable and convenient to the parent and student involved. The hearing will be closed to the public unless the parent requests otherwise. ~~The impartial hearing officer (IHO) may conduct the hearing by videoconference or teleconference with parental consent which may be obtained at a pre-hearing conference, or at a minimum of ten days before the scheduled hearing date, provided that all personally identifiable data, information, or records pertaining to the student during the hearing is kept confidential in accordance with law and regulation.~~

A student whose education is the subject of a due process complaint will remain in his or her current placement during the pendency of the impartial due process hearing unless both parties agree or as otherwise permitted by law.

All issues relating to a request for and conduct of an impartial due process hearing must be kept confidential by all District staff.

Resolution Process

Prior to the opportunity for an impartial due process hearing, the District will convene a meeting with the parents and the relevant member or members of the committee on special education or committee on preschool special education who have specific knowledge of the facts identified in the complaint. Such meeting will provide the parents with an opportunity to discuss their complaint and the facts that form the basis of the complaint, and an opportunity to resolve the complaint with the District.

(Continued)

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT
OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.

34 CFR Part 300

Education Law Sections ~~4005, 4202~~, 4404(1) and 4410(7)

8 NYCRR Sections 200.2 and 200.5

NOTE: Refer also to Policies #7313 -- Suspension of Students
#7660 -- Parent Involvement for Children with Disabilities
#7690 -- Special Education Mediation

Adopted: 2/9/99

Revised: 4/9/02; 5/11/04; 10/11/05; 1/9/07; 3/10/09; 12/13/16;

Students

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience, and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the Internet; and transmit or receive messages, telephone calls, or images. ~~Examples of personal technology include, but are not limited to, iPads and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.~~

Instructional and Non-Instructional Purposes

Personal technology use by students ~~is~~ **may be** permitted during the school day for instructional and/or non-instructional purposes in specific locations only if requested by the classroom teacher and/or the location supervisor and approved by the building principal ~~purposes and/or in approved locations only if approved by the building principal. Teachers will indicate when and if classroom use is acceptable.~~ Students are expected to act responsibly and thoughtfully when using technology resources. Students must first inquire with school administrators or teachers when they are unsure of the permissibility of a particular use of technology.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework, and other activities as deemed appropriate by school staff.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time ~~is~~ **may be** also allowed if students follow the guidelines in the AUP, ~~and Code of Conduct, and if approved by the building principal.~~ Non-instructional use ~~may~~ includes texting, calling, and otherwise communicating with others. ~~during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses, and student lounges.~~ Other non-instructional uses include Internet searches, reading, listening to music, and watching videos. Use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must also be in silent mode to avoid disrupting others.

(Continued)

Students

SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY (Cont'd.)**Liability**

The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to any of its schools. The District reserves the right to monitor, inspect, and/or confiscate personal technology when the administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices, and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition During State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors, and school officials have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the *Code of Conduct* and associated technology guidelines, and signed the Student Use of Personal Technology Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the AUP at all times. Consequences for misuse are set forth in the District's *Code of Conduct*.

NOTE: Refer also to Policies #7314 -- Student Acceptable Use Policy (AUP)
#7534 -- Dignity for All Students
#8271 -- Internet Safety/Internet Content Filtering Policy

Adoption Date

Instruction

SUBJECT: INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS

The Board recognizes its responsibility to ensure that students of foreign birth or ancestry who are identified as English Language Learners (ELLs) are provided with an appropriate bilingual education or English as a New Language (ENL) program.

The District has developed a comprehensive plan to meet the educational needs of ELLs. The plan will be kept on file in the District and submitted to the Commissioner of Education prior to the start of each school year. The plan includes:

- a) The District's philosophy regarding the education of ELLs;
- b) The District's administrative practices and procedures to screen, identify, and place ELLs in appropriate programs;
- c) The District's plan to provide parents and other persons in parental relation with information about all bilingual education and ENL programs available in the District and notices regarding program placement and the rights of parents or persons in parental relation in ~~the~~ language ~~or mode of communication~~ they best understand;
- d) The District's system to annually measure and track the academic progress and English language proficiency of ELLs and use of data to drive instruction;
- e) A description of the District's curricular and extracurricular services provided to ELLs;
- f) The District's administrative practices to annually evaluate ELLs;
- g) The District's procedure to identify support services for ELLs;
- h) The District's policies and procedures regarding ELLs who are students with disabilities;
- i) The District's procedures to exit ELLs including those students with inconsistent/interrupted formal education;
- j) The District's services to support former ELLs.

Additionally, the District will provide professional ~~development~~ learning to all teachers, level III teaching assistants, and administrators that specifically addresses the needs of ELLs. ~~For school business leaders, the District will provide professional learning related to the needs of ELLs and the federal, state, and local mandates for ELLs.~~

The Superintendent will ensure that all data, including plans, assurances, and reports as required by the Commissioner's regulations, is submitted to the State Education Department in a timely manner.

(Continued)

Instruction

SUBJECT: INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS (Cont'd.)

~~Title I of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act
(ESSA) of 2015~~

Education Law Section 3204

8 NYCRR ~~§ 100.2(g)~~, Parts 117 and 154 and [Section 100.2\(g\)](#)

Adopted: 2/9/99

Revised: 1/13/04; 10/11/05; 7/14/09; 3/13/18;