

**WAVERLY CENTRAL SCHOOL DISTRICT**  
**Waverly New York**  
**SPECIAL MEETING – BOARD OF EDUCATION**  
**Thursday, September 13, 2018 – Learning Commons**

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**Inspire. Educate. Learn. Succeed. Grow.**

**FINAL AGENDA**

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
  - 4.1 August 23, 2018 Regular Meeting Minutes**
- 5.0 Communication**
  - 5.1 Introduction of New Employees**
- 6.0 Personnel – Approval of the attached personnel recommendations report.**
- 7.0 Finance**
  - 7.1 General Fund Revenue Report**
  - 7.2 Treasurer’s Report**
- 8.0 President’s Report**
- 9.0 Old Business.**
- 10.0 New Business**
  - 10.1 Recommendation to approve amendment to Policy 5660, Meal Charge and Prohibition Against Meal Shaming Policy.**

10.2 \*Recommendation to accept Agreed Upon Practices between Tot's Learning Center and Waverly Central School District.

**11.0 Superintendent's Report**

**12.0 CSE/CPSE Recommendations**

**13.0 Information and Reminders**

September 25 @ 5 pm – CAPP Meeting in District Office

September 25 @ 6 pm – Policy Committee Meeting in District Office

September 26 @ 3:30 pm – Academic Committee Meeting in District Office

October 4 @ 6 pm – Special Board Meeting in Learning Commons

October 18 @ 6 pm – Regular Board Meeting in Learning Commons

**14.0 Anticipated Executive Session**

Anticipated Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation.

**15.0 Resume Regular Order of Business**

**16.0 Adjournment**

WAVERLY CENTRAL SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, August 23, 2018 @ 6 PM in Learning Commons

MINUTES

**MEMBERS PRESENT:**

Andrew Aronstam, Renee Kinsley, Donald Mattison, Parvin Mensch, Cory Robinson, Colleen Talada, and Kasey Traub

**MEMBERS ABSENT:**

Jennifer Vaughn, Kristi Zimmer

**OTHERS PRESENT:**

Eric Knolles, Ryan Alo, Jeff DeAngelo, Ashlee Hunt, Dave Mastrantuono, Cate Pichany, Kathy Rote, Michaele Shaw, Dan Whelan

**1.0 Call to Order and Pledge of Allegiance**

The meeting was called to order by the Board President, Parvin Mensch at 6:00 PM.

**2.0 Statements by Waverly District Residents in Attendance**

None

**3.0 Acceptance of the Agenda and Starred Items**

Upon motion by Cory Robinson and seconded by Donald Mattison and unanimously carried to accept the agenda and starred items.

**4.0 Approval of Minutes**

Upon motion by Renee Kinsley, seconded by Kasey Traub and unanimously carried to approve the minutes of August 9, 2018.

**5.0 Communication**

None

**6.0 Recommendation to Accept Letter of Resignation**

Upon motion by Kasey Traub, seconded by Cory Robinson, and unanimously carried to approve the resignation of **Stephanie Green** as Bus Monitor effective August 31, 2018.

**Recommendation to approve Professional Probationary Appointment**

Upon motion by Colleen Talada, seconded by Kasey Traub, and unanimously carried to approve the following Professional Probationary Appointment:

Name of Appointee: **Timothy Moshier**  
Position: **Middle School Instrumental Music Teacher**  
Tenure Area: **Music**  
Probationary Period Begins: **September 1, 2018**  
Probationary Period Ends: **August 31, 2022**  
Certification #: **Music**  
Salary: **\$48,898**

To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

**Recommendation to approve Professional Probationary Appointment**

Upon motion by Colleen Talada, seconded by Kasey Traub, and unanimously carried to approve the following Professional Probationary Appointment:

Name of Appointee: **Patric Bronson**  
Position: **Kindergarten Teacher**  
Tenure Area: **Elementary Teacher**  
Probationary Period begins: **September 1, 2018**  
Probationary Period ends: **August 31, 2022**  
Certification: **Early Childhood Education – Birth to Grade 1**  
Salary: **\$47,236**

To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

**Recommendation to approve 2018 Fall Game Personnel**

Upon motion by Cory Robinson and seconded by Kasey Traub, and unanimously carried to approve the appointment of the following Game personnel

**Melissa Bennett**                      Ticket Sales and Supervision  
**Corey Keefer**                        Announcer – Swimming

**Recommendation to approve Probationary Support Staff Appointments**

Upon motion by Kasey Traub, seconded by Renee Kinsley, and unanimously carried to approve the following Probationary Support Staff Appointments:

Appointee: **Trevor Bauman**  
Position: Teaching Assistant  
Effective: September 4, 2018  
Probationary Period: September 4, 2018 to September 3, 2019  
Starting Salary: \$16.04 with benefits

Appointee: **Tammy Miller**  
Position: Teaching Assistant  
Effective: September 4, 2018  
Probationary Period: September 4, 2018 to September 3, 2019  
Starting Salary: \$16.04 with benefits

Appointee: **Rosemary Plank**  
Position: Teaching Assistant  
Effective: September 4, 2018  
Probationary Period: September 4, 2018 to September 3, 2019  
Starting Salary: \$16.04 with benefits

Appointee: **Cathy Fish**  
Position: Bus Monitor  
Effective: September 4, 2018  
Probationary Period: September 4, 2018 to September 3, 2019  
Starting Salary: \$11.10 per hour with benefits

Appointee: **Kim Buchanan**  
Position: Teacher Aide  
Effective: September 4, 2018  
Probationary Period: September 4, 2018 to September 3, 2019  
Starting Salary: \$11.10 per hour with benefits

**Recommendation to approve Long-term Substitute Appointments**

Upon motion by Colleen Talada, seconded by Cory Robinson, and unanimously carried to approve the following Long-Term Substitute Appointment:

Name of Appointee: **Sarah Whitney**  
Position: Long-term substitute teacher – Elm Street (MacWhinnie)  
Effective: September 4, 2018  
Starting Salary: As per BOE approved sub rate - \$115 per day

Name of Appointee: **Danielle Shilling**  
Position: Long-term substitute teacher – Elm Street (Math Intervention)  
Effective: September 4, 2018

Starting Salary: As per BOE approved sub rate - \$115 per day

**Recommendation to approve Substitute Appointment**

Upon motion by Colleen Talada, seconded by Kasey Traub, and unanimously carried to approve the following Substitute appointment:

Name of Appointee: **Julie Volpe**  
Position: Substitute Teacher Aide, Lunch Monitor, Library Clerk  
Effective: September 4, 2018

**7.0 Finance**

Upon approval by Colleen Talada, seconded by Donald Mattison, and unanimously carried to approve the 2018-19 Tax Warrant in the amount of \$7,043,717.

**8.0 President's Report**

None.

**9.0 Old Business**

None.

**10.0 New Business**

Upon motion by Colleen Talada, seconded by Renee Kinsley, and unanimously carried to approve Senior Privilege as presented by Senior Class Officers Stephanie Hyland-President, Kiara Babcock-Vice-President, and Abigail Durgin-Secretary.

Upon motion by Colleen Talada, seconded by Cory Robinson, and unanimously carried to approve the Standard Form of Agreement Between the Waverly Central School District and Welliver as Construction Manager for the 2018 Capital Improvements Project Phase I (consisting of the Elm St. Parking Lot, Bus Garage Fuel Station, High School Tennis courts and Loading Dock) and the 2019 Capital Improvements Project Phase II (consisting of secure entrances at high school/middle school, Elm St. Elementary and Lincoln St. Elementary)

Upon motion by Cory Robinson, seconded by Donald Mattison, and unanimously carried to approve the following contracts for Phase I of the 2018 Capital Improvements:

General Construction - <b>Bionco Builders &amp; Company, Inc.</b> -	\$ 113,000
Sitework Construction – <b>Nelson &amp; Streeter Construction Co., Inc.</b> -	\$ 519,720
Electrical Construction – <b>Matco Electric Corporation</b> -	\$ 53,300
Plumbing Construction – <b>Piccirilli-Slavik &amp; Vincent Plumbing &amp; Heating, Inc.</b>	\$ 44,000
Fuel Tank Construction – <b>Environmental And Fueling Systems, Inc.</b> -	\$ 285,175

**11.0 Superintendent's Report**

Superintendent Knolles wished to thank WATS/WAVR, Valley Energy and Encounter Church for the "Stuff the Bus" Campaign recently held. The district was given \$1,000 along with school supplies, which will be distributed next week.

Superintendent Knolles spoke with the Village about having a back-up plan in the event that our fuel tanks are off line during the construction project.

The Wolverine App is up, but not completely synced. Hopefully by the time school starts it will be running smoothly.

**12.0 CSE/CPSE Recommendations**

Upon motion by Cory Robinson, seconded by Colleen Talada, and unanimously carried to approve the CSE/CPSE recommendations.

**13.0 Information and Reminders**

September 13 @ 6 PM – Regular BOE Meeting in the Learning Commons

October 4 @ 6 PM – Special BOE Meeting in the Learning Commons

October 18 @ 6 PM – Regular BOE Meeting in the Learning Commons

Upon motion by Donald Mattison, seconded by Kasey Traub, and unanimously carried to adjourn at 6:42 PM.

Dated: August 18, 2018

\_\_\_\_\_  
Kathy J. Rote, Clerk Pro Temp

## Board of Education Final Personnel Recommendations – Sept. 13, 2018

### **6.1 Recommendation to Accept Letters of Resignation**

#### **Charles N. Painter**

Positions: Secondary Science Teacher  
Effective: August 29, 2018

#### **Kajuan Smith**

Position: Secondary Science Teacher  
Effective: August 29, 2018

#### **Mark Zimmer (For Purpose of Retirement)**

Position: Custodial Worker  
Effective: September 14, 2018

### **\*6.2 Recommendation to approve Substitute Appointments**

#### **John Hogan**

Position: Substitute Non-Certified Teacher and Substitute Maintenance Worker  
Effective: September 14, 2018

#### **\*Jordan Sturdivant**

Position: Substitute Teacher's Aide, Lunch Monitor, and Bus Monitor  
Effective: September 14, 2018

#### **\*Fern Hurlbut**

Position: Substitute Teacher's Aide, Lunch Monitor, Nursing Asst. & Bus Monitor  
Effective: September 14, 2018

#### **\*James Parente**

Position: Certified Tutor  
Effective: September 14, 2018

### **\*6.3 Recommendation to approve Probationary Support Staff Appointments.**

#### **Lena Millage**

Position: Custodial Cleaner – HS – 2<sup>nd</sup> Shift  
Effective: September 14, 2018  
Probationary Period: September 14, 2018 to September 13, 2019  
Starting Salary: \$11.10 per hour with benefits



## **Board of Education Final Personnel Recommendations – Sept. 13, 2018**

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### **Teresa Rando**

Position: SACC Worker  
Effective: September 14, 2018  
Probationary Period: September 14, 2018 to September 13, 2019  
Starting Salary: \$11.10 per hour without benefits

### **Keegan Sink**

Position: SACC Worker  
Effective: September 14, 2018  
Probationary Period: September 14, 2018 to September 13, 2019  
Starting Salary: \$11.10 per hour without benefits

### **\*Katelyn Lewis**

Position: Lunch Monitor – Elm Street  
Effective: September 14, 2018  
Probationary Period: September 14, 2018 to September 13, 2019  
Starting Salary: \$11.10 per hour without benefits

### **\*Darcy Dibble**

Position: Bus Monitor  
Effective: October 1, 2018  
Probationary Period: October 1, 2018 to September 30, 2019  
Starting Salary: \$11.10 per hour with benefits

## **6.4 Recommendation to approve Professional Probationary Appointment**

Name of Appointee: **Kathryn LaFrance\***  
Tenure Area: Science Teacher  
Position: Middle School Science Teacher  
Probationary Period Begins: September 1, 2018  
Probationary Period Ends: August 31, 2021  
Certification Number: 1114070  
Salary: \$62,292

## Board of Education Final Personnel Recommendations – Sept. 13, 2018

### **6.5 Recommendation to approve Professional Probationary Appointment**

Name of Appointee: **Corinne Zotter\***  
Tenure Area: Science Teacher  
Position: Middle School Science Teacher  
Probationary Period Begins: September 1, 2018  
Probationary Period Ends: August 31, 2022  
Certification Number: 1213637181  
Salary: \$50,340

\*To the extent required by the applicable provisions of Education Law Sections 2509, 2573, 3212, and 3014, in order to be granted tenure the classroom teacher or the building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean classroom teacher or building principal such as terms are defined in Section 30-2.2 and 30-3.2 of this Part.

### **\*6.6 Recommendation to Approve Coaching Appointments**

#### **Derek Bowman**

Position: Volunteer Football Coach for 2018-2019 Fall Sports Season  
Effective: September 14, 2018

#### **Gregory Vaughn**

Position: Volunteer Football Coach for 2018-2019 Fall Sports Season  
Effective: September 14, 2018

#### **\*Kesha Sinsabaugh**

Position: Modified Volleyball Coach for 2018-2019 Winter Sports Season  
Effective: September 14, 2018

#### **\*Charity Myers**

Position: Modified Volleyball Coach for 2018-2019 Winter Sports Season  
Effective: September 14, 2018

#### **\*Kyle Ackland**

Position: Varsity Boys Swimming Aide for 2018-2019 Winter Sports Season  
Effective: September 14, 2018

## **Board of Education Final Personnel Recommendations – Sept. 13, 2018**

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### **6.7 Recommendation to approve Game Personnel for the 2018 Fall Sports Season.**

**Josh Williams**

Position: Supervision – Varsity Football

7.1

General Fund Revenue Report

<u>Budgeted Revenue (2018-19)</u>	<u>Budget</u>	<u>Received</u> <u>8/18</u>	<u>Received</u> <u>to date</u>	<u>Over(Under)</u> <u>Budget</u>
<b><u>Real Property Tax Items</u></b>				
Real Property Taxes	5,808,926.00	737.49	737.49	(5,808,188.51)
Payments in Lieu of Taxes	502,693.00	0.00	0.00	(502,693.00)
STaR Reimbursement	1,304,531.00	0.00	0.00	(1,304,531.00)
Interest on Taxes	<u>17,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(17,000.00)</u>
	7,633,150.00	737.49	737.49	(7,632,412.51)
<b><u>Other Charges for Services</u></b>				
Day School Tuition	0.00	9,000.00	9,000.00	9,000.00
Continuing Education	0.00	0.00	0.00	0.00
Summer School	0.00	0.00	0.00	0.00
Other Student Fees	0.00	0.00	5.00	5.00
Admissions	16,000.00	898.00	898.00	(15,102.00)
Other Charges for Services	69,300.00	508.50	730.50	(68,569.50)
Charges for Facilities	0.00	150.00	150.00	150.00
Youth Services	14,704.00	0.00	0.00	(14,704.00)
Services for BOCES	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(60,000.00)</u>
	160,004.00	10,556.50	10,783.50	(149,220.50)
<b><u>Use of Money/Property</u></b>				
Interest and Earnings	25,000.00	691.92	1,494.72	(23,505.28)
Rental of Property	12,000.00	3,000.00	3,000.00	(9,000.00)
Commissions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	37,000.00	3,691.92	4,494.72	(32,505.28)
<b><u>Sale of Property &amp; Loss</u></b>				
Comp for Loss - not insurance	0.00	9.52	9.52	9.52
Sale of Equipment	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00
Sale of Scrap	0.00	43.77	43.77	43.77
Insurance Recovery	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	0.00	53.29	53.29	53.29
<b><u>Miscellaneous</u></b>				
Refund of Prior Year Expense	75,000.00	13,908.60	13,908.60	(61,091.40)
Gifts and Donations/Interfund Tran	3,000.00	0.00	0.00	(3,000.00)
Unclassified (Other) Revenue	<u>514,098.00</u>	<u>536.88</u>	<u>1,186.88</u>	<u>(512,911.12)</u>
	592,098.00	14,445.48	15,095.48	(577,002.52)
<b><u>State Sources</u></b>				
Basic Formula	18,301,511.00	0.00	0.00	(18,301,511.00)
Lottery Aid	1,940,105.00	0.00	0.00	(1,940,105.00)
BOCES Aid	2,102,294.00	0.00	0.00	(2,102,294.00)
Textbook/Library/Software Aid	119,692.00	0.00	0.00	(119,692.00)
Other State Aid	<u>83,564.00</u>	<u>81,207.41</u>	<u>81,207.41</u>	<u>(2,356.59)</u>
	22,547,166.00	81,207.41	81,207.41	(22,465,958.59)
Budgeted Revenue (2018-19)	30,969,418.00	110,692.09	112,371.89	(30,857,046.11)
Approp. Fund Bal (2017-18)	<u>1,664,126</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budgeted Approp (2018-19)	32,633,544.00	110,692.09	112,371.89	(30,857,046.11)

Received by the Board of Education and entered as part of the meeting held September 13, 2018.

Signed Michelle L. Keene, Clerk

7.2

	General Fund Checking	General Fund Savings-CC	General Fund Savings - Tioga St	General Fund Savings - Chase	General Fund Savings - Dir Dep	General Fund Savings-1st Niagara/Key	General Fund Savings- Tax Cert	General Fund Savings- Liability	General Fund Savings - ERS	General Fund - Tax Account	General Fund - TRS
August 2018											
Beginning	124,724.75	711,133.17	98,491.09	1,665,737.23	262.44	14,304.91	1,016,875.28	145,924.28	408,804.76	4,171.28	70,124.81
Receipts:											
Transfer	575,590.71	36,837.76		344,961.54			129.24	18.55	138.21	737.49	
Miscellaneous					553,486.54						
State Aid	20.40	74.40		102.57	22.96						
Interest											
Total receipts	575,611.11	36,912.16	0.00	345,064.11	553,509.50	0.00	129.24	18.55	138.21	737.49	0.00
Disbursements:											
Checks	(575,091.05)	(145,304.22)	0.00	(723,671.86)	(344,961.54)	0.00	0.00	0.00	0.00	0.00	0.00
Payroll/health Transfers				(575,590.71)	(344,961.54)						
Total Disbursements	(575,091.05)	(145,304.22)	0.00	(1,299,262.57)	(344,961.54)	0.00	0.00	0.00	0.00	0.00	0.00
Balance	125,244.81	602,741.11	98,491.09	711,538.77	208,810.40	14,304.91	1,017,004.52	145,942.83	408,942.97	4,908.77	70,124.81
Bank balance	141,276.13	602,741.11	98,491.09	711,538.77	208,810.40	14,304.91	1,017,004.52	145,942.83	408,942.97	4,908.77	70,124.81
O/S deposits	(16,031.32)										
O/S checks											
Balance	125,244.81	602,741.11	98,491.09	711,538.77	208,810.40	14,304.91	1,017,004.52	145,942.83	408,942.97	4,908.77	70,124.81

	School Lunch - Savings	School Lunch - Checking	Federal Fund - Savings	Federal Fund - Checking	Capital Project/ Reserve Savings	Capital Project Checking	Trust & Agency Flex	Trust & Agency 105(h)	Trust & Agency - Payroll	General Fund - Unemployment Savings
Beginning	158,680.48	113,072.01	120,124.26	3,434.83	1,019,234.69	60,740.89	173,926.35	354,891.79	0.00	45,562.58
Receipts:										
Transfer							918,272.39		297,885.35	
Miscellaneous	273.84				2,512,978.00					
State Aid										
Health insurance										
Student accounts	53.26	7.73	26.77	0.00	139.67	4.98	14.72	29.27	297,885.35	0.00
Interest	327.10	7.73	26.77		2,513,117.67	4.98	14.72	29.27		
Total receipts	327.10	7.73	26.77	0.00	2,513,117.67	4.98	14.72	29.27	297,885.35	0.00
Disbursements:										
Checks	(2,499.63)	(15,840.98)	(46,796.68)		(2,556,250.00)	(17,554.91)	(937,388.34)	(19,588.04)	(297,885.35)	
Payroll										
Transfers										
Total Disbursements	(2,499.63)	(15,840.98)	(78,792.82)	0.00	(2,556,250.00)	(17,554.91)	0.00	(19,588.04)	(297,885.35)	0.00
Balance	156,507.95	97,238.76	41,358.21	3,434.83	976,102.36	43,190.96	173,941.07	335,333.02	0.00	45,562.58
Bank balance	157,360.53	97,298.96	41,358.21	19,270.22	976,102.36	46,451.18	173,941.07	335,333.02	2,319.77	45,562.58
O/S deposits	0.00	0.00	0.00	0.00	0.00					
O/S checks	(852.58)	(60.20)	0.00	(15,835.39)		(3,260.22)			(2,319.77)	
Balance	156,507.95	97,238.76	41,358.21	3,434.83	976,102.36	43,190.96	173,941.07	335,333.02	0.00	45,562.58

10.1

# WAVERLY CENTRAL SCHOOL DISTRICT

## No. 5660 Meal Charge and Prohibition Against Meal Shaming Policy

### Meal Charge and Prohibition Against Meal Shaming Policy

#### I. Purpose

The goal of the Waverly Central School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Waverly Central School District in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and after school snack meals only. The Waverly Central School District provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

#### II. Policy

**Free Meal Benefit** - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

**Reduced Meal Benefit** - Reduced eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

**Full Pay Students** - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid

#### ONGOING STAFF TRAINING:

Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.

Staff training includes ongoing eligibility certification for free or reduced price meals.

**WAVERLY CENTRAL SCHOOL DISTRICT**  
**No. 5660 Meal Charge and Prohibition Against Meal Shaming Policy**

**PARENT NOTIFICATION:**

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 5 days of the charge and then every 5 days/weeks thereafter.

**PARENT OUTREACH:**

Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced price meals.

School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.

School staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

**MINIMIZING STUDENT DISTRESS:**

School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.

Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.

Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.

Schools will not take any action directed at a pupil to collect unpaid school meal fees.

Schools will deal directly with parents/guardians regarding unpaid school meal fees.

~~—Ala carte or extra items may be removed from the tray to prevent charges.~~

**ONGOING ELIGIBILITY CERTIFICATION:**

School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload at least monthly to maximize free eligibility.

School staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.

**WAVERLY CENTRAL SCHOOL DISTRICT**  
**No. 5660 Meal Charge and Prohibition Against Meal Shaming Policy**

Schools using electronic meal application will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.

Schools will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.

Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.

Schools will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via [www.waverlyschools.com](http://www.waverlyschools.com) or with a check payable to School Lunch Fund. Further details are available on our webpage at [www.waverlyschools.com](http://www.waverlyschools.com). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Waverly Central School District's Food Service Program.

Adopted June 14, 2018



**Expectations (Taken from RFP – Universal Prekindergarten Program, 2015-2016):**

Create an assessment process which will establish a developmental baseline and monitor on-going student progress and plans for sharing students' progress with the District.

- Students who attend Tot's Learning Center will register following the WCSD process
- Students will be screened by the WCSD UPK Inter-Interdisciplinary Screening Team using the DIAL 4. Tot's Learning Center will request the results of the screening from the WCSD Director of Curriculum and Instruction no later than September 1.
- Tot's Learning Center will establish a baseline for Language and Literacy, Cognitive and Social Emotional skills using Circle
- Tot's Learning Center will progress monitor growth of Language and Literacy, Cognitive and Social Emotional skills using Circle
- Tot's Learning Center will report student progress (report cards), according to the calendar below. These report cards have been provided in an electronic word document.

<b>PK- 5 Marking Period and Progress Report Dates</b>		
<b>Marking Period 1</b>	October 16 <sup>th</sup> – Begin Progress Reports October 22 <sup>th</sup> – Progress Reports Go Home	MP 1 – Progress Report
	November 26 <sup>th</sup> - Teachers may begin to enter grades December 4 <sup>th</sup> – Last Day to Enter Grades December 10 <sup>th</sup> – Report Cards Go Home	End MP 1
<b>Marking Period 2</b>	January 23 <sup>rd</sup> – Begin Progress Reports January 29 <sup>th</sup> – Progress Reports Go Home	MP 2 – Progress Report
	March 1 <sup>st</sup> - Teachers may begin to enter grades March 12 <sup>th</sup> – Last Day to Enter Grades March 18 <sup>th</sup> – Report Cards Go Home	End MP 2
<b>Marking Period 3</b>	May 5 <sup>th</sup> – Begin Progress Reports May 8 <sup>th</sup> – Progress Reports Go Home	MP 3 – Progress Report
	June 10 <sup>th</sup> - Teachers may begin to enter grades June 18 <sup>th</sup> – Last Day to Enter Grades June 21 <sup>st</sup> – Report Cards Go Home	End MP3

- A hard copy of the report card will be printed and sent to Lincoln St. Elementary School for inclusion in the student's file.
- Student files will be housed at Lincoln St. Elementary School

Adopt and implement curricula that ensures strong instructional content aligned with the NYS Prekindergarten Foundation for the Common Core and the K-12 program offered by the district

Support transition/continuity with the district's K-3 program with regard to curriculum and the New York State Common Core Learning Standards.

- Tot's Learning Center will implement the district aligned curriculum for Math, the Engage NY Modules
- Tot's Learning Center will implement the district aligned curriculum for ELA: Develop, Inspire, Grow (D.I.G.)
- Tot's Learning Center will implement the district aligned curriculum for Handwriting: Handwriting without Tears

**Provide on-going professional staff development opportunities for Universal Prekindergarten staff based on the instructional needs of the students:**

- Tot's Learning Center will participate regularly in professional development opportunities offered by the district:
- Early Release and Superintendent Conference Days for the 2016-2017 school year, are included below:
  - Friday, October 19 - Superintendent Conference Day (topic and schedule TBD)
  - Monday, January 28 – Superintendent Conference Day (topic and schedule TBD)
  - Friday, March 15 – Superintendent Conference Day (topic and schedule TBD)
- Tot's Learning Center will participate in professional development opportunities offered by the GST BOCES Teacher Center, at no cost.

**Describe the collaborative relationship your organization proposes to have with the Waverly Central School District.**

- Tot's Learning Center will participate in monthly meetings (first Wednesday of every month from 2:35 – 3:00) with WCSD Pre-Kindergarten team to discuss curriculum implementation and pacing, and student progress
- Tot's Learning Center will utilize access to WCSD SchoolTool to report daily attendance for students attending UPK
- Tot's Learning Center will immediately notify the district if a student ceases to attend or is removed from the UPK program
- Tot's Learning Center will submit an invoice to Waverly CSD's Business Official by the 15<sup>th</sup> of each month. The invoice must be accompanied by current roster of students and their daily attendance.
- Tot's Learning Center UPK classroom teacher, will be observed annually by a school/district administrator from the Waverly District using the 2011 Danielson Framework for Teaching Rubric. The purpose of the observation is to provide a valid and reliable measure of teacher-student interactions as required as part of the Universal UPK grant.

Signed: Kristin Malanowski Date: 9-7-2018

Tot's Learning Center

Signed: Elizabeth H. McIntosh Date: 9/7/2018

Representative of Waverly Central School District