

WHITESBORO CENTRAL SCHOOL DISTRICT

Board of Education Meeting #6
Deerfield Elementary
115 Schoolhouse Road
Deerfield

October 06, 2026
6:00 PM

Our Mission

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

1. **Call to Order**

2. **Quorum Check**

3. **Pledge of Allegiance**

4. **Public Comment**

5. **President's Report**

- A. SBI Legislative Meeting 10/11/2026, Noon (ZOOM)
- B. Policy Review Committee
- C. Other
- D. Standing Committee Reports
 - School Boards Institute Executive Committee
 - School Boards Institute Legislative Committee
 - Teacher Center Policy Board
 - Budget, Finance and Audit Committee - 10/6/2026
 - Facilities Planning Committee
 - Health and Safety Committee - 9/23/2026

6. **Consent Agenda**

- A. Personnel – Instructional
- B. Personnel – School Related
- C. Acceptance of Committee on Special Education recommendation on students identified by number on the enclosed information
- D. Approval of Minutes -September 15, 2026

7. **Superintendent's Report and Presentations**

- A. Deerfield Elementary Presentation – K. McGowan
- B. Superintendent Conference Day 10/9/2026
- C. Universal Pre-K – J. Egresits
- D. American Heart Association – Principal of the Year
- E. Thank you – Chris O'Neil
- F. Charging Stations – J. Muller
- G. Other

8. **Old Business**

A. Policy Manual Addition - Second Reading -7108

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the second reading of the proposed manual addition, (7108) District/BOCES Protocols For Diapering And Toileting, as per the supplemental file, be approved.

9. **New Business**

A. Calendar for the Development of the 2027-2028 Budget

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the proposed district calendar for the development of the 2027-2028 budget and compliance dates, as per the supplemental file, be approved.

B. Appointment of Internal Auditor

Be It Resolved, that the appointment of the Bonadio & Co., LLC as Internal Auditor for the 2026-2027 school year at a cost not to exceed \$15,500.00, be approved.

C. Policy Manual Revision- First Reading -1502

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first reading of the proposed manual revision, (1502) Booster Clubs and Other School-Related Groups, as per the supplemental file, be approved.

D. Policy Manual Revision - First Reading -7101

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first reading of the proposed manual revision, (7101) Sports and Athletic Program, as per the supplemental file, be approved.

E. Athletic Use of Outside Facilities Contract – Whitestown Community Center

Be It Resolved, that upon the recommendation of the Superintendent of Schools, the athletic contract/agreement contained in the supplemental file, be approved.

- Town of Whitestown Community Center (2026-2027 Hockey Season) \$18,043.00

10. **Discussion**

11. **Public Comment**

12. **Executive Session**

13. **Adjournment**

Board of Education Meeting #5
Whitesboro Central School District
September 15, 2026

Present: B. McQueen
M. Head
J. Henderson
T. Schoen Jr.
C. LaValley
S. Szatko
E. Friot

D. Russo, Superintendent
J. Egresits, Asst. Superintendent for Learning
C. O'Neil, Director, Pupil Personnel Services
T. Pawloski, Director of Special Services
K. Powers, District Treasurer
K. Bunal, District Clerk

Absent: S. Farr

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

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

Mr. Head reminded the Board of the SBI meeting scheduled for September 17, 2026. Executive meeting will begin at 5:00 pm and the general membership meeting is scheduled for 6:00 pm. Items to be covered will be, New York Inspires and New York State Portrait of a Graduate.

Mr. Head asked the Board to decide on the Board Goal #1. The Board determined that they would like to go with the revised goal that includes Universal Pre-K.

Mr. Head asked the Board to review SBI 2026 Proposed Bylaw amendments and resolutions that was shared with them and to provide any feedback on the items that they would like to be addressed.

Mr. Head stated that Mr. Muller would provide an update at the next board meeting on the Emergency Response Drill.

There were no standing committee reports.

A motion by Mr. Schoen Jr. and seconded by Mr. McQueen, was put on the floor to table the **Personnel-Instructional and Personnel-School Related** agenda items.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Consent Agenda

Motion by Dr. Szatko

Seconded by Mr. Schoen Jr.

Financial Reports - Treasurer's Report - July 2026

Acceptance of Committee on Special Education recommendation on students identified by number on the enclosed information

Approval of Minutes – August 18, 2026

Ayes 6 Nays 0 Motion carried

Mr. Head turned the floor over to Mr. Russo, Superintendent, for his reports and presentations.

Mr. Russo thanked all staff and departments for a smooth opening of school. Mr. Egresits and Mr. Russo have been visiting all school building and attending their open houses.

Mr. Russo turned the floor over to Mr. Egresits for an update on Universal Pre-K.

Mr. Egresits covered three areas that are being researched.

1. Classroom spaces
2. Teacher certification for early childhood, birth to grade 2
3. Class sizes and requirements

The District is looking into starting one Pre-K classroom in each elementary building for the 2027-2028 school year. They are researching community base options along with classroom requirement sizes. Administration will continue to meet with building principals for the best placement within their building. Size and classroom requirements must be met and there will be a cap of 18 to 20 preschoolers. The District will look at all options and continue with the long-range planning.

The Board had many comments and cost concerns with a discussion ensued by all.

Mr. Russo informed the Board that all emergency response student trainings have been completed. Mr. Muller, Mr. Egresits, Mr. Cleveland and Mr. Storsberg provided in-person training at the elementary buildings and secondary students used an online platform.

Mr. Russo turned the floor over to Elizabeth Friot, student board member, for her report. Elizabeth reported on the following, senior sunrise, new cafeteria furniture, sport teams and clubs have started, proposal for a music trip to see Hamilton, October Blue and White Week in October and looking forward to the powder puff game.

Ms. Friot turned the floor back to Mr. Russo, who concluded his reports and turned the floor over to Mr. Head.

OLD BUSINESS:

RESOLUTION	Motion by Mr. McQueen
Policy Manual	Seconded Dr. Szatko
Revision - Second	Be It Resolved, that upon the recommendation of the Superintendent of Schools,
Reading - 5603	the second reading of the proposed manual revision, Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy) (5603), as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

NEW BUSINESS:

RESOLUTION	Motion by Mr. Schoen Jr.
Approval of SEQRA	Seconded by Ms. LaValley
Resolution Transportation Garage Reconstruction-Emergency Project	

WHEREAS, the Board has received and reviewed the Scope of the Proposed Project prepared and submitted in connection with the Project, and has further received and considered the Architects and advice of its Engineers with regard to the environmental impact of the Project; now therefore

BE IT RESOLVED, by the Board of Education of the Whitesboro Central School District as follows:

Board of Education Meeting #5 September 15, 2026

1. The Board hereby determines in accordance with Article 8 (State Environmental Quality Review Act - SEQRA of the Environmental Conservation Law that the Project is a Type II action which will not have a significant impact on the environment and is not subject to review under SEQRA.

2. The Project is hereby approved and the Superintendent of Schools and all officers and employees of the District are authorized and directed to perform all actions and execute all documents necessary or appropriate to obtain the necessary funding, complete the Project and to carry out the intent of this resolution.

3. This resolution is effective immediately.

Mr. Head inquired in reference to the scope of the emergency project. He was informed that due to the need of emergency repair, the SEQRA approval came after.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Policy Manual
Addition - First
Reading - 7108

Motion by Dr. Henderson
Seconded Mr. McQueen
Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first reading of the proposed manual addition, (7108) District/BOCES Protocols For Diapering And Toileting, as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Policy Manual
Revision - First
and only Reading
1102 & 6201

Motion by Dr. Henderson
Seconded Mr. McQueen
Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first and only reading of the proposed manual revisions,

- 1102 Code of Conduct (Page 30)
- 6201 Physical Examinations

as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Policy Manual
Addition - First
and only Reading
7008

Motion by Dr. Henderson
Seconded Mr. McQueen
Be It Resolved, that upon the recommendation of the Superintendent of Schools, the first and only reading of the proposed manual addition, (7008), IMPLEMENTATION OF NYS EDUCATION LAW § 3201-b, as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Snow-Plow Bid
Renewal 2026-2027

Motion by Dr. Szatko
Seconded Mr. Schoen Jr.
Be It Resolved, that upon the recommendation of the Superintendent of Schools, the agreement between Adirondack Landscaping and Whitesboro Central School District, for the snow plowing contract for the Transportation Garage and High

School contingent upon the submission of meeting insurance requirements for the 2026-2027 school year, as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Proposal for One
New Club at the
High School

Motion by Dr. Henderson
Seconded by Mr. McQueen
Be It Resolved, that upon the recommendation of the Superintendent of Schools, and the Extra Pay Duty Committee, the following proposal and stipend be included in the WTA contract,

The Extra Pay Duty Committee supports the recommended proposal and stipend for the Mock Trial Club, Stipend: \$2,060 and requests to make it an official club, be approved and become effective for the 2026-2027 school year.

Ayes 6 Nays 0 Motion carried

RESOLUTION
Request for Unpaid
Leave

Motion by Dr. Szatko
Seconded by Mr. LaValley
Be It Resolved, that upon the recommendation of the Superintendent of Schools, the request for unpaid leave for employee # 03889 Teacher Aide, for October 14, 16, 20, 21, 2026 and February 23, 24, 26, 2027, as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

RESOLUTION
School Special
Patrol Officer
Initiative Agreement

Motion by Mr. McQueen
Seconded by Mr. Schoen Jr.
Be It Resolved, that on the recommendation of the Superintendent of Schools, the agreement between the Oneida County Sheriff's Office and the District School Special Patrol Officers from September 1, 2026, - August 31, 2028, as per the supplemental file, be approved.

Ayes 6 Nays 0 Motion carried

Mr. Schoen Jr. made a motion to table the **item I WAO Memorandum of Agreement** – Director of Physical Education and Mr. McQueen seconded it.

Ayes 6 Nays 0 Motion carried

Mr. Head opened the floor to the Board for any discussion items.

Dr. Henderson asked about the status of a measles protocol. Mr. O'Neil consulted with the Districts Medical Director and with guidance from Oneida County Health Department. At this time there are no additional protocols needed. The District will continue to check with Oneida County Health Department for any changes.

Mr. Head opened the floor to the Public for any comments or concerns, there were none.

RESOLUTION Motion by Dr. Henderson
Executive Session Seconded by Mr. Schoen Jr.
The Board of Education went into Executive Session at 7:26 PM to discuss
Personnel Issue and Negotiations

Ayes 6 Nays 0 Motion carried

School District Clerk

Mr. Head appointed Mr. Russo Clerk Pro Tem.

RESOLUTION Motion by Mr. McQueen
Adjournment, Seconded by Mr. Schoen Jr.
Executive Session The Executive Session was adjourned at 8:19 PM.

Ayes 6 Nays 0 Motion carried

Motion was put on the floor by Ms. LaValley and seconded by Dr. Henderson to approve the Personnel Instructional agenda and to approve as amended the School Related Personnel Agenda.

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Mr. Schoen Jr.
Consent Agenda Seconded by Dr. Szatko
Personnel-Instructional
Personnel-School Related

Ayes 6 Nays 0 Motion carried

Motion was put on the floor by Mr. McQueen and seconded by Mr. Schoen Jr. to approve the WAO Memorandum of Agreement – Director of Physical Education.

Ayes 6 Nays 0 Motion carried

RESOLUTION Motion by Mr. Schoen Jr.
WAO MOA Director Seconded by Mr. McQueen
of Physical Be It Resolved, that upon the recommendation of the Superintendent of Schools,
Education the agreement between the Superintendent of Schools, Whitesboro Central School
District and the Whitesboro Administrators Organization, as per the supplemental
file, be approved.

Ayes 6 Nays 0 Motion carried

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

Board of Education Meeting #5 September 15, 2026

Ayes 6 Nays 0 Motion carried

The meeting was adjourned at 8:22 PM.

Clerk Pro Tem

DRAFT

STUDENTS

Optional Template

DISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

I. Statement of Policy

The _____ School District/BOCES (the District/Board of Cooperative Educational Services) is committed to developing a Diapering and Toileting Plan (the Plan) to manage student toileting accidents with sensitivity and without punishment, shaming, or exclusion. These procedures will be designed to ensure student dignity, privacy, and hygiene are maintained while providing necessary support for diapering and toileting.

II. District/BOCES Diapering and Toileting Plan

Key components of the District/BOCES Plan shall include:

- A. Staff roles and responsibilities;
- B. Providing appropriate supervision; and
- C. Procedures to ensure that the Plan is available to parents/persons in parental relations upon request.

III. Training and Development

All relevant school personnel must receive annual training on health and safety procedures. This training must cover:

- A. Keeping these areas safe, sanitary, and hygienic;
- B. How to safely handle blood and other bodily fluids in accordance with the District/BOCES Blood Born Pathogens (BBP) exposure control plan; and
- C. How to assist students with toilet learning and personal care needs.

IV. Maintenance of Facilities and Supplies

- A. Schools must ensure all restrooms and diaper changing areas are consistently maintained, safe, and appropriately equipped, including:
 - 1. The facilities are regularly cleaned and located near a sink with soap, running water, and a hand dryer or paper towels. The sinks must not be used for food preparation.

STUDENTS

Optional TemplateDISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

2. A lined, covered container or a plastic bag must be available in the diaper changing area for soiled diapers. Soiled diapers must be moved to an outdoor receptacle or one out of students' reach.
 3. All essential supplies must be readily available at all times. This includes:
 - a. Toilet paper, soap, and hand towels/functional hand dryers.
 - b. Disposable gloves.
 - c. Wipes, plastic bags for soiled clothes, and extra diapers/pull-ups.
 - d. Step stools or potty seats as needed.
 4. Toilet seats and changing tables must be appropriate to the age and size of students.
- B. Restrooms and changing areas must offer privacy and be developmentally appropriate and accessible for all students, including those with disabilities and prekindergarten students. This includes:
1. Toilet learning routines based on individual student needs.
 2. Partnering with families to ensure students have an adequate supply of diapers, pull-ups, and a change of clothes. Soiled clothing must be returned to parents for washing or disposed of properly.
- C. The District/BOCES will provide any necessary equipment as specified in a student's Individualized Education Program (IEP) or Section 504 Plan.
- V. Access to Restroom Facilities
- Students must have access to restroom facilities during instructional and extracurricular time without unreasonable delay.
- VI. Implementation
- The (District) Superintendent or their designee is authorized to develop the Diapering and Toileting Plan, and any regulations or internal procedures necessary to implement the Plan.
- VII. Communication and Non-Discrimination
- A. Information about toileting procedures, expectations, and supports will be made available to families in their preferred language upon request.

STUDENTS

Optional Template

DISTRICT/BOCES PROTOCOLS FOR DIAPERING AND TOILETING

- B. The District/BOCES is prohibited from suspending, unenrolling, or excluding a student from the District/BOCES or its programs based on the student's toileting status.

School District/Board of Cooperative Educational Services

Legal Ref: 8 NYCRR 136.10 (**checked 3/2026**)

Adopted: _____

WHITESBORO CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

CALENDAR FOR THE DEVELOPMENT OF THE 2027– 2028 BUDGET

- | | |
|--|---|
| Tuesday, October 6, 2026 | - Present Budget Calendar & Procedures to Board of Education for Adoption |
| Wednesday, December 9, 2026 | - Administrative Cabinet meet to review the budget process
- Distribution of budget packets to the Administrative Cabinet members, Department Chairpersons and Supervisors |
| Thursday, December 10, 2026 –
Friday, January 8, 2027 | - Budget development by buildings, departments and staff |
| Friday, January 8, 2027 | - Submit preliminary budget worksheets to the District Office for review |
| Monday, January 11, 2027 -
Friday, February 5, 2027 | - Preparation of complete expenditure budget |
| Tuesday, March 9, 2027 | - Preliminary Budget Presentation to Board of Education |
| Tuesday, March 23, 2027 | - Budget Workshop |
| Tuesday, April 13, 2027 | - Budget Adoption by Board of Education |
| Tuesday, May 4, 2027 | - Public Hearing on Budget (High School) |
| Tuesday, May 18, 2027 | - Annual Meeting/Budget Vote |

WHITESBORO CENTRAL SCHOOL DISTRICT

COMPLIANCE DATES

2027 – 2028 BUDGET

- | | |
|----------------------------------|--|
| Friday, February 26, 2027 | – Board of Education election petitions may be picked up at the Board Clerk's office. |
| Tuesday, March 9, 2027 | – Budget presentation to the Board of Education |
| Friday, April 2, 2027 | – Publish notice of elections and public hearings in the official school newspaper (4 times during a 7 week period = 45 days before date of vote). |
| Tuesday, April 13, 2027 | – Budget Adoption by Board of Education
– Board adopts 2027 – 2028 Budget and Property Tax Report Card |
| (TBD) | – Board of Education Meeting – to adopt BOCES Administrative Budget and BOCES Board Member vote. |
| Wednesday, April 14, 2027 | – Property Tax Report Card submitted to SED. (within 24 hours of budget adoption) |
| Monday, April 19, 2027 | – Last day for filing petitions with the District Clerk to run for the Board of Education. (30 days prior to election)
– District Clerk draws lots for place on ballot -- District Clerk's Office – 5:00 P.M. |
| Tuesday, April 23, 2027 | – Budget made available, upon request, at each school building, district office, public library and on the district's website. |
| Tuesday, May 4, 2027 | – Public Hearing on Budget (May 4-11) |
| Wednesday, May 5, 2027 | – Budget Notice mailed to all residents. (After budget hearing – no later than six days prior to the vote, May 5-12) |
| Tuesday, May 18, 2027 | – Annual Meeting/Budget Vote |

Appendix A: Budget Calendars

2027-2028 School Budget Deadlines & Actions for May 2027/June 2027 (if applicable) Budget Votes:

Deadline	Budgetary Action
March 1, 2027	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
April 3, 2027	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 20 public places at least 45 days in advance of the Budget Vote.
April 19, 2027, or April 28, 2027	Submission of petitions for Board of Education candidates. Small cities have a deadline of 20 days prior to Budget Vote, April 28. All others have 30 days. Accept petitions through Monday, April 19 as 30 days falls on Sunday, April 18.
April 19, 2027	Last day to submit petitions for propositions to be placed on the ballot.
April 20, 2027	Pursuant to Regulations of the Commissioner of Education Part 122, districts other than small city school districts must finalize all items to be voted on in the annual budget vote including referenda, propositions, and the names of all candidates nominated for election to the Board of Education 3 days before the required distribution of military ballots.
April 23, 2027	Final date for the adoption of the property tax report card by the Board of Education. Districts other than small city school districts must distribute military ballots no later than 25 days before the budget vote.
April 26, 2027	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote. The report card includes total general fund budget, percentage increase or decrease in total spending and tax levy from prior school year budget, total estimated school tax levy, enrollment growth and the percentage change in enrollment from the previous year, fund balance information (actual and projected), the percentage increase in the consumer price index and the tax levy limit excluding allowable expenditures for exemptions. Property Tax Report Card must be transmitted to local newspapers of general circulation.
Through May 17, 2027 (Absentee Ballot List)	District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election.
April 19 - May 11, 2027 (Mail Ballots)	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
April 27 - May 4, 2027	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.
May 4, 2027	Small city school districts must distribute military ballots no later than 14 days before the budget vote.
May 4 - May 11, 2027	Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
May 5 - May 12, 2027	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.
May 18, 2027	Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.
May 25 - June 1, 2027	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
June 1, 2027	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 1 - June 8, 2027	Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 2 - June 9, 2027	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.
June 15, 2027	Statewide Budget Revote Day.

COMMUNITY RELATIONS

BOOSTER CLUBS AND OTHER SCHOOL-RELATED GROUPS

- I. ~~Booster clubs or other related organizations may promote community support and raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, sexual orientation, color, national origin, ethnic background, disability, religion or any other arbitrary criteria.~~
- II. ~~The Board of Education directs the Superintendent or his/her designee to establish rules and regulations governing the activities of booster clubs and other related organizations. The Board further requires that:~~
 - A. ~~Financial records be maintained and made available, upon request, for the Board and/or public inspection;~~
 - B. ~~Major fundraising activities be approved in advance by the Superintendent or his/her designee; and~~
 - C. ~~Groups wishing to make a contribution adhere to the District's policy and regulations regarding acceptable of gifts.~~
- III. ~~Violations of District policy or regulations may result in the dissolution of the group, or organization.~~
- IV. ~~Parents and members of the community who wish to organize a booster club for the purpose of supporting a specific District program shall adhere to guidelines established by the administration. Booster clubs will:~~
 - A. ~~Be voluntary and foster support for specific District activity and/or program;~~
 - B. ~~Submit a fund-raising activity schedule in advance to the Superintendent or his/her designee for approval;~~
 - C. ~~Seek prior approval for any use of District facilities;~~
 - D. ~~Avoid interference with the decision making of any student group;~~
 - E. ~~Acknowledge and adhere to the authority of District employees in the administration of their duties and responsibilities; and~~
 - F. ~~Assume complete financial responsibility for their organization including, but not limited to, providing adequate insurance coverage;~~

BOOSTER CLUBS AND OTHER SCHOOL-RELATED GROUPS

- G. ~~Maintain accurate financial records, and make these records available for Board and/or public inspection upon request.~~

New language per Policy Service template:

I. Statement of Policy

The Board of Education (the Board) recognizes that School-related Groups such as the Parent-Teacher Association (PTA) and “booster” organizations, provide important support Whitesboro Central School District (the District). These organizations can facilitate community interest in the extra-curricular and athletic activities of the District’s students. This Policy provides guidelines and expectations for those individuals in the community who wish to form a School-related Group. All School-related Groups must share the District’s commitment to the health, safety, and well-being of all students.

II. Definition

“School-related Groups” shall be defined to include, but not be limited to, PTA, Booster clubs, or other organizations created to foster community support and raise funds for specific District extracurricular activities (e.g., a sport, performance arts/musical group, speech and debate, etc.), or for the District’s general extracurricular program.

III. Guidelines

All School-related Groups must:

- A. Be voluntary and be a “not-for-profit” organization (i.e., Internal Revenue System (IRS) section 501(c)(3) charitable organization) and must have a charter, certificate of incorporation, constitution, or other document that outlines its purpose and governing structure. Each group must operate under its own auspices and not as agents of the District. The School-related Group assumes all financial responsibility, including but not limited to providing adequate insurance coverage.
- B. Not discriminate on the basis of race (including but not limited to hair texture and protective hairstyles), sex, gender, sexual orientation, color, national origin, immigration status or citizenship, ethnic characteristics, disability, religion or any other protected category under the laws of New York State.
- C. Follow all Board Policies, Regulations, and internal procedures. This includes complying with procedures related to the use of District facilities. The School-related Group will be provided a copy of the applicable handbook and/or other internal procedures related to School-related Groups (e.g., the Whitesboro Booster Club Guidelines).

COMMUNITY RELATIONS

BOOSTER CLUBS AND OTHER SCHOOL-RELATED GROUPS

IV. Fundraising

- A. No direct solicitation of students is permitted during school hours (including lunch hours). This does not include sales of tickets to events, like a dance, concert, or other event, even if a portion of the proceeds would go towards fundraising purposes.
- B. No student should be prevented from participating by the high cost of the activity or by their limited financial resources.
- C. Ensure that the activities do not set quotas for student fundraising. "Pay to play" activities are strictly prohibited.
- D. Donations must be entirely voluntary without any pressure on students, nor can comparisons be made between what one student gives with another.
- E. Fundraising, including the organizing of camps or clinics, cannot be used to pay for or supplement the stipends or salaries of District employees.
- F. Games of chance, including raffles and 50/50, are regulated by the New York State General Municipal Law and the NYS Racing and Wagering Board. School-related Groups must ensure activities are in compliance with these laws and any applicable regulations. It is unlawful for a person under eighteen (18) years of age to sell or purchase raffle tickets.

V. Approval Process **[add District specific processes as needed]**

- A. Fundraising activities must first be approved in advance by the Superintendent or their designee. Any approved activities may not violate the Education Law, the rules of the Board of Regents or the New York State constitution, which all generally state that revenue for private purposes/gain may not be conducted on school property.
- B. Documentation that uses the name or logo of the District or any language suggesting that the District has endorsed, sponsored, or otherwise approved the activities must be submitted for approval by the Superintendent or their designee.
- C. The District has the authority to accept or deny donations made by the School-related Group and must follow its Policies related to the acceptance of gifts, grants, and/or donations, and any other applicable Board Policy.

VI. Annual Fiscal Summary

The District has the responsibility to assess and monitor School-related Groups to ensure equivalent benefits and services to students under Title IX. As part of this mandate, each

POLICY

Draft 08/26/26
1502

COMMUNITY RELATIONS

BOOSTER CLUBS AND OTHER SCHOOL-RELATED GROUPS

School-related Group must supply, at the end of each school year, an annual financial summary to the Board. The summary must include the amount of funds raised and the allocation of such funds.

Whitesboro Central School District

Cross Ref.: 1001, Community Use of District Facilities; 1001.1 Application for Use of School Facilities; 4800 Accepting Gifts, Grants, Donations and Memorial Contributions; 4801, Fundraising by Students, Staff, or Related Groups; 4802, Fundraising by NonSchool Agencies

Adopted: 2005

Revised: 02/02/10, _____

STUDENTS

District Only Optional Policy.
SPORTS AND THE ATHLETIC PROGRAM

ALL NEW

I. Statement of Policy

- A. Athletics are an integral part of a well-balanced educational program. Therefore, the Board of Education (the Board) supports a broad sports program with equal access for all students, with emphasis on maximum participation, through interscholastic and intramural activity.
- B. The interscholastic athletic program of the Whitesboro Central School District (the District) shall conform to the Regulations of the Commissioner of Education, and the rules of the New York State Public High Schools Athletic Association (NYSPHSAA) and the State Education Department (NYSED).

II. Student Eligibility and Safety

- A. The Superintendent or their designee shall promulgate procedures or Regulations to govern student eligibility for participation in the athletic program. At a minimum, these shall require that a student:
 - 1. Provide a written informed consent from the student's parent/person in parental relation;
 - 2. Provide proof of health examination; and
 - 3. Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the NYSPHSAA.
- B. The District will take reasonable steps to keep physical risks to students participating in the interscholastic and intramural athletic programs at a minimum by:
 - 1. Providing appropriately certified and/or licensed officials to officiate all varsity, junior varsity, and modified games.
 - 2. Ensuring that equipment is both safe and operative within approved guidelines.
- C. Student Athletic Injuries
 - 1. Coaches and staff shall comply with and implement the appropriate response plan (e.g., concussion management plan, cardiac emergency

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response plan, District Wide Safety Plan, etc.) when a student is injured or shows signs or symptoms of injury or illness.

2. No student should be allowed to practice or play in an athletic contest if they are known by the coaching staff to be suffering from an injury, including those who are believed to have sustained a mild traumatic brain injury (TBI) or signs or symptoms of pending or increased risk of sudden cardiac arrest. Coaches are responsible for ensuring that injured players are given prompt and competent medical attention and a doctor's instructions concerning the student's functioning as a team member are followed. No student will be allowed to practice or compete if there is a question whether they are in adequate physical condition.
3. When a student is classified as ineligible due to a potential concussion or due to symptoms of pending or increased risk of sudden cardiac arrest, approval from the Director of School Health Services is required before a student is permitted to return to practice or competition.

III. Athletic Placement Process

- A. The Board permits students in grades no lower than seventh to compete on any senior high school team, provided the students successfully demonstrate the following:
 1. sufficient personal and social responsibility,
 2. sports-specific skill development,
 3. knowledge of the game, and
 4. physical fitness to be eligible during team selection.
- B. Seventh and eighth grade students shall be permitted to try-out for high school sport teams only by invitation from the school, Athletic Director or Physical Education Director.

Whitesboro Central School District

Legal Ref: 8 NYCRR 135

Cross Ref: 7105, Concussion Management

Adopted: 2005 Reviewed: 05/14/19

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- I. Athletics are an integral part of a well-balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with emphasis on maximum participation, through interscholastic and intramural activity.
- II. The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.
- III. The Superintendent shall promulgate regulations to govern student eligibility for participation in the athletic program. At a minimum, these regulations shall require that a student:
 - A. Provide written parental/guardian consent;
 - B. Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on all physicals performed by the student's personal physician; and
 - C. Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.
- IV. Athletic Placement Process
 - A. The Board permits pupils in grades no lower than seventh to compete on any senior high school team, provided the pupils are placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils on those teams in accordance with standards established by the commissioner.
 - B. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.
- V. Student Athletic Injuries
 - A. No student should be allowed to practice or play in an athletic contest if he/she is known by the coaching staff to be suffering from an injury. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. Coaches are not to attempt to treat injuries beyond the initial identification of the condition. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition.

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- B. When a student is classified as ineligible for medical reasons, a physician's certificate shall be required before an athlete is permitted to return to practice or competition.
- C. The District shall also implement the Concussion Management Protocol endorsed by the International Concussion in Sports Conference (Prague 2004), as set forth in policy and regulations.

VI. Athletic Program - Safety

The District will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

- A. Requiring medical examinations of participants;
- B. Obtaining appropriately certified and/or licensed officials to officiate all varsity, junior varsity, and modified games.
- C. Ensuring that equipment is both safe and operative within approved guidelines.

Whitesboro Central School District

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