

Spencerport Central School District

**BOARD OF EDUCATION MEETING
ANNUAL ORGANIZATIONAL MEETING**

**Board of Education Room – Administration Building
71 Lyell Avenue
Spencerport, New York 14559**

TUESDAY, JULY 12, 2022

6:00 p.m.

AGENDA

1. CALL TO ORDER – by Ms. Marcela Clapper, Clerk Pro Tem, Board of Education

Mr. Gary Bracken, Ms. Leah Brown, Ms. Katherine Czarnecki,
Mr. David Gibbardo, Mr. Michael Miceli, Ms. Megan Sarkis, Ms. Lori Stone,
Ms. Kristin Swann, Ms. Jamie Lissow, Mr. Rick Wood, Mr. Ty Zinkiewich,
Ms. Marcy Clapper

- A. OATH of office administered to Mr. Gary Bracken, Mr. Michael Miceli and Ms. Megan Sarkis by Ms. Marcela Clapper, Clerk Pro Tem
- B. NOMINATION AND ELECTION OF PRESIDENT of the Board of Education
(Open Vote)
Ms. Marcela Clapper, Clerk Pro Tem, will entertain motions.
- C. OATH of office administered to President by Ms. Marcela Clapper, Clerk Pro Tem
After election, **PRESIDENT CHAIRS THE MEETING**
- D. NOMINATION AND ELECTION OF THE VICE PRESIDENT of the Board of
Education (Open Vote)
Board President will entertain motions.
- E. OATH of office administered to Vice President by Board of Education President
- F. OATH of office administered to Superintendent of Schools by Board of Education
President

2. NEW BUSINESS

2.1 Board of Education Appointments: Internal

- a. District Clerk – Ms. Marcela Clapper with a stipend of \$4,098
- b. Assistant District Clerk – Ms. Lori Eichas
- c. Treasurer – Ms. Nicole Poh
- d. Assistant Treasurer – Mr. Rick Wood
- e. Census Enumerator – Ms. Marcela Clapper
- f. Internal Claims Auditor – Ms. Vicki Amoroso with a stipend of \$6,566
- g. Records Management Officer – Mr. Jonathan Saltzberg
- h. OSHA and Toxic Substance Coordinator – Mr. Darin Price
- i. Asbestos Designee - Mr. Darin Price
- j. Chemical Hygiene Officer - Mr. Darin Price and Mr. Tim O’Connor
- k. Energy Manager - Mr. Darin Price
- l. Integrated Pest Management Coordinator - Mr. Darin Price
- m. Civil Rights Compliance Officer – Ms. Jamie Lissow
- n. ADA Compliance Officer - Ms. Jamie Lissow
- o. Attendance Officers – Mr. David Caiazza, Ms. Denise Lemcke,
Mr. Michael Canny, Ms. Telcie Pincelli, Mr. James Centola and Mr. Sean McCabe
- p. Medicaid Compliance Officer – Mr. Jonathan Saltzberg
- q. Purchasing Agents
 1. Mr. Rick Wood
 2. Mr. Jonathan Saltzberg
- r. NYS DEC Underground Storage Tank Operator – Mr. Darin Price
- s. Chief Emergency Officer – Mr. Jonathan Saltzberg

- t. Dignity Act Coordinators
 Bernabi Elementary School – Brett Shufelt
 Canal View Elementary School – Deanna Romanowski-Mendoza
 Cosgrove Middle School – Julianne Henninger
 Munn Elementary School – Jeanne Pacitto
 Taylor Elementary School – Tabitha Messner
 Spencerport High School – Jennifer Davin
 District Office – Tim O’Connor
- u. Title IX Compliance Officer – Ms. Jamie Lissow
 Mr. Jonathan Saltzberg, Alternate
- v. Data Privacy Officer – Mr. Cory Allen

Resolution that the Board approve the Internal Appointments.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

OATH of office administered to District Clerk, Ms. Marcela Clapper by Board of Education President.

2.2 Board of Education Appointments: External

- a. District Medical Director – Ms. Danielle Adam (student/public health) and Occupational Safety Onsite (employee/occupational)

- b. Attorney – Bond, Schoeneck & King

Partner:	\$250.00/hr
Associate:	\$215.00/hr

Harris Beach, LLP	Partner:	\$289.00/hr
	Associate:	\$269.00/hr
	Paralegal:	\$145.00/hr

- c. Auditing Firms -
 1. External Audit – Mengel, Metzger, Barr & Co., LLP, Raymond F. Wager, CPA Division
 2. Internal Audit – EFPR Group, LLP, Certified Public Accountants

- d. Municipal Advisor – Bernard P. Donegan, Inc.

- e. Bonding Attorney – Mr. Tim R. McGill, Esq.

- f. Audit Committee – Community Membership
 - 1. Mark Laubacher
 - 2. Gwen Falbo
 - 3. Brandon Dries
 - 4. Bill Burrows
 - 5. Robert C. Corredine, CPA

Resolution that the Board approve the External Appointments.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

2.3 Board of Education Designations: Internal

- a. Certification of Payrolls
Mr. Rick Wood
Ms. Jamie Lissow - Alternate

- b. Temporary District Investments – Education Law 1723-A
Mr. Rick Wood
Ms. Nicole Poh

- c. Rochester Area Schools Workers’ Compensation Plan Board of Directors
Mr. Rick Wood
Ms. Jamie Lissow - Alternate

- d. Rochester Area Schools Health Plan Board of Directors
Ms. Kristin Swann
Mr. Rick Wood - Alternate

- e. Rochester Area Schools Health Plan II Board of Directors
Mr. Rick Wood
Ms. Jamie Lissow - Alternate

- f. Board Designee for Residency Issues
Ms. Kristin Swann

- g. Extraclassroom Activity Funds
 - 1. Chief Faculty Counselors – High School: Mr. Sean McCabe
Ms. Amy Sullivan - Alternate
Cosgrove: Mr. James Centola
Mr. Thomas Burger - Alternate

 - 2. Central Treasurer – Mr. Andrew Pacitto w/ stipend of \$6,390

 - 3. Authorization to establish an account for the Class of 2026

Resolution that the Board approve the Internal Designations.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

2.4 Board of Education Designations: External

- a. Designation of Depository
 - 1. J.P. Morgan Chase, Gates Branch
 - a. Consolidated – checking
 - b. General Fund – money market, investments including certificate of deposits
 - c. Insurance Reserve Fund – savings
 - d. Special Awards – savings
 - e. Capital Fund – checking
 - f. School Lunch – savings
 - g. Extraclassroom Activity Funds – checking

2. Manufacturers and Traders Trust Co., Spencerport Branch
 - a. General Fund – money market
 - b. General Fund – checking
 - c. Capital Fund - investments

3. Other Banks
 - a. First Niagara Bank
 - b. Citizens Bank
 - c. Key Bank
 - d. Five Star Bank
 - e. Genesee Regional Bank

Resolution that the Board approve the External Designations.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

2.5 Board of Education Authorizations

- a. Insurance for Treasurer, Assistant Treasurer, an Internal Claims Auditor – Recommended that the district utilize a general undertaking with coverage for the Treasurer to be a minimum of \$1,000,000; Assistant Treasurer to be a minimum of \$250,000; and Internal Claims Auditor to be a minimum of \$400,000.

- b. Budget Transfers – Recommended authorization for Assistant Superintendent for Business and Superintendent of Schools to make transfers between and within unit appropriations for ordinary contingent expenses.

- c. Cooperative Bidding
 1. School Districts – Recommended authorization for the participation with other school districts in the Monroe County area and with the Monroe-Orleans BOCES 2 for the purchase of equipment, supplies and materials and approve the coordinating district to prepare, let, review and reward bids on behalf of the Spencerport Central School District.

2. Monroe 2-Orleans BOCES – Recommend authorization of cooperative ventures for the 2022-23 school year, conducted by the Monroe 2-Orleans BOCES for the categories included:

Magazines	Musical Equipment	Fresh Produce
Office Supplies	AV Equipment	Ice Cream
Classroom Supplies	Custodial	Food (meat & groceries)
Fine Paper Supplies	Art	School Lunch (Paper/Plastic)
Computer Supplies	Pool Supplies	Dairy (milk)
Building Supplies	Athletic & Phys. Ed.	Bread Products
Plumbing Services	Medical Trainer	Beverages
Natural Gas	Health	Small Wares
Bus Parts Bid	Electricity	Pest Control
Specialty Products – School Lunch		Food Service Equipment & Maintenance

3. “Piggy-backing” – Recommended authorization for participation in the 2012 amendment to GML-103, “Piggybacking Exception” to purchase goods and services through the use of contracts let by the United States or any agency thereof, any state, any country, political subdivision or district of any state. The method of this exception of procurement is permitted on contracts issue by other governmental entities through a compliant competitive bidding process.
- d. Conference Attendance – Recommend that the Superintendent of Schools or designee be authorized to approve conference attendance by members of district staff within the appropriations identified in the annual district budget.
- e. Establish Petty Cash Funds within Guidelines of Sections 1604 and 1709 of Education Law – recommend as noted:

1. Custodians Petty Cash Funds

Administration Building	\$100	Marcela Clapper
Leo Bernabi School		
Petty Cash	\$100	Linda Barnard
Change Fund	\$ 20	Michelle Shippers
Canal View School		
Petty Cash	\$100	Darlene Taft
Change Fund	\$ 20	Pamela Valenti
William C. Munn School		
Petty Cash	\$100	Lisa McLaen
Change Fund	\$ 20	TBD
Terry Taylor School		
Petty Cash	\$100	Kristine Cerami
Change Fund	\$ 20	Linda Paul
Cosgrove Middle School		
Petty Cash	\$100	Karen Lamirande
Change Fund	\$120	Jessica Wiedenhofer

Spencerport High School		
Petty Cash	\$100	Julie Hill
Change Fund	\$120	Adam Ashworth
Transportation Department	\$100	Julie Churnetski
Facilities Department	\$100	Charis Quatro
Athletic Department		
Petty Cash	\$100	Vicki Diaz
Change Fund	\$200	Vicki Diaz
Community Education		
Petty Cash	\$100	Christina Bowerman
Change Fund	\$ 25	Christina Bowerman
School Lunch – District Office		
Petty Cash	\$100	Gary Miner
Change Fund – For Special		
Events, to be requested	Up to	
when needed	\$500	Gary Miner

2. Custodians School Lunch Cash Funds

Leo Bernabi School	\$ 50	Lisa Varley
Canal View School	\$ 50	Heather Pharo
William C. Munn School	\$ 50	Cheryl Wagner
Terry Taylor School	\$ 50	Cynthia Ridd
Cosgrove Middle School	\$250	Theresa Colaprete
Wilson High East	\$100	Tanya Calhoun
Wilson High West	\$200	Tanya Calhoun

- f. Reimbursement for Mileage – to follow the IRS established rate
- g. Reimbursement for Meals – meals will be reimbursed at the General Services Administration (GSA) established rate
- h. Membership in Organizations
 - 1. Monroe County School Boards
 - 2. Genesee Valley School Boards
 - 3. Spencerport Chamber of Commerce
 - 4. Statewide School Finance Consortium

Resolution that the Board approve the Authorizations.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

2.6 Board of Education Resolutions

2.61 Resolution to approve the following:

- a. Re-adopt Senior Citizen and Disabled Property Tax Exemption
- b. Non-resident tuition rate according to State Education Department Formula when State Aid figures are set.
- c. Legal Publications
 1. *Daily Record* – for advertisement of district meeting and bids
 2. *Westside News* – for advertisement of district meetings

2.62 Resolution to re-adopt the Record Retention and Disposition Schedule for New York Local Government Records (LGS-1) as recommended by the NYS Department of Education archives and records administration.

2.63 Resolution to establish Board of Education meeting times and locations.
(see attached list)

2.64 Resolution to authorize the Superintendent or designee to apply for Federal Grants.

2.65 Resolution to authorize the Superintendent and Assistant Superintendent for Business to enter into certain contracts for items such as security, fire alarm service/maintenance, as needed for instructional, secretarial, custodial and transportation equipment that may be needed to maintain the health, safety and welfare of the district for the 2022-2023 school year.

2.66 Resolution authorizing the Superintendent of Schools to require employees to submit a 913 medical examination to determine his/her fitness to continue employment and to make such arrangements as is necessary to effectuate this resolution.

2.67 Resolution to authorize the Superintendent of Schools to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment.

2.68 Resolution to authorize the Superintendent of Schools to enter into reciprocal agreements with other schools within BOCES and other municipalities to transport students, loan and borrow buses and equipment, dispose of surplus buses, share fuel services and maintenance.

2.69 Resolution to establish standard work days for its employees and to report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or record of activities maintained and submitted by these members. (see attached list)

Resolution that the Board approve the Board of Education Resolutions.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

3. ASSIGNMENT OF BOARD REPRESENTATION TO COMMITTEES

a. Monroe County School Boards Executive Committee (President and Superintendent)

President _____

Superintendent Ms. Kristin Swann

Purpose: Board presidents and superintendents meet 4-5 times a year to govern MCSBA and approve its operating budget.

Time Commitment: Meetings will be held on: TBD

b. Monroe County School Boards Labor Relations

Member _____

Alternate _____

Purpose: One representative and one alternate from each district develop positions on labor issues, share information, and plan a meeting on labor issues for all MCSBA members.

Time Commitment: One Wednesday lunch meeting per month at the Double Tree Inn.

c. Monroe County School Boards Legislative Committee

Member _____

Alternate _____

Purpose: One representative and one alternate from each district review legislation, develop position papers, contact legislators, and educate other MCSBA members on current issues. The group annually sponsors one meeting for all MCSBA members, two functions for legislators, and one trip to Albany for meetings with our county’s delegation to the NYS Legislature.

Time Commitment: One Wednesday lunch meeting per month at the Double Tree Inn.

d. Monroe County School Boards Information Exchange Committee

Member _____

Alternate _____

Purpose: One representative and one alternate from each district discuss current issues in education and plan one-two meetings for all MCSBA.

Time Commitment: One Wednesday lunch meeting per month at the Double Tree Inn.

e. Annual Building Visitation Committee

Spencerport High School _____

Cosgrove Middle School _____

Leo Bernabi Elementary _____

Canal View Elementary _____

William C. Munn Elementary _____

Terry Taylor Elementary _____

Administration and Transportation _____

Purpose: Visit the facility assigned annually and report on its condition at the next regular meeting of the Board of Education

Time Commitment: To be scheduled at your convenience.

f. Faculty Scholarship Committee

Member _____

Purpose: Review the scholarship applications for graduating seniors.

Time Commitment: TBD

g. Board Policy Sub-Committee

Member _____

Member _____

Purpose: Review drafts of policies prior to the Board reviewing them for the “First Reading”.

Time Commitment: As needed.

h. Health Advisory Committee

Member _____

Purpose: The objectives and purpose of the Health Advisory is to recommend and give direction for the health education curriculum to the appropriate school personnel.

Time Commitment: Meets Tuesday, October 11, 2022 and Tuesday, April 25, 2023
4:00 - 5:30 p.m.

i. School-to-Career Advisory Committee

Member _____

Purpose: This committee is required by the NYS Education Department to advise the District regarding employment trends and the employment needs and concerns of the community. It is composed of voluntary representatives of business, industry and education that work to advise our district on various programs and curriculum related to Career Development and Occupational Studies.

Time Commitment: Meets Friday, October 21, 2022, Friday, January 13, 2023, Friday and April 28, 2023/8:00 - 9:00 a.m.

j. Technology Advisory Committee

Member _____

Purpose: This committee is responsible for the review and development of a long-range technology plan that takes into consideration the District's needs and priorities and provides input to the staff development office for a plan that is consistent with the District's technology and software.

Time Commitment: Meets Wednesday, September 14, 2022, Wednesday, January 18 2023, Wednesday, March 15, 2023, and Wednesday, May 17, 2023/
4:00 - 5:15 p.m.

k. Safe Schools Advisory Committee

Member _____

Member _____

Purpose: This committee is charged with reviewing and making recommendations annually for the district-wide school safety plan, school level emergency response plan, and the Code of Conduct. The primary charge is to review and make recommendations to any and all aspects of safety in the District.

Time Commitment: Meets monthly/4:00-5:30 p.m.

l. School Counseling Advisory Council

Member _____

Purpose: Ensure that Spencerport is meeting the guidelines of the new regulations and provide direction to future goals involving the district's school counseling program.

Time Commitment: Meets Thursday, October 20, 2022 and Thursday, April 23, 2023
4:00 – 5:30 p.m.

m. Budget Focus Group

Member _____

Member _____

Purpose: Provide the district personnel and community perspective during the preparation of the budget that will be presented to the community in May.

Time Commitment: This committee meets monthly from January to April at 6:00 p.m.

n. Professional Learning Committee

Member _____

Member _____

Purpose: Professional Learning in Spencerport is integral to the teaching and learning process and directly supports the mission of the district. Pursuant to Commissioner’s Regulations 100.2, the committee must design a professional development plan intended to improve the quality of teaching and learning by ensuring that all teachers participate in substantial staff development to remain current in their profession and meet the learning needs of students. Using student achievement data, each year the plan is reviewed and refined to align with the goals and needs of the district. The group is composed of administrators, teachers, parents and a Board of Education member.

Time Commitment: Meets Wednesday, October 26, 2022, Wednesday, February 15, 2023, and Wednesday, May 24, 2023/4:00 - 5:30 p.m.

o. Audit Committee

Purpose: The Board of Education is required to establish an Audit Committee to assist and advise the Board on issues relating to the district’s external and internal audit functions.

Board of Education

Community

Robert C. Corredine CPA
Mark Laubacher
Gwen Falbo
Brandon Dries
Bill Burrows

p. Wellness Committee

Member _____

Member _____

Purpose: To assist in the design and implementation of activities and programs in alignment with the District’s Wellness Policy. Additionally, the committee is charged with evaluating the District’s progress in implementing the Wellness Policy.

Time Commitment: Meets: Four times per year/4:00-5:30 p.m.

q. Nature Center Committee

Purpose: To assist in the development and implementation of a revolving three (3) year plan with action steps that guides the work of the Nature Center.

Time Commitment: Meets: Four to five times per year/4:00-6:00 p.m.

Resolution that the Board approve the Board of Education Resolutions.

Maker: _____

Seconded: _____

Vote: Yes _____

No _____

4. **ADJOURN**

Maker: _____

Seconded: _____

Vote: Yes _____

No _____