

OFFICIAL PROCEEDINGS
OF THE BOARD OF EDUCATION
OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT

Date: July 12, 2016
Spencerport, New York

***AMENDED MINUTES**

Members Present: Mr. Bracken, Ms. Czarnecki, Mr. Gibbardo, Ms. Gillette, Mr. Hutton, Mr. Kincaid,
Mr. Miceli,

Absent:

Others Present: Mr. Crumb, Ms. Lissow, Mr. Milgate, Mr. Wood, Mr. Zinkiewich

The Organization Meeting of the Board of Education of the Spencerport Central School District was called to order at 6:00 p.m. E.D.S.T. by the Board Clerk, Daniel Milgate, in the Board of Education Conference Room in the Administration Building.

PLEDGE TO THE FLAG

The Board of Education members and the audience recited the Pledge of Allegiance to the United States Flag.

1. CALL TO ORDER – by Mr. Daniel Milgate, District Clerk, Board of Education

A. OATH OF OFFICE administered to Mr. Gary Bracken and Mr. Greg Kincaid by Mr. Daniel Milgate, District Clerk.

B. NOMINATION AND ELECTION OF PRESIDENT of the Board of Education.

A motion was made by Mr. Dave Gibbardo and seconded by Mr. Kevin Hutton to nominate Mr. Gary Bracken for President of the Board of Education.

Vote of the Board: Yes: 7

Yes: 7
No: 0

C. OATH OF OFFICE administered to elected Board President, Mr. Gary Bracken by Mr. Daniel Milgate, District Clerk.

D. NOMINATION AND ELECTION OF THE VICE PRESIDENT of the Board of Education.

A motion was made by Mr. Mike Miceli and seconded by Mr. Dave Gibbardo to nominate Ms. Jody Gillette for Vice President of the Board of Education.

Vote of the Board: Yes: 7

Yes: 7

No: 0

- E. OATH OF OFFICE administered to Vice President, Ms. Jody Gillette by Mr. Daniel Milgate, District Clerk.
- F. OATH OF OFFICE administered to Superintendent of Schools, Mr. Michael Crumb, by Mr. Daniel Milgate, District Clerk.

2. NEW BUSINESS

2.1 Board of Education Appointments: Internal

- a. District Clerk – Mr. Daniel Milgate with a stipend of \$2,899
- b. Assistant District Clerk – Ms. Valerie Lupiani
- c. Treasurer – Ms. Kristin Daly
- d. Assistant Treasurer – Mr. Rick Wood
- e. Census Enumerator – Mr. Daniel Milgate
- f. Internal Claims Auditor – Ms. Vickie Amoroso
- g. Records Management Officer – Mr. Rick Wood
- h. OSHA and Toxic Substance Coordinator – Mr. Nelson Drake
- i. Asbestos Designee – Mr. Nelson Drake
- j. Chemical Hygiene Officer – Mr. Nelson Drake and Ms. Linda Howell
- k. Energy Manager – Mr. Nelson Drake
- l. Integrated Pest Management Coordinator – Mr. Nelson Drake
- m. Civil Rights Compliance Officer – Mr. Daniel Milgate
- n. ADA Compliance Officer – Mr. Daniel Milgate
- o. Attendance Officers – Mr. David Caiazza, Ms. Carol Robinson, Mr. Michael Canny, Ms. Monica Macaluso, Mr. Ned Dale and Mr. Sean McCabe
- p. Medicaid Compliance Officer – Mr. Daniel Milgate

- q. Purchasing Agents
 - 1. Mr. Rick Wood
 - 2. Mr. Michael Crumb

- r. Dignity Act Coordinators
 - Bernabi Elementary School – Mr. Brett Shufelt
 - Canal View Elementary School – Ms. Robyn Loveland
 - Cosgrove Middle School – Ms. Julianne Henninger
 - Munn Elementary School – Ms. Jeanne Pacitto
 - Taylor Elementary School – Ms. Tabitha Messner
 - Spencerport High School – Ms. Jennifer Davin
 - District Office – Ms. Deserie Richmond

A motion was made by Mr. Greg Kincaid and seconded by Mr. Dave Gibbardo that the Board approve the Internal Appointments.

Vote of the Board: Yes: 7

Yes: 7

No: 0

2.2 Board of Education Appointments: External

- a. School Physicians – Dr. Cynthia Devore (student/public health) and Occupational Safety Onsite (employee/occupational)

- b. Attorney – Harris Beach, LLP
 - Partner: \$240.00/hr
 - Associate: \$220.00/hr
 - Educational Consultant: \$215.00/hr
 - Osborn, Read & Burke, LLP
 - Partner: \$165.00 hr
 - Associate: \$145.00/hr
 - Paralegal: \$ 75.00/hr

 - Ms. Lynda Van Coske, Esq.
 - General: \$125.00/hr

- c. Auditing Firms
 - 1. External Audit – Ray Wager
 - 2. Internal Audit – Freed, Maxick, CPAs, P.C.

- d. Financial Consultant – Bernard P. Donegan, Inc.

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

- f. Audit Committee
 - 1. Mr. Mark Laubacher
 - 2. Mr. Alan Nash
 - 3. Ms. Gwen Falbo
 - 4. TBD
 - 5. TBD

A motion was made by Mr. Greg Kincaid and seconded by Mr. Kevin Hutton that the Board approve the External Appointments.

Vote of the Board: Yes: 7

Yes: 7

No: 0

2.3 Board of Education Designations: Internal

a. Certification of Payrolls

Mr. Rick Wood

Mr. Daniel Milgate (alternate)

b. Temporary District Investments – Education Law 1723-A

Mr. Rick Wood

Ms. Kristin Daly

c. Rochester Area Schools Workers' Compensation Plan Board of Directors

Mr. Rick Wood

Mrs. Jamie Lissow – Alternate

d. Rochester Area Schools Health Plan Board of Directors

Mr. Michael Crumb

Mr. Rick Wood – Alternate

e. Rochester Area Schools Health Plan II Board of Directors

Mr. Michael Crumb

Mr. Rick Wood – Alternate

f. Board Designee for Residency Issues

Mr. Michael Crumb

g. Auditorium Coordinator - Mr. Robert Mitchel with a stipend of \$5,000

Assistant Auditorium Coordinator – TBD with a stipend of \$15.00 per hour

h. Extraclassroom Activity Funds

1. Chief Faculty Counselors – High School: Ms. Kristen Paolini
Mr. Sean McCabe – Alternate

Cosgrove: Mr. Ned Dale
Mr. Michael Sorbera – Alternate

2. Central Treasurer – Kristin Daly with a stipend of \$5,846

3. Authorization to establish an account for the Class of 2020.

A motion was made by Ms. Jody Gillette and seconded by Mr. Greg Kincaid that the Board approve the Internal Designations.

Vote of the Board: Yes: 7

Yes: 7

No: 0

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 and investments
 - c. Insurance Reserve Fund – savings
 - d. Special Awards – savings
 - e. Capital Fund – checking
 - f. School Lunch – savings
 - g. Capital Investment – savings
 - h. Extraclassroom Activity Fund – 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

A motion was made by Mr. Kevin Hutton and seconded by Mr. Mike Miceli that the board approve the External Designations.

Vote of the Board: Yes: 7

Yes: 7

No: 0

2.5 Board of Education Authorizations

- a. Bond for Treasurer, Assistant Treasurer and Internal Claims Auditor – Recommended that the bond for Treasurer be set in the amount of \$1,000,000; bond for Assistant Treasurer to be set at \$250,000, and the bond for Internal Claims Auditor to be set at \$400,000.
- b. Budget Transfers – Recommended authorization for Executive Director of Business Operations, Superintendent and Assistant Superintendent for 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 2016-17 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/plastics)
Computer Supplies	Pool Supplies	Dairy (milk)
Building Supplies	Athletic & Physical Education	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

- 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	Marilyn Law
Leo Bernabi School		
Petty Cash	\$100	Debbie Ferris
Change Fund	\$ 20	Elizabeth Yu
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	Deborah Nobles
Terry Taylor School		
Petty Cash	\$100	Theresa Monsees
Change Fund	\$ 20	Linda Paul
Cosgrove Middle School		
Petty Cash	\$100	Amy DiGuardi
Change Fund	\$ 20	Amanda Cordovani
Spencerport High School		
Petty Cash	\$100	Linda Pelin
Change Fund	\$ 20	Adam Ashworth
Transportation Department	\$100	Michael Proukou
Facilities Department	\$100	Debbie Ferraro
Athletic Department		
Petty Cash	\$100	Tamra Springer

Change Fund	\$200	Tamra Springer
Community Education		
Petty Cash	\$100	Christina Bowerman
Change Fund	\$ 25	Christina Bowerman

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	Susan Dixon
Wilson High East	\$100	Sharon Dentinger
Wilson High West	\$200	Sharon Dentinger
District Office	\$100	Gary Miner

- 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. NYS School Boards Association
 - 2. Monroe County School Boards
 - 3. Genesee Valley School Boards
 - 4. Spencerport Chamber of Commerce
 - 5. Statewide School Finance Consortium

A motion was made by Mr. Kevin Hutton and seconded by Ms. Kate Czarnecki that the board approve the Authorizations.

Vote of the Board: Yes: 7

Yes: 7

No: 0

2.6 Board of Education Resolutions

2.61 Resolution to approve the following:

- a. Substitute Rates and Tutoring Rates for the 2016-2017 school year

2016-17 Substitute and Tutor Rates

expressed in hourly wages unless noted

<u>Substitute</u>	<u>15-16 Rate</u>	<u>16-17 Rate</u>	<u>Increase \$</u>	<u>Increase %</u>	<u>Contract Starting Wage</u>
Accompanist					
Secondary schools	\$13.35	\$13.55	\$0.20	1.5%	\$15.01
K-6 Rehearsal	\$25/event	\$25/event	\$0.00	0.0%	NA
K-6 In-school assembly	\$30/event	\$30/event	\$0.00	0.0%	NA

K-6 Evening concert	\$65/event	\$65/event	\$0.00	0.0%	NA
Aides (Teacher/School)	\$9.00	\$9.14	\$0.14	1.5%	\$9.14
Bus Attendant (rate 1)	\$9.00	\$9.14	\$0.14	1.5%	\$9.14
Bus Attendant (rate 2)	\$9.03	\$9.17	\$0.14	1.5%	\$9.14
<i>Eligible for rate 2 if 150 or more hours worked as a bus attendant in the previous school year OR employed as a bus driver for the District</i>					
Bus Driver (rate 1)	\$14.25	\$14.46	\$0.21	1.5%	\$15.05
Bus Driver (rate 2)	\$14.68	\$14.90	\$0.22	1.5%	\$15.05
<i>Eligible for rate 2 if 240 to 479.9 hours worked in the previous school year</i>					
Bus Driver (rate 3)	\$14.83	\$15.05	\$0.22	1.5%	\$15.05
<i>Eligible for rate 3 if 480 or more hours worked in the previous school year</i>					
Cleaner	\$10.07	\$10.22	\$0.15	1.5%	\$10.73
Clerical (rate 1)	\$9.99	\$10.14	\$0.15	1.5%	\$11.19
Clerical (rate 2)	\$10.45	\$10.61	\$0.16	1.5%	\$11.19
<i>Eligible for rate 2 if 240 or more hours worked as a clerical substitute in the previous school year</i>					
Clerical (rate 3)	\$11.51	\$11.68	\$0.17	1.5%	\$11.19
<i>Eligible for rate 3 if clerical retiree of the District</i>					

<u>Substitute</u>	<u>15-16 Rate</u>	<u>16-17 Rate</u>	<u>Increase \$</u>	<u>Increase %</u>	<u>Contract Starting Wage</u>
Grounds worker	\$10.36	\$10.51	\$0.15	1.5%	\$12.98
Head Bus Driver	\$16.00	\$16.24	\$0.24	1.5%	NA
Licensed Practical Nurse	\$10.67	\$10.83	\$0.16	1.5%	\$12.24
Microcomputer Maintenance Technician	\$9.62	\$9.76	\$0.14	1.5%	\$12.92
Maintenance Mechanic	\$10.36	\$10.52	\$0.16	1.5%	\$14.85
School lunch worker	\$9.00	\$9.12	\$0.12	1.3%	\$9.12
School Nurse	\$19.87	\$20.17	\$0.30	1.5%	\$21.60
Teaching Assistant	\$9.37	\$9.51	\$0.14	1.5%	NA
Student Helper	\$9.00	\$9.00	\$0.00	0.0%	NA
Lifeguard	\$9.00	\$9.00	\$0.00	0.0%	NA
Special Education Chair	\$35.00	\$36.05	\$1.05	3.0%	NA
Teacher					
Per diem (rate 1)	\$95/day	\$95/day	\$0.00	0.0%	\$203.57
Per diem (rate 2)	\$105/day	\$105/day	\$0.00	0.0%	\$203.57

Eligible for rate 2 if forty-five (45) or more days worked in the previous school year

Contract substitute (per diem)	\$120/day	\$120/day	\$0.00	0.0%	\$203.57
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Long Term Substitute (per diem) with valid NYS certification for assignment

Bachelors degree	\$187.50/day	\$187.50/day	\$0.00	0.0%	\$203.57
Masters degree	\$200/day	\$200/day	\$0.00	0.0%	\$216.18

The assignment must be for a minimum of 20 consecutive school days but less than 5 consecutive months

Long term Substitute (per diem) without valid NYS certification for assignment

Per diem (rate 1)	\$95/day	\$95/day	\$0.00	0.0%	\$203.57
Per diem (rate 2)	\$105/day	\$105/day	\$0.00	0.0%	\$203.57

Eligible for rate 2 if forty-five (45) or more days worked in the previous school year

Long term substitute with valid NYS certification for assignment, 5 months or longer in same assignment

Placed on teacher's contract, with benefits, for time employed in placement

Certified teacher substituting for SWD teacher aide or SWD teaching assistant

	\$10.00/hour	\$10.00/hour	\$0.00	0.0%	NA
Tutor (rate 1)	\$19.86	\$20.16	\$0.30	1.5%	NA
Tutor (rate 2)	\$20.39	\$20.70	\$0.31	1.5%	NA

Eligible for rate 2 if 100 to 249.9 hours worked in the previous school year

Tutor (rate 3)	\$21.17	\$21.49	\$0.32	1.5%	NA
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Eligible for rate 3 if 250 or more hours worked in the previous school year

2016-17 Substitute and Tutor Rates

expressed in hourly wages unless noted

<u>Substitute</u>	<u>15-16 Rate</u>	<u>16-17 Rate</u>	<u>Increase \$</u>	<u>Increase %</u>	<u>Contract Starting Wage</u>
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<i>The assignment must be for a minimum of 20 consecutive school days but less than 5 consecutive months</i>					
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<i>Eligible for rate 2 if forty-five (45) or more days worked in the previous school year</i>					
Long term substitute with valid NYS certification for assignment, 5 months or longer in same assignment placed on teacher's contract, with benefits, for time employed in placement					
Certified teacher substituting for SWD teacher aide or SWD teaching assistant					
	\$10.00/hour	\$10.00/hour	\$0.00	0.0%	NA
Tutor (rate 1)	\$19.86	\$20.16	\$0.30	1.5%	NA
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Eligible for rate 2 if 100 to 249.9 hours worked in the previous school year

Tutor (rate 3)	\$21.17	\$21.49	\$0.32	1.5%	NA
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Eligible for rate 3 if 250 or more hours worked in the previous school year

- b. Re-adopt Senior Citizens and Disabled Property Tax Exemption.
- c. Non-resident tuition rate according to State Education Department Formula when State Aid figures are set.
- d. Legal Publications
 - 1. Daily Record – for advertisement for district meetings and bids.
 - 2. Messenger Post – for advertisement of district meetings and bids in the Gates-Chili and Greece papers.
 - 3. Suburban News – for advertisement of district meetings and bids.

2.62 Resolution to re-adopt the Record Retention and Disposition Schedule ED-1 as recommended by the NYS Department of Education archives and records administration.

2.63 Resolution to establish Board of Education meeting time and location.

<u>Date</u>	<u>Time</u>	<u>Type of Meeting</u>	<u>Location</u>
July 12, 2016	6:00 p.m.	Organizational Meeting	District Office
July 12, 2016	7:00 p.m.	Business Meeting	District Office
August 2, 2016	7:00 p.m.	Business Meeting	District Office
September 6, 2016	6:00 p.m.	Business Meeting	District Office
September 27, 2016	7:00 p.m. ⁱ	Business Meeting	Taylor
October 11, 2016	7:00 p.m.	Study Session	Bernabi
October 25, 2016	7:00 p.m. ⁱⁱ	Business Meeting	Cosgrove
November 8, 2016	7:00 p.m.	Study Session	Canal View
November 22, 2016	7:00 p.m.	Business Meeting	High School
December 13, 2016	7:00 p.m.	Business Meeting	District Office
January 10, 2017	7:00 p.m.	Study Session	Munn
January 24, 2017	7:00 p.m.	Business Meeting	District Office
February 14, 2017	7:00 p.m.	Study Session	District Office
February 28, 2017	7:00 p.m.	Business Meeting	District Office
March 14, 2017	7:00 p.m.	Study Session	District Office
March 28, 2017	7:00 p.m.	Business Meeting	District Office
April 11, 2017	7:00 p.m.	Study Session	District Office
April 25, 2017	7:00 p.m.	Business Meeting	District Office

May 2, 2017	8:00 p.m. ⁱⁱⁱ	Study Session	District Office
May 16, 2017	6:00 a.m. - 9:00 p.m.	Budget Vote	District Office, Munn, Taylor
May 23, 2017	7:00 p.m.	Business Meeting	District Office
June 13, 2017	7:00 p.m. ^{iv}	Study Session	District Office
June 27, 2017	7:00 p.m.	Business Meeting	District Office

ⁱ New and Recently Tenured Teacher and Administrator Reception, 6:15 p.m.
ⁱⁱ School Board Recognition Reception, 6:15 p.m.
ⁱⁱⁱ Code of Conduct Hearing, 6:00 p.m. and Budget Hearing/Candidate Forum, 7:00 p.m.
^{iv} Retiree Reception, 6:15 p.m.

- 2.64 Resolution to authorize the Superintendent or designee to apply for Federal Grants.
- 2.65 Resolution to authorize the Superintendent of Schools, Assistant Superintendent of Schools and Executive Director of Business Operations 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 2016-2017 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 and maintenance.
- 2.69 Resolution to establish standard work day 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.

BE IT RESOLVED, that the Spencerport School District, Location code 7621, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title Standard	Work Day (Hrs/day)
Accompanist	6
Assistant Cook	6
Assistant Personnel Analyst	8
Asst. Supervisor Building Maintenance	8

Bus Attendant	6
Bus Driver	6
Census Taker	6
Cleaner	8
Communications Assistant	8
Computer Application Specialist	8
Continuing Education Coordinator	8
Cook Manager	6
Courier	8
Custodian	8
Data Management Specialist	8
Director of Facilities	8
Director of Food Service	8
Director of Personnel	8
Director of Technology Operations	8
Director of Transportation	8
Drug and Alcohol Counselor/Schools	7.5
Executive Director of Business Operations	8
Food Service Helper	6
Grounds Equipment Operator	8
Head Auto Mechanic	8
Head Bus Driver	8
Head Grounds Equipment Operator	8
Help Desk Intranet Coordinator	8
Help Desk Manager	8
Information & Computer Systems Operator	7.5
Information Service Business Analyst	8
Licensed Practical Nurse	6
Lifeguard	6
Maintenance Mechanic II	8
Maintenance Mechanic III	8
Mechanic	8
Mechanics Helper	8
Microcomputer Maintenance Tech	6
Network Technician	8
Nurse	7.75
Occupational Therapist	7.5
Office Account Clerk	7.5
Office Account Clerk III	7.5
Office Clerk IV Part Time NC	6
Office Clerk IV	7.5
Payroll Clerk	7.5
Payroll Supervisor	8
Physical Therapist	7.5
School Aide	6
School District Auditor-Part-time	6
Secretary II	8
Sr. Auto Mechanic	8
Sr. Duplication Machine Operator	8

Sr. Network Tech	8
Substitute Calling Clerk	7.5
Superintendent Secretary	8
Teacher Aide	6
Treasurer	8
Vocational Rehabilitation Counselor	7.5

A motion was made by Mr. Kevin Hutton and seconded by Mr. Mike Miceli that the Board approve the Resolutions.

Vote of the Board: Yes: 7

Yes: 7

No: 0

3. ASSIGNMENT OF BOARD REPRESENTATION TO COMMITTEES

a. Monroe County School Boards Executive Committee

President: Mr. Gary Bracken
Superintendent: Mr. Michael Crumb

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

Time Commitment: Meetings TBD

b. Monroe County School Boards Labor Relations

Member: Mr. Dave Gibbardo
Alternate: Ms. Kate Czarnecki

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 Holiday Inn Airport.

c. Monroe County School Board Legislative Committee

Member: Ms. Kate Czarnecki
Alternate: Mr. Gary Bracken

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 meeting per month at the Holiday Inn Airport.

d. Monroe County School Boards Information Exchange Committee

Member: Mr. Gary Bracken
Alternate: Mr. Michael Miceli

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 Holiday Inn Airport.

e. Annual Building Visitation Committee

E. J. Wilson High School: Mr. Dave Gibbardo
Cosgrove Middle School: Ms. Kate Czarnecki
Leo Bernabi Elementary: Mr. Gary Bracken
Canal View Elementary: Mr. Michael Miceli
Wm. Munn Elementary: Ms. Jody Gillette
Terry Taylor Elementary: Mr. Greg Kincaid
Administration and Transportation: Mr. Kevin Hutton

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: Mr. Greg Kincaid

Purpose: Review the scholarship applications for graduating seniors.

Time Commitment: TBD

g. Board Policy Sub Committee

Mr. Kevin Hutton
Ms. Kate Czarnecki

Purpose: Review drafts of policies prior to the board reviewing them for the "First Reading."

Time Commitment: As needed

h. Health Advisor Committee

Mr. Dave Gibbardo

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

Time Commitment: Meets four (4) times per year/6:30-8:00 a.m.

i. School-to-Career Advisory Committee

Mr. Gary Bracken

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 five (5) times per year on a Friday morning at 8:00 a.m.

j. Technology Advisory Committee

Ms. Jody Gillette

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 four times per year/4:00-5:30 p.m.

k. Safe Schools Advisory Committee

Mr. Greg Kincaid

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/4-5:30 p.m.

l. Budget Focus Group

Mr. Michael Miceli
Mr. Greg Kincaid

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. prior to the first Board of Education meeting of that month.

m. Professional Development Committee

Mr. Dave Gibbardo
Ms. Kate Czarnecki

Purpose: Professional Development 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 four times per year/4:00-5:30 p.m.

n. 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

Mr. Gary Bracken
*Mr. Michael Miceli

Community

Mr. Alan Nash
Mr. Mark Laubacher
Ms. Gwen Falbo
TBD
TBD

Time Commitment: Meets September 22, November 7, February 9, April 3 from 4:00-6:00 p.m.

o. Wellness Committee

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.

Mr. Greg Kincaid
Mr. Gary Bracken

Time Commitment: Meets September 22, November 7, February 9, April 3/4:00-6:00 p.m.

A motion was made by Mr. Mike Miceli seconded by Ms. Kate Czarnecki that the Board approve the Assignment of Board Representations to Committees.

Vote of the Board: Yes: 7

Yes: 7
No: 0

4. ADJOURN

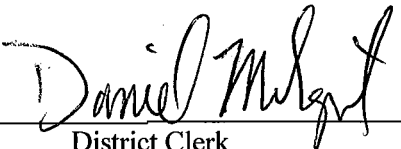
Motion was made by Mr. Hutton and seconded by Mr. Miceli to adjourn the meeting at 6:31 p.m.


Vote of the Board: Yes: 7

Yes: 7
No: 0



As there was no further business, Mr. Gary Bracken declared the meeting adjourned at 6:31 p.m.


District Clerk


Board President

