

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

Date: July 8, 2014
Spencerport, New York

Members Present: Mr. Bracken, Mr. Gibbardo, Ms. Gillette, Mr. Sweeney,

Absent: Mr. Oberlin, Ms. Tyler, Mr. Zale

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

The Organization Meeting of the Board of Education of the Spencerport Central School District was called to order at 6:07 p.m. E.D.S.T. by the President, Mr. Sweeney, 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

A. OATH OF OFFICE administered to Mr. David Gibbardo and Ms. Jody Gillette by Mr. Daniel Milgate, District Clerk. Oath of office for Michael Zale was tabled due to his absence.

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

A motion was made by Mr. Bracken and seconded by Ms. Gillette to nominate Mr. Sweeney as Board President.

Vote of the Board: Yes: 3

Yes: 3

No: 0

Abstain: 1

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

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

A nomination for Mr. Jim Oberlin for Vice President was made by Mr. Bill Sweeney and seconded by Ms. Jody Gillette.

A nomination for Ms. Jody Gillette for Vice President was made by Mr. Gary Bracken and seconded by Mr. Bill Sweeney.

Vote of the Board for Vice President: Ms. Gillette – 2 votes
Mr. Oberlin – 1 vote
Abstain – 1 vote

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 \$2,642.
- 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 – Ms. Andrea Campo, 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 – Brett Shufelt
 - Canal View Elementary School – Ed Witkowski
 - Cosgrove Middle School – David Caiazza (through 11/14)
 - Julianne Henninger (12/14)
 - Munn Elementary School – Jeanne Pacitto
 - Taylor Elementary School – Patricia Bevan
 - Spencerport High School – Bonnie Frank
 - District Office – Deserie Richmond

A motion was made by Mr. Bracken and seconded by Ms. Gillette that the board approve the Internal Appointments.

Vote of the Board: Yes: 4

Yes: 4
 No: 0

2.2 Board of Education Appointments: External

- a. School Physicians – Dr. Carl Devore, Dr. Cynthia Devore

b. <u>Attorney</u>	– Harris Beach, LLP	Partner:	\$225.00/hr
		Labor Relations:	\$225.00/hr
		Associate:	\$195.00/hr
		Paralegal:	\$ 90.00/hr
	Osborn, Read & Burke, LLP	Partner:	\$175.00 hr
		Associate:	\$125.00/hr
		Paralegal:	\$ 75.00/hr
	Ms. Lynda Van Coske, Esq.	General:	\$125.00/hr

- c. Auditing Firms
 - 1. External Audit – TBD
 - 2. Internal Audit – Freed, Maxick, CPAs, P.C.
- d. Financial Consultant – Bernard P. Donegan, Inc.

2. Central Treasurer – Kristin Daly with a stipend of \$5,500
3. Authorization to establish an account for the Class of 2018.

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

Vote of the Board: Yes: 4

Yes: 4
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
 - i. Extraclassroom Activity Funds – savings
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. Gibbardo and seconded by Mr. Bracken that the board approve the External Designations.

Vote of the Board: Yes: 4

Yes: 4
No: 0

NOTE: Mr. Oberlin entered at 6:25 p.m.

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 2014-15 school year, conducted by the Monroe 2 - Orleans BOCES for the categories included:

AV Equipment	Plumbing Services
Magazines	Ice Cream
General Supplies	Musical Equipment
Fine Paper Supplies	Health, First Aid & Safety
Athletic & Physical Education	Custodial
Food (meat & groceries)	School Lunch (paper/plastic)
Natural Gas	Dairy (milk), Potato Chips
Bus Parts Bid	Bread Products
Beverages	Electricity
Small Wares	Specialty Products – School Lunch
Building Supplies	Pool Supplies Bid
Art	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	\$100	Debbie Ferris
Canal View School	\$100	Carol Robinson
William C. Munn School	\$100	Michael Canny
Terry Taylor School	\$100	Theresa Monsees
Cosgrove Middle School	\$100	Amy DiGuardi
Spencerport High School	\$100	Linda Pelin
Transportation Department	\$100	Michael Proukou

Facilities Department	\$100	Debbie Ferraro
Athletic Department		
Petty Cash	\$100	Deborah Olmstead
Change Fund	\$200	Deborah Olmstead
Community Education	\$100	Christina Bowerman

2. Custodians School Lunch Cash Funds:

Leo Bernabi School	\$ 50	Louisa Varley
Canal View School	\$ 50	TBD
William C. Munn School	\$ 50	Cheryl Wagner
Terry Taylor School	\$ 50	Cynthia Ridd
Cosgrove Middle School	\$250	Laranda Corbett
Wilson High East	\$100	Sandy Page
Wilson High West	\$200	Sharon Dentinger
District Office	\$100	Sherry Weber

- f. Reimbursement for Mileage – to follow the IRS established rate.
- g. Reimbursement for Meals – meals will be reimbursed at the 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 Ms. Gillette and seconded by Mr. Gibbardo that the board approve the Authorizations.

Vote of the Board: Yes: 5

Yes: 5
No: 0

2.6 Board of Education Resolutions

2.61 Resolution to approve the following:

- a. Substitute Rates and Tutoring Rates for the 2014-2015 school year

2014-15 Substitute and Tutor Rates
expressed in hourly wages unless noted

<u>Substitute</u>	<u>12-13 Rate</u>	<u>13-14 Rate</u>	<u>Increase \$</u>	<u>Increase %</u>	<u>Contract Starting Wage</u>
Accompanist					
Secondary schools	\$13.15	\$13.35	\$0.20	1.5%	\$14.57
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)	\$8.00	\$8.00	\$0.00	0.0%	\$8.23
Bus Attendant (rate 1)	\$8.28	\$8.40	\$0.12	1.5%	\$8.76
Bus Attendant (rate 2)	\$8.65	\$8.78	\$0.13	1.5%	\$8.76

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

Bus Driver (rate 1)	\$13.57	\$13.57	\$0.00 ¹	0.0%	\$14.17
Bus Driver (rate 2)	\$13.97	\$13.97	\$0.00 ¹	0.0%	\$14.17

Eligible for rate 2 if 240 to 479.9 hours worked in the previous school year

Bus Driver (rate 3)	\$14.12	\$14.12	\$0.00 ¹	0.0%	\$14.17
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Eligible for rate 3 if 480 or more hours worked in the previous school year

Cleaner	\$9.63	\$9.77	\$0.14	1.5%	\$10.30
Clerical (rate 1)	\$9.70	\$9.84	\$0.14	1.5%	\$10.83
Clerical (rate 2)	\$10.15	\$10.30	\$0.15	1.5%	\$10.83

Eligible for rate 2 if 240 or more hours worked as a clerical substitute in the previous school year

Clerical (rate 3)	\$11.17	\$11.34	\$0.17	1.5%	\$10.83
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Eligible for rate 3 if clerical retiree of the District

<u>Substitute</u>	<u>12-13 Rate</u>	<u>13-14 Rate</u>	<u>Increase \$</u>	<u>Increase %</u>	<u>Contract Starting Wage</u>
Grounds worker	\$9.91	\$9.91	\$0.00 ¹	0.0%	\$11.87
Head Bus Driver	\$15.30	\$15.53	\$0.23	1.5%	NA
Licensed Practical Nurse	\$10.20	\$10.35	\$0.15	1.5%	\$11.72
Microcomputer Maintenance Technician	\$9.20	\$9.34	\$0.14	1.5%	\$12.38
Maintenance Mechanic	\$9.91	\$9.91	\$0.00 ¹	0.0%	\$13.57
School lunch worker	\$8.20	\$8.20	\$0.00 ¹	0.0%	\$8.25
School Nurse	\$19.00	\$19.29	\$0.29	1.5%	\$20.07
Teaching Assistant	\$8.96	\$9.09	\$0.13	1.5%	NA
Special Education Chair	\$35.00	\$35.00	\$0.00	0.0%	NA
Teacher					
Per diem (rate 1)	\$85/day	\$85/day	\$0.00	0.0%	\$201.75
Per diem (rate 2)	\$95/day	\$95/day	\$0.00	0.0%	\$201.75
<i>Eligible for rate 2 if forty-five (45) or more days worked in the previous school year</i>					
Contract substitute (per diem)	\$120/day	\$120/day	\$0.00	0.0%	\$201.75

Long Term Substitute (per diem) with valid NYS certification for assignment

Bachelors degree	\$187.50/day	\$187.50/day	\$0.00	0.0%	\$201.75
Masters degree	\$200/day	\$200/day	\$0.00	0.0%	\$214.25
<i>The assignment must be for a minimum of 20 consecutive school days but less than 5 consecutive months</i>					
Long term Substitute (per diem) without valid NYS certification for assignment					
Per diem (rate 1)	\$85/day	\$85/day	\$0.00	0.0%	\$201.75
Per diem (rate 2)	\$95/day	\$95/day	\$0.00	0.0%	\$201.75
<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)	\$19.28	\$19.28	\$0.00	0.0%	NA
Tutor (rate 2)	\$19.79	\$19.79	\$0.00	0.0%	NA
<i>Eligible for rate 2 if 100 to 249.9 hours worked in the previous school year</i>					
Tutor (rate 3)	\$20.55	\$20.55	\$0.00	0.0%	NA
<i>Eligible for rate 3 in 250 or more hours worked in the previous school year</i>					

- 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 8, 2014	6:00 p.m.	Organizational Meeting	District Office
July 8, 2014	7:00 p.m.	Business Meeting	District Office
August 5, 2014	7:00 p.m.	Business Meeting	District Office
September 2, 2014	6:00 p.m.	Business Meeting	District Office
September 23, 2014	7:00 p.m. ⁱ	Business Meeting	Taylor Elementary School
October 14, 2014	7:00 p.m.	Study Session	Bernabi Elementary School

October 28, 2014	7:00 p.m. ⁱⁱ	Business Meeting	Cosgrove Middle School
November 18, 2014	7:00 p.m.	Business Meeting	E.J. Wilson High School
December 9, 2014	7:00 p.m.	Business Meeting	Canal View Elementary School
January 13, 2015	7:00 p.m.	Study Session	Munn Elementary School
January 27, 2015	7:00 p.m.	Business Meeting	District Office
February 10, 2015	7:00 p.m.	Study Session	District Office
February 24, 2015	7:00 p.m.	Business Meeting	District Office
March 10, 2015	7:00 p.m.	Study Session	District Office
March 24, 2015	7:00 p.m.	Business Meeting	District Office
April 14, 2015	7:00 p.m.	Study Session	District Office
April 28, 2015	7:00 p.m.	Business Meeting	District Office
May 5, 2015	8:00 p.m. ⁱⁱⁱ	Study Session	District Office
May 19, 2015	6:00 a.m. - 9:00 p.m.	Budget Vote	District Office, Munn, Taylor
May 26, 2015	7:00 p.m.	Business Meeting	District Office
June 9, 2015	7:00 p.m. ^{iv}	Study Session	District Office
June 23, 2015	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 2014-2015 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.

A motion was made by Mr. Bracken and seconded by Mr. Oberlin that the Board approve the Resolutions.

Vote of the Board: Yes: 5

Yes: 5
No: 0

3. ASSIGNMENT OF BOARD REPRESENTATION TO COMMITTEES

a. Monroe County School Boards Executive Committee

President: Mr. Sweeney
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. Gibbardo
Alternate: Mr. Bracken

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: Mr. Bracken
Alternate: Ms. Gillette

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: Ms. Tyler

Alternate: Mr. Zale

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:	Ms. Gillette
Cosgrove Middle School:	Mr. Bracken
Leo Bernabi Elementary:	Mr. Sweeney
Canal View Elementary:	Mr. Gibbardo
Wm. Munn Elementary:	Ms. Tyler
Terry Taylor Elementary:	Mr. Zale
Administration and Transportation:	Mr. Oberlin

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. Bracken

Purpose: Review the scholarship applications for graduating seniors.

Time Commitment: TBD

g. Board Policy Sub Committee

Mr. Gibbardo
Mr. Oberlin

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

Time Commitment: As needed

h. Health Advisor Committee

Ms. Gillette

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. 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.

j. Technology Advisory Committee

Ms. Gillette

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

k. Safe Schools Advisory Committee

Mr. Zale

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. Sweeney
Mr. Oberlin

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

Ms. Tyler
Mr. Gibbardo

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. Bracken

Mr. Zale

Community

Alan Nash

Mark Laubacher

John Goehl

A motion was made by Mr. Bracken and seconded by Mr. Oberlin that the Board approve the Assignment of Board Representations to Committees.

Vote of the Board: Yes: 5

Yes: 5

No: 0

4. ADJOURN

Motion was made by Mr. Oberlin and seconded by Mr. Bracken to adjourn the meeting at 6:40 p.m.

Vote of the Board: Yes: 5

Yes: 5

No: 0

As there was no further business, Mr. Sweeney declared the meeting adjourned at 6:40 p.m.


District Clerk


Board President