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

July 6, 2011 Spencerport, New York

Members Present: Mr. William Sweeney, Mr. Todd Dunn, Mr. Gary Bracken,

Mr. Kevin Hutton

Absent: Ms. Jody Gillette, Mr. Oberlin, Mr. Mark Young

Others Present: Mr. Michael Crumb, Mr. Ty Zinkiewich, Mr. Rick Wood,

Mrs. Bonnie Freville, Ms. Lanette Cypher, Mr. Michael

Rehbaum

The meeting was called to order at 6:05 p.m. E.D.S.T. by the Assistant District Clerk, Mrs. Bonnie Freville, when the Board held its Annual Organizational Meeting in the Board Conference Room in the Administration Building.

Mrs. Freville administered the Oaths of Office to the elected Board member, Mr. Mr. Kevin Hutton. He signed the oath in the presence of the Board.

# No. 1 BOE President for 2011-12

# NOMINATION AND ELECTION OF PRESIDENT

Mrs. Freville opened nominations for President of the Board of Education.

Mr. Dunn entered the nomination of Mr. Sweeney for President of the Board of Education and Mr. Bracken seconded the nomination.

Mrs. Freville entertained further nominations. There being none, the nominations were closed and the vote taken by voice vote.

Vote of the Board: Yes: Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton

Absent: Ms. Gillette, Mr. Oberlin, Mr. Young,

Yes: 4 No: 0

Oath of Office Administered to

Board President Mrs. Freville administered the Oath of Office to the new President, Mr. William

Sweeney, and he signed the oath in the presence of the Board.

Mr. William Sweeney was declared President of the Board of Education for 2011-12.

Mr. Sweeney conducted the remainder of the meeting.

BOE Vice President for 2011-12

Mr. Bracken nominated Mr. Dunn for Vice- President of the Board of Education and

Mr. Hutton seconded the nomination.

Mrs. Freville entertained further nominations. There being none, the nominations were closed and the vote taken by voice vote.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton

Absent: Ms. Gillette, Mr. Oberlin, Mr. Young,

Yes: 4 No: 0

Oath Administered to Vice President

Mrs. Freville administered the Oath of Office to the new Vice President, Mr. Todd Dunn and he signed the oath in the presence of the Board.

Mr. Dunn was declared Vice President of the Board of Education for 2011-2012.

Oath Administered to the Superintendent of Schools

Mrs. Freville administered the Oath of Office to Mr. Michael Crumb, Superintendent of Schools and he signed the oath in the presence of the Board.

No. 3 BOE

Appointments

2. <u>NEW BUSINESS</u>

2.1 Board of Education Appointments: Internal

District Clerk Assistant District

Clerk Treasurer Asst. Treasurer Census Enumerator Internal Claims

Auditor

A. <u>DISTRICT CLERK</u> - Mr. Dan Milgate

B. ASSISTANT DISTRICT CLERK - Mrs. Bonnie Freville

C. TREASURER -- Ms. Kristin Ryan

D. ASSISTANT TREASURER - Mr. Rick Wood

E. <u>CENSUS ENUMERATOR</u> – Mr. Dan Milgate

F. INTERNAL CLAIMS AUDITOR - Ms. Vicki Amoroso

Appointments
(continued)
Records
Management
Officer
OSHA and
Toxic Substance
Coordinator
Asbestos Designee
Chemical Hygiene
Officer

Chemical Hygiene
Officer
Energy Manager
Integrated Pest
Management Coord.
Civil Rights

Compliance Officer ADA Compliance Officer Attendance Officers

Attenaance Officers
Medicaid
Compliance Officer
CSE & CPSE Appt.

Purchasing Agents

- G. RECORDS MANAGEMENT OFFICER Mr. Rick Wood
- H. OSHA AND TOXIC SUBSTANCE COORDINATOR Mr. Nelson Drake
- I. <u>ABSESTOS DESIGNEE</u> –Mr. Nelson Drake
- J. CHEMICAL HYGIENE OFFICER Mr. Nelson Drake
- K. ENERGY MANAGER Mr. Nelson Drake
- L. <u>INTEGRATED PEST MANAGEMENT COORDINATOR</u> Mr. Nelson Drake
- M. CIVIL RIGHTS COMPLIANCE Mr. Dan Milgate
- N. ADA COMPLIANCE OFFICER Mr. Dan Milgate
- O. ATTENDANCE OFFICERS Mr. Sean McCabe and Mr. Ned Dale
- P. <u>MEDICAID COMPLIANCE OFFICER</u> Mr. Dan Milgate
- Q. CSE & CPSE APPOINTMENTS (see attached list)
- R. PURCHASING AGENTS
  - 1. Mr. Rick Wood
  - 2. Mr. Michael Crumb

Motion was made by Mr. Bracken and seconded by Mr. Dunn to approve internal appointments.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton

Absent: Ms. Gillette, Mr. Oberlin, Mr. Young,

Yes: 4 No: 0

# 2.2 Board of Education Appointments: External

School Physicians

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

Attorneys

b. Attorney - Harris, Beach, LLP

(Mr. James Spitz, Esq.) G

General Labor Rel. \$215/hr., -partner

el. \$215/hr.

\$190/hr., Sr. Attorney

\$ 160/hr., assoc. \$ 90/hr., paralegal (1/2 rate for travel)

**Appointments** (continued)

Auditing Firm Financial Consultant Bonding Attorney *Impartial* Hearing officers Audit Committee

Mr. Wayne A. Vander Byl, Esq.

General: \$180/hr.

Ms. Lynda VanCoske, Esq.

General: \$100/hr.

c. Auditing Firms -

- 1. External audit Raymond F. Wager, CPA, P.C.
- 2. Internal audit Freed Maxick & Battaglia, P.C.
- Financial Consultant Mr. Bernard Donegan, Inc.
- Bonding Attorney Mr. Tim R. McGill, Esq. e.
- Impartial Hearing Officers (see attached memo) #1 f.
- Audit Committee: Community Membership Alan Nash Mark Laubacher John Goehle

Mr. Mark Young entered at 6:15 p.m.

Mrs. Freville administered the Oath of Office to elected Board member, Mr. Mark Young. Mr. Young signed the oath in the presence of the Board

Motion was made by Mr. Dunn and seconded by Mr. Young to approve external appointments.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

5 Yes: No: 0

## 2.3 Board of Education Designations: Internal

Certification of Payrolls

- 1. Mr. Rick Wood
- Mr. Dan Milgate
- Temporary District Investments Education Law 1723-A
  - 1. Mr. Rick Wood
  - 2. Ms. Kristin Ryan
- c. Rochester Area Schools Workers' Compensation

Ms. Jamie Lissow - Alternate

Pavroll Temp. Dist. Investments Rochester Area Schools

Certification of

Workers'

Compensation Plan

**Appointments** (continued) Rochester Area Schools Health Plan Board of Directors Rochester Area Schools Health

Plan II Board of Directors Designee for Residency Auditorium Technical Consultant Auditorium Technical. Consultant Extraclassroom

Activity Funds

d. Rochester Area Schools Health Plan Board of Directors

Mr. Michael Crumb

Mr. Dan Milgate - Alternate

e. Rochester Area Schools Health Plan II Board of Directors

Mr. Dan Milgate

Mr. Rick Wood - Alternate

f. Board Designee for Residency Issues

Mr. Michael Crumb

g. Auditorium Technical Consultant - Patrick William w/stipend of

\$5,400

h. Extraclassroom Activity Funds

1. Controllers - High School - Mr. Anthony Lipani Cosgrove -Mr. Ned Dale; Alternate - Mr. Brian Meister

2. Central Treasurer – Michael Blackwell w/stipend of \$4,000

3. Authorization to establish an account for the Class of 2015

Motion was made by Mr. Hutton and seconded by Mr. Bracken to approve designations – internal appointments.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

5 Yes: No: 0

# 2.4 Board of Education Designations: External

Designation of Depository

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 Board of Education savings
- e. Capital Fund checking
- f. School Lunch savings
- g. Capital Investment savings
- h. Extraclassroom Activity Funds checking

# No. 3 **Appointments** (continued)

- 2. Manufacturers and Traders Trust Co., Spencerport Branch
  - a. General Fund
  - b. Capital Fund investments
  - c. Capital Fund- saving
- 3. MBIA Class
  - a. Investments
- 4. New York Liquid Assets Fund
  - a. Investments
- Other Banks
  - a. First Niagara Bank
  - b. Citizens Bank
  - c. Key Bank
  - d. Five Star Bank
  - e. HSBC Bank

Motion was made by Mr. Bracken and seconded by Mr. Hutton to approve designations – external appointments.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

Yes:

No:

#### 2.5 Board of Education Authorizations

- a. Bond for Treasurer, Assistant Treasurer and Internal Claims Auditor - Recommend that the bond for Treasurer be set in the amount of \$1,000,000, bond for Assistant Treasurer be set at \$250,000, and bond for Internal Claims Auditor be set at \$400,000.
- b. Budget Transfers Recommend authorization for Director of Business Operations, Superintendent and Assistant Superintendent for Schools to make transfers between and within unit appropriations for ordinary contingent expenses.

### Cooperative Bidding

1. School Districts - Recommend 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 award bids on behalf of the Spencerport Central School District.

Bond for Treasurer, Assistant Treasurer and Internal Claims Auditor Budget Transfers Authorizations Cooperative Bidding

# No. 3 **Appointments** (continued)

2. Monroe 2 - Orleans BOCES - Recommend authorization of cooperative ventures for the 2011-12 school year, conducted by the Monroe 2 - Orleans BOCES for the categories included:

AV Equipment Art

Magazines

General Supplies Fine Paper Supplies

Athletic & Phys. Ed.

Food (meat & groceries) Natural Gas

Computer Beverages

**Building Supplies** 

**Small Wares** 

Ice Cream

Musical Equipment

Health, First Aid & Safety

Custodial

School Lunch (Paper/Plastic) Dairy (milk), Potato Chips

**Bread Products** 

Electricity

Specialty Products - School Lunch

Conference Attendance

Cash Funds Custodians Petty Cash Funds Custodians School Lunch Cash Funds Authorizations

Establish Petty

- 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.
- Establish Petty Cash Funds within Guidelines of Sections 1604 and 1709 of Education Law - recommend as noted:
  - 1. Custodians Petty Cash Funds (\$100 each)

Administration Building	Rachel Wojtylak
Leo Bernabi School	Valerie Lupiani
Canal View School	Linda Siracusa
William C. Munn School	Phyllis Downey
Terry Taylor School	Julie Gilliard
Cosgrove Middle School	Amy DiGuardi
Spencerport High School	Linda Pelin
Transportation Department	Michael Proukou
Facilities Department	Debbie Ferraro

2. Custodians School Lunch Cash Funds

Bernabi School	\$ 26	Elena Iraci
Canal View School	\$ 26	Noreen Ford
Munn School	\$ 26	Cheryl Wagner
Taylor School	\$ 26	Cynthia Ridd
Cosgrove School	\$128	Laranda Corbett
Wilson East	\$ 52	Sandy Page
Wilson West	\$108	Sharon Azzolina
District Office	\$100	Sherry Weber

Appointments (continued)

Reimbursement for Mileage Reimbursement for Meals Membership in Organizations

- 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 Board Association
  - 2. Monroe County School Boards
  - 3. Genesee Valley School Boards
  - 4. Spencerport Chamber of Commerce

Motion was made by Mr. Young and seconded by Mr. Dunn to approve Board of Education authorizations.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

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 2011-2012 School Year (See attached list) #2
  - b. Re-adopt Senior Citizen 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 of district meetings and bids
    - 2. Messenger Post for advertisement of district meetings and bids, in the Gates-Chili & 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 Dept. of Ed. archives and records administration.

Substitute Rates and Tutoring Rates for 2011-2012 Senior Citizen & Disabled Property Tax Exemption Non-resident Tuition Rate Legal

**Publications** 

Record Retention and Disposition Schedule ED-1

# No. 3 Appointments (continued)

Board of Education Mtg. time & Location

# 2.63 Resolution to Establish Board of Education meeting time and location. (attached)

<u>Date</u>	Type of Meeting	Location
Wednesday, July 6, 2011	Organizational (6:00 P.M.)	District Office
Wednesday, July 6, 2011	Business	District Office
Tuesday, August 9, 2011	Business	District Office
Tuesday, September 6, 2011	Business (6:00 P.M.)	District Office
Tuesday, September 27, 2011	Business (6:15 P.M.*)	Taylor School
Tuesday, October 11, 2011	Study	Bernabi School
Tuesday, October 25, 2011	Business	Cosgrove MS
Tuesday, November 8, 2011	Study	Spencerport HS
Tuesday, November 22, 2011	Business	District Office
Tuesday, December 13, 2011	Business	Canal View
Tuesday, January 10, 2012	Study	Munn
Tuesday, January 24, 2012	Business	District Office
Tuesday, February 14, 2012	Study	District Office
Tuesday, February 28, 2012	Business	District Office
Tuesday, March 13, 2012	Study	District Office
Tuesday, March 27, 2012	Business	District Office
Tuesday, April 3, 2012	Study	Cosgrove MS
Tuesday, April 17, 2012	Business	District Office
Tuesday, May 1, 2012	Budget Hearing /Study	District Office
Tuesday, May 22, 2012	Business	District Office
Tuesday, June 12, 2012	Business (6:15 P.M.*)	District Office
Tuesday, June 19, 2012	Study	District Office

All meeting will begin at 7:00 PM unless noted otherwise

Authorize
Superintendent
to Apply for
Federal
Grants
Authorize
Superintendent
and Asst.
Superintendent
to Enter into
Certain
Contracts
Authorize
Superintendent
to Require 913

- 2.64 Resolution to authorize the Superintendent to apply for Federal Grants.
- 2.65 Resolution to authorize the Superintendent, Assistant Superintendent of Schools and 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 2011-2012 school year
- 2.66 Resolution authorizing the Superintendent of Schools to require employees to submit to a 913 medical examination to determine his/her fitness to continue employment and to make such arrangements as are necessary to effectuate this resolution.

<sup>\*</sup>Board receptions at 6:15 P.M. on Sept, 27, 2011 and June 12, 2012

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Appointments (continued) Examination Interim Hiring

Resolution Reciprocal Agreements

- 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.

Adjournment

Motion was made by Mr. Bracken and seconded by Mr. Young to approve Board of Education resolutions.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

Yes: 5 No: 0

### 3. ADJOURN

Motion made by Mr. Dunn and seconded by Mr. Hutton to adjourn the organizational meeting.

Vote of the Board:

Yes:

Mr. Sweeney, Mr. Dunn, Mr. Bracken

Mr. Hutton, Mr. Young

Absent: Ms. Gillette, Mr. Oberlin

5 Yes: 0 No:

As there was no further business, Mr. Sweeney declared the meetir

adjourned at 6:31 p.m.