

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

Date: July 11, 2017  
Spencerport, New York

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

Absent:

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

The Organizational Meeting of the Board of Education of the Spencerport Central School District was called to order at 6:09 p.m. E.D.S.T. by the Clerk Pro Tem, Mr. Daniel Milgate, in the Board of Education conference room in the Administration Building.

**1. CALL TO ORDER** – by Mr. Daniel Milgate, Clerk Pro Tem, Board of Education

A. OATH of office administered to Ms. Kate Czarnecki, Mr. David Gibbardo, and Ms. Jody Gillette by Mr. Daniel Milgate, Clerk Pro Tem.

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

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

Vote of the Board: 7

Yes: 7

No: 0

C. OATH of office administered to elected Board President, Mr. Gary Bracken, by Mr. Daniel Milgate, Clerk Pro Tem.

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

A motion was made by Mr. Kevin Hutton and was seconded by Ms. Kate Czarnecki to nominate Ms. Jody Gillette for Vice President of the Board of Education.

Vote of the Board: 6

Yes: 6

No: 0

Abstain: 1

- E. OATH of office administered to elected Board Vice President, Ms. Jody Gillette by Mr. Gary Bracken, Board President.
- F. OATH of office administered to Superintendent of Schools, Mr. Daniel Milgate, by Mr. Gary Bracken, Board President.

## 2. NEW BUSINESS

### 2.1 Board of Education Appointments: Internal

- a. District Clerk – Ms. Marcela Clapper
- b. Assistant District Clerk – Ms. Lori Eichas
- c. Treasurer – Ms. Kristin Daly
- d. Assistant Treasurer – Mr. Rick Wood
- e. Census Enumerator – Ms. Marcela Clapper
- f. Internal Claims Auditor – Ms. Vicki 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 – Ms. Jamie Lissow
- n. ADA Compliance Officer - Ms. Jamie Lissow
- 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 – TBD (Executive Director of Operations & Special Projects)
- q. Purchasing Agents
  - 1. Mr. Rick Wood
  - 2. Mr. Daniel Milgate
- r. NYS DEC Underground Storage Tank Operator – Mr. Nelson Drake

- s. Chief Emergency Officer – TBD (Executive Director of Operations & Special Projects)
- t. Dignity Act Coordinators  
 Bernabi Elementary School – Brett Shufelt  
 Canal View Elementary School – Robyn Loveland  
 Cosgrove Middle School – Julianne Henninger  
 Munn Elementary School – Jeanne Pacitto  
 Taylor Elementary School – Tabitha Messner  
 Spencerport High School – Jennifer Davin  
 District Office – Deserie Richmond

OATH of office administered to elected District Clerk, Ms. Marcela Clapper by  
Mr. Gary Bracken, Board President.

A motion was made by Mr. Michael Miceli and seconded by Ms. Kate Czarnecki 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:	\$250.00/hr
Associate:	\$230.00/hr
Educational Consultant:	\$240.00/hr

Osborn, Reed & Burke, LLP	Partner:	\$175.00/hr
	Associate:	\$125.00/hr
	Paralegal:	\$ 75.00/hr

Ms. Lynda Van Coske, Esq.	General:	\$125.00/hr
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- 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 – Community Membership
  - 1. Mark Laubacher
  - 2. Alan Nash
  - 3. Gwen Falbo
  - 4. Brandon Dries
  - 5. Bill Burrows

A motion was made by Mr. Dave Gibbardo and seconded by Mr. Greg Kincaid 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

Ms. Jamie Lissow (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. Daniel Milgate

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

Mr. Daniel Milgate

g. Auditorium Coordinator – Mr. Robert Mitchel with a stipend of \$5,160

Asst. Auditorium Coordinator – \$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 w/ stipend of \$6,022

### 3. Authorization to establish an account for the Class of 2021

A motion was made by Mr. Michael Miceli and seconded by Ms. Jody Gillette 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 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

A motion was made by Mr. Kevin Hutton and seconded by Mr. Michael 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 to be set in the amount of \$1,000,000; bond for Assistant Treasurer to be set at \$250,000; and 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 2017-18 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	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	Karen Lamirande
Change Fund	\$ 20	Amanda Cordovani
Spencerport High School		
Petty Cash	\$100	Linda Pelin
Change Fund	\$ 20	Adam Ashworth
Transportation Department	\$100	Julie Churnetski
Facilities Department	\$100	Debbie Tabbitas
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	TBD
Wilson High West	\$200	TBD
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. Greg Kincaid and seconded by Mr. Kevin Hutton 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. 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. *Messenger Post* – for advertisement of district meetings in the Gates-Chili and Greece papers.
  3. *Suburban News* – for advertisement of district meetings.

### 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 times and locations.

<u>Date</u>	<u>Time</u>	<u>Type of Meeting</u>	<u>Location</u>
July 11, 2017	6:00 p.m.	Organizational Meeting	District Office
July 11, 2017	7:00 p.m.	Business Meeting	District Office
August 8, 2017	7:00 p.m.	Business Meeting	District Office
September 5, 2017	6:00 p.m.	Business Meeting	District Office
September 26, 2017	7:00 p.m. <sup>i</sup>	Business Meeting	District Office
October 10, 2017	7:00 p.m.	Study Session	District Office
October 24, 2017	7:00 p.m. <sup>ii</sup>	Business Meeting	District Office
November 14, 2017	7:00 p.m.	Study Session	District Office
November 28, 2017	7:00 p.m.	Business Meeting	District Office
December 12, 2017	7:00 p.m.	Business Meeting	District Office
January 9, 2018	7:00 p.m.	Study Session	District Office
January 23, 2018	7:00 p.m.	Business Meeting	District Office
February 13, 2018	7:00 p.m.	Study Session	District Office
February 27, 2018	7:00 p.m.	Business Meeting	District Office
March 13, 2018	7:00 p.m.	Study Session	District Office
March 27, 2018	7:00 p.m.	Business Meeting	District Office
April 17, 2018	7:00 p.m.	Business Meeting	District Office
May 1, 2018	8:00 p.m. <sup>iii</sup>	Study Session	District Office



May 15, 2018	6:00 a.m. - 9:00 p.m.	Budget Vote	District Office, Munn, Taylor
May 22, 2018	7:00 p.m.	Business Meeting	District Office
June 12, 2018	7:00 p.m. <sup>iv</sup>	Business Meeting	District Office

<sup>i</sup> New and Recently Tenured Teacher and Administrator Receptions, 6:15 p.m.

<sup>ii</sup> School Board Recognition Reception, 6:15 p.m.

<sup>iii</sup> Code of Conduct Hearing, 6:00 p.m. and Budget Hearing/Candidate Forum, 7:00 p.m.

<sup>iv</sup> 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 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 2017-2018 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.

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 Transportation	8
Drug and Alcohol Counselor/Schools	7.5
Executive Director of Operations and Special Projects	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 I	8
Maintenance Mechanic II	8
Maintenance Mechanic III	8
Mechanic	8
Mechanics Helper	8
Microcomputer Maintenance Tech.	6
Network Administrator	8
Network Technician	8
Nurse	7.75
Occupational Therapist	7.5
Office Account Clerk	7.5
Office Clerk III	7.5
Office Clerk IV Part Time NC	6
Officer Clerk IV	7.5
Payroll Clerk	7.5
Payroll Supervisor	8
Personnel Analyst	8
Physical Therapist	7.5
School Aide	6
School District Auditor-Part-time	6
Secretary II	8

Sr. Auto Mechanic	8
Sr. Duplicating 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. Greg Kincaid that the Board approve the Board of Education 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 and Superintendent)

President: Mr. Gary Bracken

Superintendent: Mr. Daniel Milgate

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: 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 Lexington.

#### c. Monroe County School Boards 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 lunch meeting per month at the Lexington.

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 Lexington.

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: Mr. Kevin Hutton  
Terry Taylor Elementary: Mr. Greg Kincaid  
Administration and Transportation: Ms. Jody Gillette

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 Advisory Committee

Mr. Dave Gibbardo

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 up to four times per year/6:30-8:00 p.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 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/4:00-5:30 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  
Alan Nash  
Mark Laubacher  
Gwen Falbo  
Brandon Dries  
Bill Burrows

o. Wellness Committee

Purpose: To assist in the design and implementation and 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: Four times per year/4:00-6:00 p.m.

A motion was made by Mr. Dave Gibbardo and seconded by Mr. Kevin Hutton that the Board approve the Assignment of Board Representations to Committees.

Vote of the Board: Yes: 7

Yes: 7  
No: 0

4. **ADJOURN**

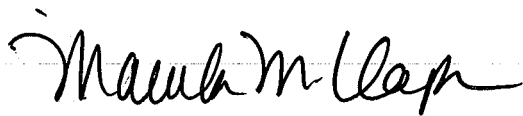
A motion was made by Mr. Kevin Hutton and was seconded by Mr. Greg Kincaid to adjourn the Organizational Meeting.

Vote of the Board: 7

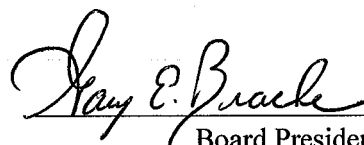
Yes: 7

No: 0

As there was no further business, Mr. Gary Bracken, Board President declared the meeting adjourned at 6:28 p.m.



District Clerk



Board President