

Hammondsport Central School District
Hammondsport, New York 14840
Proposed
Organizational and Regular Meeting Agenda
July 10, 2019
6:00 p.m. High School Library

- I. **Call to Order** – District Clerk
- II. **Pledge of Allegiance**
- III. **Election of Officers** **Vote**
 a. President of the Board
 Recommended that the Board elect a President of the Board of Education.

 b. Vice President of the Board
 Recommended that the Board elect a Vice-President of the Board of Education.

 (Clerk to administer oath to the newly-elected President and Vice President)
- IV. **Approve Agenda** **Vote**
- V. **Recommended Appointments for Board Officers** **Vote**
 a. Clerk of the Board
 Recommended that Nancy Clark be appointed Clerk of the Board.
 b. District Treasurer
 Recommended that Theresa Stopka be appointed Treasurer of the Board.
 c. Deputy Treasurer
 Recommended that Cheryl Berlin be appointed as Deputy Treasurer of the Board.
 d. Tax Collector
 Recommended that Kim Dykes/GST BOCES be appointed as Tax Collector.

 (Clerk to administer oath to the newly appointed officers)
- VI. **Other Recommended Appointments** **Vote**
 Recommended that the Board make the following annual appointments and designations:

 School Physician --- Werner Brammer, M.D. Annual contract of \$4,000
 School Attorney --- Harris Beach, LLP, Pittsford, NY,
 School Architect ---SEI Design Group
 School Construction Manager – CAMPUS Construction Management
 Central Treasurer of the Extra-Classroom Activity Fund --- Cheryl Berlin.
 Furthermore, Theresa Stopka as Assistant Treasurer of the Extra-Classroom

Activity Fund.

Attendance Officer --- Linda Dickinson, School Nurse

Bond Counsel—Timothy R. McGill, Esq

Broker of Record ---Lawley Insurance

External Auditor --- Buffamonte Whipple Buttafaro, PC of Olean, New York

Financial Consultant --- Bernard P. Donegan, Victor, New York

Internal Claims Auditor --- GST BOCES, Lindsey Tice

Deputy Internal Claims Auditor - GST BOCES

District Audit Committee – HCS Board of Education Members

Kyle C. Bower to be designated as the Records Retention and Disposition Officer
and Records Access Officer and Cheryl Berlin as Clerk

Asbestos (LEA) Designee --- Donald Gardiner, Maintenance Supervisor

Title IX Coordinator --- Kyle C. Bower, Superintendent

Alternate Title IX Coordinators- Joni Makowiec, Administrator

Dignity for All Students Coordinators – James Derr, Jr/Sr High School, and Katie Boyer, Glenn
Curtiss Elementary

District Technology Coordinator – Kyle C. Bower, Superintendent

Grants Coordinators ---Joseph Koehler, Joni Makowiec, Administrators

Civil Rights Compliance Officer—Kyle C. Bower, Superintendent

Alternate Civil Rights Compliance Officer- Joni Makowiec, Administrator

Official District representative to the GST BOCES Worker's Compensation

consortium - Kyle C. Bower. In his absence, Theresa Stopka will serve as the official District
representative for any plan business requiring a vote

Official District representative to the Steuben Area Schools Health Insurance

Plan – Kyle C. Bower. In his absence, Theresa Stopka will serve as the official District
representative for any plan business requiring a vote

ADA Compliance Officer—Joseph Koehler, Administrator

Homeless Liaisons – Tad Rounds, Joni Makowiec Administrators

Administrative Staff as Lead Evaluators/APPR Plan- Kyle C. Bower, Tad Rounds, Joseph Koehler,
Joni Makowiec

Official Depository --- Five Star Bank

Regular School Board Monthly Meeting Date – 3rd Wednesday of the month

Official Newspapers--- The Observer & Southern Tier Shopper, Hammondsport, NY

School Holidays

July 4, 2019	(4 th of July)
September 2, 2019	(Labor Day)
October 14, 2019	(Columbus Day)
November 11, 2019	(Veterans Day)
November 27 & 28, 2019	(Thanksgiving & day after)
December 25, 2019	(Christmas Day)
January 1, 2020	(New Year's Day)
January 20, 2020	(Martin Luther King Day)
February 17, 2020	(Presidents' Day)
April 10, 2020	(Good Friday)
May 25, 2020	(Memorial Day)

VII. Recommended Authorizations

Vote

Recommended that the Board make the following authorizations:

Recommended that the Board authorize the Superintendent of Schools to certify payrolls.

Recommended that the Board authorize the Superintendent of Schools to act as purchasing agent.

Recommended that the Board authorize the Superintendent of Schools to approve expenses for staff and Board member attendance at conferences, conventions, and workshops.

Recommended that the Board authorize the Superintendent of Schools to employ temporary, part-time, per diem, or substitute personnel.

Recommended that the Board authorize the Superintendent of Schools to purchase and consult professional services.

Recommended that the Board authorize the Superintendent of Schools to invest monies of the District per Board policy #5220.

Recommended that the Board authorize the Superintendent of Schools to approve change orders below \$5,000 relating to the 2019 Capital Outlay Project.

Bid Openings

Recommended that the Board authorize the Purchasing Agent to open all bids.

Application for Grants

Recommended that the Board authorize the Superintendent or designee to apply for grants.

Signature on Legal Documents

Recommended that the Board authorize the Superintendent, Board President, Purchasing Agent and/or Clerk to sign legal documents which have been previously approved by the Board of Education

Establishment Petty Cash Funds:

Main St. School - \$100 – Cheryl Berlin

Athletic Director \$100 – Dan Conley

Designation of Authorized Signature on Checks Including Use of Facsimile Signature

Recommended that the Board approved the signature (including facsimile) of Theresa Stopka (Treasurer) and Cheryl Berlin (Deputy Treasurer) on checks.

Approval of Budget Transfers

Recommended that the Board authorize the Superintendent of Schools to approve budget transfers below \$25,000 in accordance with Board of Education policy #5330 for the 2019-2020 school year

GST BOCES Budget Adjustments

Recommended that the Board authorize the Superintendent to amend or approve cooperative service changes provided for in the 2019-2020 GST BOCES contract.

Memberships

Recommended that the Board approve the District's membership in the following organizations:

Greater Southern Tier School Boards Association

New York State School Boards Association

Rural Schools Association of New York State

Bonding of Personnel for 2019-2020

Blanket All Employees	\$100,000 (per employee)
Tax Collector	\$1,100,000
Treasurers	\$1,100,000
Internal Auditors	\$1,100,000
Superintendent	\$1,000,000

VIII. Other Items for 2019-2020**Vote**

Recommended that the Board adopt the recommended Post Issuance Tax Compliance and Continuing Disclosure policies and procedures. (Enclosed)

Recommended that the Board adopt the mileage reimbursement rate per IRS regulations for approved travel to conferences and meetings, unless otherwise negotiated.

Resolved, that upon the recommendation of Superintendent Bower, the Board approve the following members of the Committee on Special Education/Pre-School Special Education for the 2019-2020 school year.

Katie Boyer – Chairperson; LEA Rep

Joni Makowiec– Alternate CSE Chair & LEA

Katie Boyer – School Psychologist

Janelle Walker – Schuyler Co. Rep.

All General Education Teachers

All Special Education Teachers and Related Service providers

Secretaries– Holly Badeau, Darcie Haynes

Werner Brammer, M.D.

Robin Sherman – Parent Member

Mary Starkweather – Parent Member

Also: **County Representatives for CPSE:**

Joanne Fractarcangelo, Janelle Walker- Schuyler County

Diane Kiff - Steuben County

Recommended that the Board approve the following persons as “Occasional or Volunteer Bus Drivers” as defined in the regulations of the Commissioner of Motor Vehicles and the Commissioner of Education for the 2019-2020 school year:

Kyle Bower

Linda Dickinson

Tad Rounds

Thomas Mitchell

Donald Gardiner

James Derr

Katie Boyer

Joseph Koehler

Dan Conley

And, furthermore, new coaches appointed throughout the school year will automatically be authorized as occasional bus drivers.

Recommended that the Board appoint the following persons to the Board of Registration for the purpose of overseeing and conducting school district voter registration and school district election(s) for the current school year.

Ruth Barry, Linda Kressly, Stella Pulver,

Compensation: Inspectors \$11.10 per hour; \$11.80 per hour effective 12/31/19

Impartial Hearings Officers for 2019-2020

Recommended that the Board approve the list of impartial hearing officers designated for Steuben County for the 2019-2020 school year, as provided by the State Education Department

And including any revisions made by the State Education Department during the 2019-2020 year.

Legal Indemnification Clause

It is resolved that the Board does and hereby approves legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2019-2020; and further, to hold her/him harmless therefrom.

Re-adoption of Policies

Recommended that the Board readopt all policies in the official policy book kept by the District Clerk, including the code of ethics and code of conduct for the 2019-2020 school year.

Recommended that the Board of Education of Hammondsport Central School District make the following committee appointments:

Fred and Harriett Taylor Scholarship	Richard Drain Lynda Lowin
Teacher In-Service Committee:	Richard Drain
Wall of Fame Planning Committee:	Dennis Carlson
New York State School Boards Voting Delegate	Dennis Carlson
SAVE Committee	Kevin Bennett
HESPA Negotiations:	
Facilities Committee	Dennis Carlson Lynda Lowin
Waterfront Revitalization Advisory Committee	Richard Drain

(Regular Meeting)

I. Welcome of Visitors and Guests

Policy #3220 PUBLIC EXPRESSION AT MEETINGS

All meetings of the Board shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. A fifteen (15) minute time limit is placed on the agenda for public speakers. The Board may extend the time limit. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the agenda.

II. Correspondence / Board Information

1. Karol Palmer – Thank you note for retiree recognition

III. Approve Minutes of the Regular Meeting of June 19, 2019

Vote

IV. Reports /Discussion

1. Joe Koehler, Elementary Principal
2. Tad Rounds, High School Principal
3. Kyle Bower, Superintendent

V. Financial Items

1. Treasurer Reports for June 2019
2. Budget Status Report June 2019
3. Warrant Report June 2019
4. Cafeteria Report June 2019
5. Extracurricular Report/Quarterly Report

Vote

VI. Old Business

VII. New Business

1. Accept Tyrle Beach donations
2. Approve agreement between Hammondsport Central School and Glenn H. Curtiss Museum for Shared public relations services, Effective July 1, 2019 through June 30, 2020
3. Approve revisions to the Hammondsport Central School Concussion Management Policy
4. Approve transfer of \$70,000 from budget code 2070.490.03 to budget code 2010.150.01
5. Approve transfer of an amount, not to exceed \$299,101 from current and projected, unreserved, unappropriated, general fund balance to the 2016 Capital Repair Reserve for final emergency repair cost of the District's track

Vote

Vote

Vote

Vote

Vote

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| 6. Approve Amendment to Employment Agreement with Kyle C. Bower extending the term of the agreement by one additional year, to June 30, 2024 | Vote |
| 7. Approve District Code of Conduct for 2019-2020 | Vote |
| 8. Approve Rural Schools Association of NYS 2019-2020 Membership Dues of \$750 | Vote |
| 9. Approve agreement between Hammondsport Central School and University of Rochester School of Medicine and Dentistry for student services effective July 1, 2019 through June 30, 2020 | Vote |
| 10. Approve the 2019-2020 fundraising events | Vote |

VIII. Personnel Report * *Executive Session if necessary * * Vote

A. Create/Abolish Positions

B. Resignations/Retirements/Leaves

1. Kim Jensen, retirement as teacher, effective 6/30/2020

C. Appointments

1. Rescind appointment of Robert Bondi, substitute bus driver, at the rate of \$15/hr. effective June 19, 2019
2. Robert Bondi, substitute bus driver trainee, at the rate of \$15/hr. Retroactive to July 1, 2019
3. Kimberly Miller, 4-year probationary appointment in the tenure area of Special Education, at step 1 of the HTA contract effective September 1, 2019; hourly summer work at \$34/hr. effective 7/1/19

IX. Topics for Next Meeting

X. Public Comment

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XI. CSE/CPSE Recommendations (Executive Session if necessary) Vote

XII. Meetings/Dates

August 21, 2019 - BOE Retreat 12:00pm-4:00pm
August 21, 2019 – Regular Meeting, 6:00pm

XIII. Executive Session (proposed)

XIV. Adjourn Vote