

**Annual Reorganizational Meeting, Tuesday, July 9, 2019**

Generated by Rhonda Schaefer, District Clerk

**Members present**

Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

**Meeting called to order at 6:52 PM**

1. Appointment of Acting Clerk

2. Opening of Public Meeting

3. Oath of Office to (new) Board Members

4. Call for nominations to Elect President

Discussion, Information: A. Acting Clerk calls for nominations to Elect President

Action: B. MOTION for Approval of Election of President

5. Acting Clerk administers Oath of Office to President.

6. President calls for nominations for Vice President

Discussion, Information: A. President calls for nominations for Vice President

Action: B. MOTION for Approval of Election of Vice-President

7. President administers Oath of Office to Vice-President.

8. Approval of the agenda

Action: A. Motion to approve the agenda for the Reorganizational Meeting

Motion to approve the agenda for the Reorganizational Meeting, as presented.

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

9. Appointment of Officers

Action: A. District Clerk

RECOMMEND that Rhonda Schaefer be appointed District Clerk, and Carol Vahue be appointed Deputy Clerk for the 2019-2020 school year.

Motion by David Francis, second by Stephanie Templeton to approve the Appointment of all Officers (9A-9F)

Final Resolution: Motion Approved the Appointment of all Officers (9A-9F)

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: B. District Treasurer

RECOMMEND that Cynthia Pfeifer be appointed District Treasurer for the 2019-2020 school year.

Action: C. Internal Claims Auditor

RECOMMEND that Erin Rebholz, CPA, be appointed District Internal Claims Auditor, and Patricia Callahan and Jill Sansouci be appointed Deputy Claims Auditors, for the 2019-2020 school year.

Action: D. Tax Collector for District Residents of the towns of Lima, Avon, Livonia, Rush, W. Bloomfield, Richmond, and Victor

RECOMMEND that Bruce Capron, Assistant Superintendent for Business and Operations be appointed Tax Collector for District residents of the towns of Lima, Avon, Livonia, Rush, W. Bloomfield, Richmond and Victor for the 2019-2020 school year.

Action: E. Receiver of Taxes for the Town of Mendon and Village of Honeoye Falls

RECOMMEND that James Merzke be appointed Receiver of Taxes for residents of the Town of Mendon and Village of Honeoye Falls for the 2019-2020 school year.

Action: F. Receiver of Taxes for the Town of Henrietta

RECOMMEND that Rebecca B. Wiesner be appointed Receiver of Taxes for residents of the Town of Henrietta for the 2019-2020 school year.

10. Other Appointments

Action: A. School Board Attorney

RECOMMEND that the firm of Ferrara and Fiorenza, Attorneys and Counselors at Law be appointed to handle the legal services of the Honeoye Falls-Lima Central School District for the 2019-2020 school year with a rate of \$215. per hour for partners and senior associates. Hourly rates will range between \$165. and \$195. for other associates, based on experience level. Law Clerks will be billed at \$130. per hour and paralegals at \$90. per hour.

Motion by Stephanie Templeton, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: B. School Physician

RECOMMEND that Dr. Robert J. Tuite M.D., F.A.A.P at an annual rate of \$17,000 be appointed as School Physician for the Honeoye Falls-Lima Central School District for the 2019-2020 school year. (Currently, Dr. Tuite holds this position. There is no rate change from last year).

Motion by Stephanie Templeton, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: C. Section 504 Compliance Coordinator

RECOMMEND that Lindsay Ali, Pupil Personnel Services Director, be appointed as Section 504 Compliance Coordinator for the Honeoye Falls-Lima Central School District for the 2019-2020 school year.

Motion by Stephanie Templeton, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: D. Title IX Civil Rights Compliance Officer

RECOMMEND that David Leahy, Human Resources Director be appointed as Section Title IX Civil Rights Compliance Officer for the Honeoye Falls-Lima Central School District for the 2019-2020 school year.

Motion by Caralyn Ross, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: E. Homeless Student Liaison

RECOMMEND that Dr. Renee Williams, Assistant Superintendent for Curriculum and Instruction, be appointed as Homeless Student Liaison for the Honeoye Falls-Lima Central School District for the 2019-2020 school year.

Motion by Caralyn Ross, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: F. Districtwide Health Education Coordinator

RECOMMEND that Brian Donohue, Director of Athletics, Health, and Physical Education be appointed as Districtwide Health Education Coordinator for the Honeoye Falls-Lima Central School District for the 2019-2020 school year.

Motion by Stephanie Templeton, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: G. Districtwide Contact for Parental Questions on Substance Abuse

RECOMMEND that Amy Mulhern, School Social Worker, be appointed as Districtwide Contact for Parental Questions on Substance Abuse for the Honeoye Falls-Lima Central School District for the 2019-2020 school year.

Motion by David Francis, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: H. Dignity Act Coordinators

RECOMMEND that the following individuals be appointed as Dignity Act Coordinators and be trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), and sex (Education Law §13[3]), for the Honeoye Falls-Lima Central School District for the 2019-2020 school year:

District – Renee Williams, Brian Donohue

Lima Primary School – Debbie Reichenstein, Allison Cimmerer

Manor Intermediate School – Jeanine Lupisella, Nicole Winters

Middle School – Matt Weider

High School – Patrice Tate, Jim Nelson

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: I. Certification of Lead Evaluators for Classroom Teachers

RECOMMEND that Allison Cimmerer, Jeanine Lupisella, Shawn Williams, and David Roth be appointed as Lead Evaluators for Classroom Teachers for the 2019-2020 school year.

Motion by Caralyn Ross, second by Larry Young.

Final Resolution: Motion Approved [for agenda items 10I-10L](#)

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: J. Certification of Lead Evaluators for Building Principals

RECOMMEND that Superintendent Gene Mancuso be appointed as Lead Evaluator for Building Principals for the 2019-2020 school year.

Action: K. Certification of Independent Evaluators for Classroom Teachers

Building	Primary Observer	Other Primary Observers – All Buildings for non-tenured unit members **	Independent Observer	Other Independent Observers – All Buildings **
Lima	School Principal	Superintendent	Manor School Principal & Assistant Principal	Superintendent
Manor	School Principal & Assistant Principal	Assistant Superintendent for Curriculum & Instruction Director of Curriculum	Lima School Principal & Middle School Assistant Principal	Assistant Superintendent for Curriculum & Instruction Director of Curriculum
Middle	School Principal & Assistant Principal	Director of Physical Education & Health Director of Pupil Personnel Services	High School Principal & Assistant Principal	Director of Physical Education & Health Director of Pupil Personnel Services
High School	School Principal & Assistant Principal	<i>Other District Administrators ##</i>	Middle School Principal & Assistant Principal	<i>Other District Administrators ##</i>

Action: L. Certification of Independent Evaluators for Building Principals

Building	Primary Observer	Other Primary Observers – All Buildings for non-tenured unit members **	Independent Observer
Lima	Superintendent	Assistant Superintendent for Curriculum & Instruction	Assistant Superintendent for Curriculum & Instruction
Manor	Superintendent		
Middle	Superintendent	Assistant Superintendent for Business & Operations	Assistant Superintendent for Business & Operations
High School	Superintendent		

Action: M. Records Access and Records Management Officer

RECOMMEND that Rhonda Schaefer, District Clerk, be appointed Records Access and Records Management Officer for the 2019-2020 school year.

Motion by Caralyn Ross, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: N. Software Migration Officer

RECOMMEND that Cindy Gorley, Director of Technology, be appointed Software Migration Officer for the 2019-2020 school year, for the purpose of supporting electronic records archiving.

Motion by Stephanie Templeton, second by Larry Young.

Final Resolution: Motion Approved Items N and O

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: O. Data Protection Officer

RECOMMEND that Cindy Gorley, Director of Technology, be appointed Data Protection Officer for the 2019-2020 school year

Action: P. Chemical Hygiene Officer

RECOMMEND that Aaron Smith, Director of Facilities be appointed Chemical Hygiene Officer for the 2019-2020 school year.

Motion by Amy West, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: Q. Independent (External) Auditor

RECOMMEND that Raymond F. Wager, CPA, P.C., a Division of Mengel Metzger Barr & Co. LLP be appointed Independent (External) Auditor for the 2019-2020 school year at a rate of \$22,200. (Current rate is \$21,725. formerly with Ray Wager & Associates).

Motion by David Francis, second by Amy West.

Final Resolution: Motion Approved items Q - S

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: R. Internal Auditor

RECOMMEND that The Bonadio Group be appointed Internal Auditor for the 2019-2020 school year at a rate not to exceed \$8,000.

Action: S. Bond Counsel

RECOMMEND that Orrick, Herrington & Suttcliffe LLP, be appointed Bond Counsel for the 2019-2020 school year in preparation of underlying proceedings, preparation, issuance of bond anticipation notes and serial bonds, with a base fee for a public sale of serial bonds of \$8,500.

Action: T. Asbestos LEA Liaison

RECOMMEND that Aaron Smith, Director of Facilities be appointed Asbestos LEA Liaison for the 2019-2020 school year.

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: U. School Architect

RECOMMEND that SEI Design, Group Architects, PC be appointed as School Architect for the 2019-2020 school year per current contract rate of construction costs for construction phase, plus expenses.

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: V. Impartial Hearing Officer

RECOMMEND that the board approve the list of Impartial Hearing Officers for the 2019-2020 school year, as maintained by the NYSED and found at the Impartial Hearing Officer Website:

<http://www.p12.nysed.gov/specialed/duprocess/IHRS.htm>

or by email: [spcedih@mail.nysed.gov](mailto:spcedih@mail.nysed.gov)

Motion by Amy West, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: W. Central Treasurer - Extracurricular Activity Accounts

RECOMMEND that Nancy Pool be appointed as Central Treasurer at the High School and Rebecca Rhoades be appointed as Central Treasurer at the Middle School for the 2019-2020 school year.

Motion by Stephanie Templeton, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: X. Civil Service Officer

RECOMMEND that David Leahy, Human Resources Director, serve as the Civil Service Officer for the 2019-2020 school year.

Motion by Larry Young, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: Y. Financial Advisor

RECOMMEND that Municipal Solutions, Inc. be appointed Financial Advisor for the 2019-2020 school year at a rate of \$142 per hour plus reimbursable expenses, not to exceed \$14,450. (Rates are unchanged from prior year.)

Motion by Stephanie Templeton, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: Z. Chief Faculty Advisor for Extraclassroom Activity Funds

RECOMMEND that Shawn Williams, Middle School Principal and David Roth, High School Principal, serve as the Chief Faculty Advisors for Extraclassroom Activity Funds in their buildings for the 2019-2020 school year.

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: AA. Policy Consultant

RECOMMEND that RM Consulting Solutions LLC, be appointed as Policy Consultant for the 2019-20 school year at a rate of \$150. per hour. (Rate remains unchanged from prior year).

Motion by David Francis, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

11. Designations

## Action: A. Newspapers

RECOMMEND that The Mendon-Honeoye Falls-Lima Sentinel be the primary official newspaper and that the Livingston County News be the secondary official newspaper for the Honeoye Falls-Lima Central School District for the 2019-2020 school year. (Currently, the primary official newspaper is The Mendon-Honeoye Falls-Lima Sentinel and the official secondary newspaper is The Livingston County News).

Motion by David Francis, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## Action: B. Official Banks

RECOMMEND that M&T Bank serves as the lead official bank for the Honeoye Falls-Lima School District for the 2019-2020 school year, and that Canandaigua National Bank, Chase Manhattan Bank, Five Star Bank (formerly National Bank of Geneva) and the Bank of Castile be official banks for the Honeoye Falls-Lima Central School District for the 2019-2020 school year. (Currently, official banks are HSBC Bank USA, Chase Manhattan Bank, Citizens Bank, Canandaigua National Bank, Five Star Bank, M & T Bank, and Bank of Castile).

As required by General Municipal Law, the maximum amounts that can be invested with each bank are:

M & T Bank \$26,000,000

Canandaigua National Bank \$26,000,000

Chase Manhattan Bank \$26,000,000

Five Star Bank \$26,000,000

Bank of Castile \$26,000,000

Motion by Stephanie Templeton, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## 12. Authorizations

## Action: A. Petty Cash Funds

RECOMMEND that petty cash funds be established and that the people listed be responsible for the funds:

BUILDING AMOUNT OF FUND PERSON RESPONSIBLE

High School \$200.00 David Roth, Building Principal

Middle School 200.00 Shawn Williams, Building Principal

Manor School 200.00 Jeanine Lupisella, Building Principal

Lima Primary School 200.00 Allison Cimmerer, Building Principal

Business Office 200.00 Cynthia Pfeifer, District Treasurer

Transportation 100.00 William Harvey, Director of Transportation

Facilities 50.00 Aaron Smith, Director of Facilities

Food Service 500.00 Dana Boldt, Coordinator of Food Service

Interscholastic Sports 250.00 Brian Donohue, Athletic Director

Motion by Stephanie Templeton, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## Action: B. School Purchasing Agent

RECOMMEND that Bruce Capron, Assistant Superintendent for Business & Operations, be appointed as the School Purchasing Agent and Cynthia Pfeifer, District Treasurer, be appointed Deputy School Purchasing Agent for the 2019-2020 school year. (Currently, Bruce Capron is authorized to act as the school purchasing agent).

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## Action: C. Payroll Certification Officer

RECOMMEND that Bruce Capron, Assistant Superintendent for Business & Operations, be appointed as the Payroll Certification Officer for the Honeoye Falls-Lima Central School for the 2019-2020 school year. (Currently, Bruce Capron acts as the payroll certification officer).

Motion by Amy West, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## Action: D. Designation of Authorized Signature on Checks

RECOMMEND that Bruce Capron Assistant Superintendent for Business & Operations, Cynthia Pfeifer District Treasurer and Rhonda Schaefer District Clerk be designated as the authorized persons whose signatures may appear on Honeoye Falls-Lima Central School District checks for the 2019-2020 school year. (Currently, the signatures of Bruce Capron, Assistant Superintendent for Business and Operations, Cynthia Pfeifer, District Treasurer, and Rhonda Schaefer, District Clerk, are the only authorized signatures on district checks).

Motion by David Francis, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

## Action: E. Authorization of Credit Cards

RECOMMEND authorization of the use of school credit cards for the following employees for use in accordance with Board policy and District procedures:

Renee Williams credit limit \$6,500.

Bruce Capron credit limit \$4,000.

Gene Mancuso credit limit \$6,500.

Brian Donohue credit limit \$4,000.

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: F. Authorization to Approve Conference, Convention, and Workshop Attendance  
RECOMMEND that the Superintendent of Schools, the Assistant Superintendent for Instruction, or the Assistant Superintendent for Business & Operations be authorized to approve conference, convention, workshop attendance.

Motion by Stephanie Templeton, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: G. Budget Transfers on Chief School Officer's Approval

RECOMMEND that the Superintendent of Schools and/or Board of Education President be authorized to make transfers between and within functional unit appropriations of the budget for teacher salaries and ordinary contingent expenses per Commissioners Regulation 170.2(1), subject to Board of Education policy.

Motion by Larry Young, second by Amy West.

Final Resolution: Motion Approved items G - J

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: H. Superintendent to apply for Grants in Aid (State and Federal)

RECOMMEND that the Superintendent of Schools be the authorized representative of the District to sign and file all applications and certifications for grants in aid.

Action: I. Service Contract Approval

RECOMMEND that the Superintendent of Schools be authorized to enter into certain contracts such as, security, fire alarm systems, and cross-district health services, under the amount of \$15,000 as may be needed to maintain the health, safety and welfare of the District. (Any contract approved will be provided to the Board of Education for information and to the Audit Committee in a quarterly report).

Action: J. Consultant Contract Approval

RECOMMEND that the Superintendent of Schools, the Assistant Superintendent for Instruction, or the Assistant Superintendent for Business and Operations be authorized to approve consultant contracts under \$10,000. (Any contract approved will be provided to the Board of Education for information and to the Audit Committee in a quarterly report).

Action: K. Capital Project Change Order Approval

Q - Bruce or Renee, or Aaron if it warrant.

RECOMMEND that the Superintendent of Schools, or his designee, be authorized to approve capital project change orders up to \$35,000. (Any contract approved will be provided to the Board of Education for information).

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

### 13. Employee Crime Insurance Coverage

Action: A. Employee Crime Insurance Coverage (Formerly Bonding of School Personnel)

RECOMMEND that The District maintain insurance to protect against employee theft, forgery, or fraud on every employee as shown in the attached policy summary.

Motion by Stephanie Templeton, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

### 14. Other Items

Action: A. Approval of all Existing Policies and Practices and the Code of Conduct

Motion to approve all Existing Policies and Practices and the Code of Conduct.

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: B. Approval of Substitute Teacher Rates

D. Leahy commented briefly on items B - J. C is the first time and D - I is determined by the change in minimum wage law. J increases as discussed previously.

Board action is recommended to approve increased substitute teacher rates at the July 9, 2019 reorganization meeting, for the 2019-20 school year. Recommended rates are the following:

Certified substitute teacher: \$95/day

(Rates remain unchanged from prior year)

Uncertified substitute teacher: \$85/day

Both certified and uncertified working more than 20 consecutive days in the same

position, but less 40 weeks: maintain current rate of \$125/day

(Rates remain unchanged from prior year)

Motion by Amy West, second by Caralyn Ross.

Final Resolution: Motion Approved items 14B - 14K

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: C. Approval of Substitute Teaching Assistant Rate

Board action is recommended to approve substitute assistant teacher rates at the July 9, 2019 reorganization meeting, for the 2019-20 school year. The recommended rate is \$85/day.

Action: D. Approval of Substitute Secretary Rate

RECOMMEND that the substitute secretary rate be \$11.80/hour as of January 1, 2020.

Action: E. Approval of Substitute Cleaner Rate  
RECOMMEND that the substitute cleaner rate be \$11.80/hour as of January 1, 2020.

Action: F. Approval of Substitute Lunchroom Monitor Rate  
RECOMMEND that the substitute lunchroom monitor rate be \$11.80/hour as of January 1, 2020.

Action: G. Approval of Substitute Food Service Helper Rate  
RECOMMEND that the substitute Food Service Helper rate be \$11.80/hour as of January 1, 2020.

Action: H. Approval of Substitute Nurse Rate  
RECOMMEND that the substitute nurse rate be \$20.00/hour.

Action: I. Approval of Substitute Para-Professional Rate  
RECOMMEND that the substitute para-professional rate be \$11.80/hour as of January 1, 2020.

Action: J. Approval of Substitute Bus Driver Rate  
RECOMMEND that the Substitute Bus Drivers and Monitors Rates for 2019-20 be approved as outlined

Action: K. Approval of School Lunch Rate

RECOMMEND that the School Lunch Rate be maintained at \$2.85 district-wide; and the School Breakfast Rate remain at \$1.60 for the 2019-20 school year.

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: L. Approval of Fees for Use of School Facilities  
RECOMMEND the establishment of the following rates for use of school buildings:

Motion by Gary Stottler, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: M. Approval of Mileage Reimbursement Rate

RECOMMEND that the mileage reimbursement rate be consistent with the current IRS approved rate.

Motion by Stephanie Templeton, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: N. Approval of Standard Work Day Hours by ERS Position Employees

Approval of Standard Work Day Hours by ERS Position Employees

RECOMMEND the following standard work day hours, by position, for the 2019-2020 school year:

Cafeteria

All Positions 6.0

Secretary

All Positions 7.5

Buildings and Grounds

All Positions 8.0

Paraprofessionals

All Positions 6.5

Technology

All Positions 8.0

Administrative/Directors

All Positions 8.0

Confidential

Treasurer 8.0

District Clerk 8.0

Benefits Clerk 8.0

Payroll Clerk 8.0

ASBO Secretary 8.0

ASI Secretary 8.0

All Others 7.5

School Nurse

All Positions 7.5

Transportation

Bus Drivers 6.0

12-Mo. Bus Drivers 8.0

Mechanics, Dispatchers 8.0

Community Education Staff 6.0

Community Education Coordinator 8.0

Motion by David Francis, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: O. Authorize BOE President to Approve Board Member Attendance to Workshops, Conferences, and Training Sessions

RECOMMEND that the BOE President be authorized to Approve Board Member Attendance to Workshops, Conferences, and Training Sessions.

Motion by Amy West, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: P. Approval of District Audit/Reserves Committee Members

Chairperson – Gary Stottler

Committee Members – David Francis and Larry Young

RECOMMEND the Approval of District Audit/Reserves Committee Members for the 2019-20 School Year.

Motion by Gary Stottler, second by David Francis.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young  
 Action: Q. Approval of District Policy Committee Members  
 Chairperson – Stephanie Templeton

Committee Members – David Ghidiu and Caralyn Ross

RECOMMEND the Approval of District Policy Committee Members for the 2019-20 School Year.

Motion by Larry Young, second by David Francis.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young  
 Action: R. Approval of District Governance Committee Members  
 Chairperson – Carol Bellavia

Committee Members – The Board as a Whole

RECOMMEND the Approval of District Governance Committee Members for the 2019-20 School Year.

Motion by David Francis, second by Gary Stottler.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young  
 Action: S. Approval of District Safety Committee Members  
 RECOMMEND the Approval of District Safety Committee Members for the 2019-20 School Year.

Motion by David Francis, second by Gary Stottler.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: T. Approval of Wellness Committee  
 Board Liason will be appointed at a later date.

RECOMMEND the Approval of Wellness Committee Members.

Motion by Stephanie Templeton, second by Amy West.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young  
 Action: U. Appointment of BOE Representative(s) for Instructional Leadership Council (formerly the Teaching/Learning Council)  
 Dave Franics indicated that he would like to remain on the committee and hopes to attend more this year.  
 Amy West will join Stephanie Templeton and David Francis

Approval of appointment of BOE Representative(s) for Instructional Leadership Council (ILC) for the 2019-20 school year:

Motion by Amy West, second by Gary Stottler.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: V. Appointment of BOE Representative(s) for PTA, Sports, Music, and Art Boosters  
 Sports – Larry Young & Gary Stottler

Music – Joseph Alati and Amy West

Art – Stephanie Templeton

Approve the appointment of BOE Representative(s) for PTA, Sports, Music, and Art Boosters for the 2019-20 School Year:

Motion by David Francis, second by Gary Stottler.  
 Final Resolution: Motion Approved  
 Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: W. Appointment of BOE Representative(s) for Monroe County School Boards Association  
 Legislative Committee  
 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 meeting with our county's delegation to the NYS Legislature.

Joe Alati; Alternate: Caralyn Ross

Labor Relations Committee  
 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.

Gary Sottler; Alternate: Stephanie Templeton and Amy West

Information Exchange Committee  
 One representative and one alternate from each district discuss current issues in education and plan 1-2 meetings for all MCSBA members.

David Francis; Alternate: Dave Ghidiu

Approve the appointment of BOE Representative(s) for Monroe County School Board Committees for the 2019-20 School Year:

Motion by Stephanie Templeton, second by David Francis.



Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: X. Approval of Annual Memberships

RECOMMEND authorization for the renewal of Annual Memberships on behalf of the Honeoye Falls- Lima Central School District Board of Education for the following, NYSSBA - \$10,138., MCSBA - \$11,564. & Upstate Institute for School Board Staff Development - \$500. (formerly GVSBI - Genesee Valley School Boards Institute).

Motion by Stephanie Templeton, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

15. Approval of Business Meeting Agenda

Action, Information: A. Meeting agenda

Amend the Instructional Substitute Rate to \$95. for Maria Nahum

Am, Stephanie, unanimous.

Motion to approve the July 9, 2019 Meeting Agenda.

Motion by Gary Stottler, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

16. Approval of Consensus Agenda Items

Action (Consent): A. MOTION for Approval of Consensus Agenda Items

Motion to approve all items of the Consensus agenda.

Motion by Stephanie Templeton, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action (Consent): B. Personnel Appointments

Motion to approve all items of the Consensus agenda.

Motion by Stephanie Templeton, second by Larry Young.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

17. Public Comment

18. Board of Education New Business - Action Items

Action: A. Committee on Special Education Membership for 2019-20

Motion to approve the Committee on Special Education Membership for 2019-20, as presented.

Motion by Amy West, second by David Francis.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: B. Committee on Pre-School Special Education Membership for 2019-20

Motion to approve the Committee on Pre-School Special Education Membership for 2019-20, as presented.

Motion by Caralyn Ross, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: C. Contract for Student Accident Insurance

Motion to approve the Contract for Student Accident Insurance, as presented.

Motion by Caralyn Ross, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: D. Resolution to Participate in Monroe 2 BOCES Cooperative Bids for 2019-20 School Year

Motion to approve Participation in Monroe 2 BOCES Cooperative Bids for 2019-20 School Year, as presented.

Motion by Amy West, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: E. Team of One

Motion to approve the Team of One, as presented.

Motion by Amy West, second by Gary Stottler.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: F. Gift to the School - Legos to the Manor School Library

Motion to approve the Gift to the School - Legos to the Manor School Library, as presented.

Motion by Gary Stottler, second by Stephanie Templeton.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

Action: G. Approval to Dispose or Recycle District Property

Pre-authorization is being sought due to summer month clean out, maximizing full use.

Motion for Approval to Dispose or Recycle District Property, as presented.

Motion by Amy West, second by Caralyn Ross.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young

19. Board President's Update

20. Board of Education Discussion - Review Only Items

Discussion, Information: A. Capital Project Committee

Supt. Mancuso commented on the recommendation to establish a CP committee. Recognizing basic needs that are not being met in some areas and are just now uncovering during the project. The establishment of this type of committee has been done in the past. One of the many goals would be to gain community membership and perhaps present a vote during the winter months to the community to address some needs.

Generally speaking, this type of committee reviews a defined scope of work. The potential proposed project would be approx. 1/5 in size.  
Comment - Good track record of continuous improvement, maintaining this trend and addressing as needed in small projects would be supported.

A charge will be brought back this summer for consideration by the board.

Discussion, Information: B. Capital Project Change Order Review

Supt. Mancuso clarified that this would be running conduit from a location providing power at a later time.

Member Stottler clarified that this is a future consideration, and while the pavement work is being done now, this idea to prepare in advance seems to be prudent and wise. Often, there are grant opportunities that may become available that the District will keep watch for. This would cost much more to do so from scratch, at a later time.

Member Francis questioned the availability of grants. A - Greater Rochester Clean Cities is just one of several organizations to incentivize. The towns and villages may do so as well.

Member Ross - Who will be charged with securing the contract? Supt. Mancuso responded that many times vendors have incentives to provide services at reduced rates. Placement of these machines will be important to consider when it comes to snow removal. An island would be a possible location.

Member Ross - Will something else be pushed off the list if this moves forward? Mancuso indicated that replacement of furniture and/or any unknown contingencies during the current capital project. Mancuso indicated that next summer is the timeline for completion of the hs parking lot. At that time, this recommendation will again be discussed with more details known at that time. Mancuso pointed out some items, such as roof replacement that become necessary and suggested that next spring and summer will be a better time to decide if this is still a practical consideration.

Action: C. First Review of 2019-20 Board of Education & Retreat Meeting Dates

There was a recommendation that the meeting time on 8/13 to 7pm versus 7:30am. All members were encouraged to add the organizational and retreat dates to their calendars for next year.

Discussion: D. RFP for Staffing Efficiency

Supt. Mancuso highlighted the thought process behind conducting a staffing efficiency review. This looks at all areas of the organization in terms of efficiency by demographics and other.

Member Templeton - What will they look at? What does each person do? Responsibilities, or headcounts. Mancuso responded that this will likely look at the most expensive staff, such as the superintendent and principals. Job expectations and job roles will be reviewed and aligned, as needed. During the budget season, this will assist when presenting recommendations. Having an outsider versus an internal analysis will be less biased. Capron highlighted that program and resources will be looked at as well.

Templeton wanted to be sure that efficiencies are looked at as well.

Stotter agreed that a set of eyes outside the organization, and the framing of the presentation. Benchmarking other than from our region might be important to consider as well. Also, keeping in mind the cultural considerations of the community.

Bellavia agreed that external resource was supported

Discussion, Information: E. First Review Board of Education Page on new District Website

Board members agreed that adding a short bio to each of their photos.

This item will be added to the Retreat agenda as an opening item, perhaps.

21. Questions from the Audience Regarding Agenda Items

22. Adjourn the Meeting

Action: A. Motion to adjourn meeting 8:35pm

Motion by Stephanie Templeton, second by Amy West.

Final Resolution: Motion Approved

Yea: Carol Bellavia, David Francis, Caralyn Ross, Gary Stottler, Stephanie Templeton, Amy West, Larry Young