

Date:	11 July 2016
Kind of Meeting:	Code of Conduct Public Hearing & Reorganizational/Regular
Location:	Whitesville Central School Elementary Library
Members Present:	Charles Cutler Jr., Jeffrey Erdmann & Jane Hall
Members Absent:	Scott Garis & Janice Walters
Others Present:	Superintendent Laurie Sanders and District Clerk Tracey Waters
PUBLIC HEARING	The Board meet for a Public Hearing at 6:45 pm to afford the public an opportunity to
~Code of Conduct	express their opinions on the Code of Conduct. No revisions were made to the Code of Conduct which was originally adopted at the July 7, 2014 Reorganizational/Regular meeting.
CALL TO ORDER	Superintendent Laurie Sanders called the July 11, 2016 Reorganizational/Regular meeting to order at 7:01 pm followed by the Pledge of Allegiance.
OATH	The Oath of Office was administered to Superintendent Laurie Sanders. Re-elected Board Member Scott Garis' Oath will be administered within 30 days.
PRESIDENT & V.P. ELECTION	Jane Hall moved, Charles Cutler, Jr. seconded to nominate Jeffrey Erdmann as Board of Education President; election was approved with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0. Jeffrey Erdmann moved, Charles Cutler, Jr. seconded to nominate Jane Hall as Vice-President; election approved with motion by Jeffrey Erdmann, second by Charles Cutler, Jr. and carrying 3-0.
OATHS	Oaths were administered to reelected President Jeffrey Erdmann and newly elected Vice-President Jane Hall.
APPTS. OF OFFICERS	President Erdmann assumed chairmanship of the meeting. Tracey Waters was reappointed as District Clerk at a rate of \$1300 and 6.5 compensation days with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0. Evelyn Close was reappointed as District Treasurer with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0. Jacqueline Moon was reappointed as Tax Collector at a rate of \$1390 with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0. Oaths of Office will be administered within 30 days of appointment.
OTHER APPTS.	Other appointments approved with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0: <ul style="list-style-type: none"> ~ School Physician - Dr. Zahi Kassas - \$2500 ~ Census Enumerator - Tracey Waters ~ Claims Auditor – Jasmine Bledsoe - \$20 per Hour ~ Treasurer, Extracurricular Accounts – Claire Miller ~ School Auditor – B.W.B - \$13,700 ~ Committee on Special Education - * Director - Tammy Emery <ul style="list-style-type: none"> * CSE Chairs – Tammy Emery, Elizabeth Potter, Jill Milton & Laurie Sanders * S.E. Reps - Tammy Emery, Heather Brubaker, Renee McNeely, Jamie Billings & TBD-pending teacher appointment * School Physician - Dr. Zahi Kassas * School Psychologist - Jill Milton * School Counselor – Elizabeth Potter * Gen. Ed. Reps - All Gen. Ed. Teachers * School Nurse - Karen Wahl ~ Preschool Committee on Special Education - * Director - Tammy Emery <ul style="list-style-type: none"> * CPSE Chairs – Tammy Emery, Elizabeth Potter, Jill Milton & Laurie Sanders * S.E. Reps- Tammy Emery, Jamie Billings & TBD-pending teacher appointment * School Physician - Dr. Zahi Kassas * School Psychologist - Jill Milton * School Counselor – Elizabeth Potter * Gen. Ed. Reps - Suzie Nye & Christina Lukacz * School Nurse - Karen Wahl * Allegany County Rep. – Rich Reynolds ~ 504 Committee - *Chair – Elizabeth Potter <ul style="list-style-type: none"> * S.E. Reps - Tammy Emery, Heather Brubaker, Renee McNeely, Jamie Billings & TBD-pending teacher appointment * Gen. Ed. Reps - All Gen. Ed. Teachers ~ Special Education Impartial Hearing Officers - Joan Alexander, Michael Lazan, James McKeever ~ Health & Safety Committee - Karen Wahl, Mike McIntyre, Dennis Munro & Laurie Sanders ~ At Risk Mentorship Coordinator – Elizabeth Potter ~ Designated Education Official - Elizabeth Potter ~ Records Access Officer – Doug Moot ~ Records Management Officer – Tracey Waters ~ Title IX Officer – Laurie Sanders ~ Attendance Officer – Claire Miller ~ Clerk Pro Tem – Laurie Sanders ~ Chief Information Officer – Shallee Lauzze ~ DASA Coordinator – Elizabeth Potter ~ Civil Rights Compliance Officer - Laurie Sanders
DESIGNATIONS	The following Designations were approved with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0. <ul style="list-style-type: none"> ~ Official Bank Depositories: Steuben Trust Company - Whitesville, NY and Five Star Bank-Warsaw, NY ~ Regular Monthly Meetings: Third Monday of Month at 7:00 pm. ~ Official Newspapers: Wellsville Daily Reporter and Hornell Evening Tribune ~ L.E.A. Asbestos Designee - Michael McIntyre ~ Chemical Hygiene Officer - Michael McIntyre
AUTHORIZATIONS	With motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0, the Board approved the following Authorizations: <ul style="list-style-type: none"> ~ Person to Certify Payrolls – Superintendent ~ School Purchasing Agent – Superintendent, Alternate – Doug Moot ~ Person to Authorize Attendance at Conferences, Conventions & Workshops, and Approve Graduate Hours – Superintendent

- ~ Authorization to establish Petty Cash Funds – Superintendent
School Office -- \$100.00 School Cafeteria -- \$20.00 Athletic Events -- \$80.00
- ~ Voting Representative to Self-Funded Insurance & Workers Compensation Board – Superintendent & Evelyn Close
- ~ Allegany Cattaraugus Schools Medical Health Plan Delegate – Superintendent, Alternate Delegate – School Business Official
- ~ Chief School Officer Authorized to Approve Budget Transfer Items – Superintendent
- ~ Authorization to Suspend Students Up to Five Days – Superintendent & Tammy Emery
- ~ Authorization to Approve Bonds for Treasurer, Tax Collector – Superintendent
- ~ Authorization of payment of tax bills relating to the correction of errors on tax rolls but not to exceed \$2,500.00, specified in sections 554 and 556 of the Real Property Tax Law – Superintendent
- ~ Authorization to employ Temporary, Part-time, Per-Diem or Substitute Personnel and to temporarily fill vacant positions pending consideration and appointment by the Board Of Education at the next Board of Education meeting – Superintendent
- ~ Authorization to receive, retain and/or produce for examination or audit a cancelled check or proper alternative documentation in the form of check images or checks drawn supplied by the bank or trust company in lieu of cancelled checks drawn on Whitesville Central School accounts. Such check images shall show both sides of each check and shall be considered the equivalent of original cancelled checks for purposes of record keeping and auditing requirements – District Treasurer & Extracurricular Treasurer

AUTHORIZATIONS
CONT.

The following Other Items were approved with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0:

OTHER ITEMS

- ~ Re-adoption of all Policies and Codes of Ethics in effect during previous year.
- ~ Establish Mileage Rate - as per IRS regulations. (as of Jan. 1, 2016 - \$.54 cents per mile)
- ~ Authorize Board President to sign all necessary documents which need his/her signature and further authorize Vice-President to sign in his/her absence.
- ~ Representative to the Allegany/Cattaraugus School Boards Assoc. Scott Garis
- ~ Legislative Liaison for NYS School Boards Association Jane Hall Alternate Charles Cutler, Jr.
- ~ Designee for Authorized Signature on Checks in absence of Treasurer - Board President
- ~ Substitute Rates: Teacher: \$ 85/Certified (per day) \$ 75/Uncertified (per day)
- * Additional \$25 per day if preparing lesson plans.
- * Teacher Assistant: Uncertified Substitute Rate
- * Nurse: \$ 80 (per day)
- * Non Instructional: Minimum wage as per Federal and State regulations (as of December 31, 2015 - \$9.00 per hour, effective December 31, 2016 - \$9.70 per hour)
- * Bus Driver: \$ 11 (per hour)
- ~ Election Inspector Rate – Minimum Wage
- ~ Bonding of Employees and School Board Members - to provide \$1,000,000 bond coverage each for the District treasurer, Tax Collector, and the Internal Claims Auditor and to bond all other employees and members of the Board of Education up to an aggregate of \$100,000 as provided through insurance coverage.

Moving on to Regular July meeting business. Minutes of the June 20, 2016 Regular meeting were approved with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0.

REGULAR MTG
MINUTES
FINANCIAL
ITEMS
BLDG COND.
SURVEY
SUPT. REPORT

Extracurricular Reports were approved with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0.

In Old Business, the Board reviewed the Facilities Study portion of the Building Condition Survey.

In New Business, Superintendent Sanders discussed: High school library project, website STEAM videos, APPR, teaching vacancies, updating board policies and the NYSSBA Conference.

With motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0, BE IT RESOLVED, that the Whitesville Central School Board of Education established the following as a standard work day for the purpose of determining days worked reportable to the NYS Employees Retirement System and NYS Teachers' Retirement System effective July 1, 2016:

STND WORK
HOURS

- Six (6) hour day: Food Service, Sub Food Service, Tax Collector
- Six and a half (6.5) hour day: Head Mechanic
- Seven (7) hour day: Bus Driver, Sub Bus Driver
- Seven and a half hour (7.5) day: Attendance Clerk, CSE Chairperson, District Clerk, 11 Month employees, Guidance Counselor, Library Aide, Long-Term Sub Aide, Long-Term Sub Teacher, Office Staff, School Nurse, Sub Aide, Sub Nurse, Sub Office, Sub Teacher, Teacher Aide, Teacher Assistant, Teachers
- Eight (8) hour day: Café Manager, Cleaner, Custodian, District Treasurer, Head Custodian, Jr. Accountant, Principal, Sub Cleaner, Superintendent

With motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0, the Board approved the Initial CSE recommendation for Student #5950 Classification: 504, Present Program: Gd. 4/Gen.Ed.; Recommend: Gd. 5/RR

CSE RECOMMEND

With motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0, the Board approved the recommendation that Whitesville Central School participate in the National School Meal Program, accept the Free & Reduced Price Meal Statement and required forms and authorized the Clerk's signature on the Certificate of Acceptance.

NAT'L SCHOOL
MEAL PROG.

SCHOOL LUNCH PRICE	The motion to increase the student lunch price by \$.10 as required by the Healthy, Hunger-Free Act of 2010 for a total cost of \$2.05 was tabled with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0.
QTRLY CLAIM AUDITOR REP.	The Board accepted the April-June 2016 Claim Auditor Report as submitted by Jasmine Bledsoe, Claim Auditor with motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0.
NEW BOARD POLICY - 6212.2	The first reading of New Board Policy 6212.2 Registration and Professional Development was provided in advance for review. The second reading was waived with motion by Charles Cutler, Jr., second by Jane Hall and carried 3-0. Approval was granted with motion by Jane Hall, second by Charles Cutler, Jr. and carried 3-0.
O/T CONTRACT SDAA-Tray Marra	With motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0, the Whitesville Central School Board of Education approved continuing the established contract with SDAA Occupational Therapy Solutions, PLLC, Anthony Marra to provide Occupational Therapy services. The contract automatically renews annually, unless terminated by either party.
P/T CONTRACT Jones Memorial	With motion by Jane Hall, second by Charles Cutler, Jr. and carrying 3-0, the Whitesville Central School Board of Education approved continuing the established contract with Jones Memorial Hospital to provide Occupational Therapy services. The contract automatically renews annually, unless terminated by either party.
EXTRACURR. APPTS.	The following 2016-17 Extracurricular appointments were approved with motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0: Varsity Baseball Scorekeeper - Stacey Erdmann, Yearbook Advisor - Greg Cotton and Publications - Tracey Waters.
BUS AIDE APPT. ~ N. Greenfield	Upon the recommendation of the Superintendent and on motion of Jane Hall and seconded by Charles Cutler, Jr., Nakoda Greenfield, was appointed as 1:1 Part-Time Special Education Aide effective July 5, 2016 and ending August 12, 2016. Salary will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between WCSESSA and the Board of Education. Vote: 3-0.
PHYSICS APPT. ~ J. Weller	Upon the recommendation of the Superintendent and on motion of Charles Cutler, Jr. and seconded by Jane Hall, June Weller who holds a New York State Permanent teaching certificate in the Physics (grs. 7-12) certification area was appointed to a non-probationary .2 FTE Physics teacher position to commence on September 1, 2016 and end on June 30, 2017. The salary is .2% of the starting teacher's salary with prorated benefits as outlined in the Whitesville Teachers' Association agreement. Vote: 3-0.
BOARD MEMBER RESIGNATION ~ J. Walters	With motion by Charles Cutler, Jr., second by Jane Hall and carrying 3-0, the Board accepted, with regret, the resignation of Janice Walters as Whitesville Central School Board of Education member effective July 12, 2016.
INFORMATION	Information provided included: Honor Roll, Annual School Health Report, CSE & CPSE Annual Report, School Library Report, 2016-17 Music Dates and August Board Meeting - August 15 at 7 pm.
ADJOURNMENT	Adjournment came at 8:49 pm, with motion by Jeffrey Erdmann, second by Jane Hall and carrying 3-0.

Tracey Waters, District Clerk