

CLYMER CENTRAL SCHOOL
Board of Education
Organizational Meeting and Regular Meeting
H. S. Library
Date: July 9, 2017
Time: 3:00 PM

Call To Order

Pledge to the Flag

Election of Officers (President & Vice President)

Administration of Oath of Office of District Clerk by Superintendent

Administration of Oath of Office to Board members and Superintendent by District Clerk

Board Appointment of Officials:

Tax Collector – (Wendy Waite)

District Treasurer (Louann Bahgat)

District Clerk – (Kristin Irwin)

Claims Auditor – (Jane Babcock) - \$1800.00

Other Appointments:

District External Auditor (R.A. Mercer) - \$13,000.00

School Insurance Coverage – Deuink Insurance Agency - \$52,115.00

Student Accident Insurance Coverage – Deuink Insurance Agency – NA

Asbestos Designee (Supt. of Buildings and Grounds)

Director of Special Education- TBD

Alternate CSE/CPSE Chairperson-TBD

Title IX Compliance Officer (Edward Bailey & TBD)

Section 504 Coordinator (Corey Rhodes)

School Attorney Lundberg & Gustafson
\$180.00 per hr.

Hodgson & Russ

Hourly Rates \$267 – for partners
\$253 – for senior associates
\$229 – for associates
\$121 – for legal assistants
\$177 – law clerks

Harris Beach

Hourly Rates \$259 – for partners
\$239 – for associates
\$249– consultants
\$115- Paralegals/Librarians

Health Assistant (Ginna Newton)

Records Access Officer (Louann Bahgat)

Treasurer of Extra-class Activities Account (Rachel Flint)

Deputy Treasurer of Extra-class Activities Account (Edward Bailey)

Appoint Co-Directors of Physical Education (Superintendent & Irvin King)

Appoint Dignity Act Coordinator – (Edward Bailey & Lynne Bemis)

Homeless Liaison – (Corey Rhodes)

Title I Grants (Lynne Bemis)

Title I Coordinator (Lynne Bemis)

Newsletter Editor – Lisa Perry - \$300.00 per issue

Appoint Judy Heidler as substitute caller at the rate of \$6000 per yr. through 2018-19.

Deputy District Treasurer – Rachel Flint

Bonding of Personnel:

Tax Collector - \$2 million

District Treasurer - \$1 million

District Clerk - \$25,000

Treasurer of Extra-class Activities Account - \$25,000

Claims Auditor - \$25,000

Designations:

Official Depository for District Funds: Community Bank, N.A.

Other Banks used by District: MBIA (NY Class), Key Bank, Chase

Official District Newspaper: Jamestown Post Journal

Authorizations:

Person to Certify Payrolls: Superintendent

School Purchasing Agent: Superintendent

Substitute School Purchasing Agent: School Business Official

Attendance at All Conferences, Conventions, etc. with Designated Expenses: Superintendent

Establish 2 Petty Cash Funds in the Amount of \$100 each – 1-Principal, 1-Superintendent

Designate the Authorized Signatures on Checks: Treasurer

Superintendent to Approve Unlimited Budget Transfers up to \$25,000.

Superintendent to Approve and Review Journal Entries

Superintendent to apply for Grants in Aid

Wire Transfers – Rachel Flint and Louann Bahgat

Investments – School Business Official

Use of Credit Card – Superintendent, School Business Official, District Clerk, Account Clerk

Payment in advance of audit of claims for public utility service, postage, freight and express charges

Other Items:

Establish IRS Approved Rate

Establish Bus Mileage Rate: \$1.00 per mile for community groups

Set the Official Date and Time for Regular Board Meeting

Appoint Board Members to the Following Committees:

**Transportation
Buildings and Grounds
Internal Auditor (Chairperson of Audit Committee)
Negotiations
Cafeteria
Board Policies**

Appoint Members to the Committee on Special Education for 2018-2019

CSE Chairperson – TBD

As Appropriate:

Principal	School Psychologist
Parent Advocate if requested (Willowe Neckers & Susan Skarzenski)	Special Education Teacher
General Education Teacher	Service Provider(s)
School Nurse	Guidance Counselor
Student	Parent
School Physician	

Appoint Members to the Committee on Pre-school Special Education for 2018-2019

CPSE Chairperson – TBD

Chautauqua County Health Department

As Appropriate:

Parent Advocate if requested (Willowe Neckers & Susan Skarzenski)	General Education Teacher
Service Provider(s)	Special Education Teacher
School Nurse	Pre School Teacher
Parent	Student
School Physician	

Appoint Legislative Liaison for NYSSBA/CCSBA

Re-adopt Clymer Central School Board Policies and Code of Ethics

Adopt return Check Charge - \$18.00

Adopt Resolution for employees medical exam

Re-Adopt Mission Statement

**We will provide all students the
Opportunity to learn today so they may
Contribute to a better tomorrow.**

Establish Tuition Rate – Grandfathered students - \$200.00

Set Substitute Rates - Non-Certified - \$11.43 pr. hr.

Certified - \$11.43 pr. hr.

Registered Nurse - \$11.43 pr. hr.

Bus Driver - \$14.17 pr. hr.

Support Staff- \$10.40 pr. hr.

Sign Conflict of Interest Statements

Approve Occasional Drivers:

**Ed Bailey, Irvin King, Daland Perry, Lisa Perry, Marc Heiser, Scott Neckers, Kathleen Whitmore,
Cheryl Burk, Dave Bodamer**

Regular Meeting

Amendments to the Agenda

Public Comment

Consent Items

Approve Minutes of Previous Meeting

Approve Treasurer's Report

Approve Audit Report

Approve CSE Recommendation(s)

New Business

Accept the Bid Results-Roosevelt & Cross, Incorporated

Personnel Action

- **Approve the following substitutes:**
 - **Susan Stow-Bus Driver**
 - **Sara Anderson-Teacher**

Reports

Board Reports

Administrative Reports

Business Office Reports

Superintendent's Report

Adjournment

The reorganizational meeting of the Clymer Central School Board of Education was held on Monday, July 9, 2018 at 3:00 PM in the Clymer Central School High School Library.

Present: Mrs. Amanda Stapels
Mr. Norman Upperman
Mrs. Willowe Neckers
Mr. Edward Mulkearn
Mr. Mike Schenck

Staff: Mr. Edward Bailey
Ms. Kristin Irwin
Mrs. Lynne Bemis

Guests: Sue Watrous, Jordan Patterson-Post Journal, Corry Journal Rep.

Ms. Irwin called the meeting to order at 3:00 PM., and asked everyone to stand for the pledge to the flag.

Ms. Irwin asked for nominations for president. Mrs. Neckers nominated Mr. Schenck. A motion was made by Mrs. Neckers and seconded by Mr. Mulkearn to close the nomination. Mr. Schenck was elected president by a 5-0 vote.

Ms. Irwin asked for nominations for vice-president. Mrs. Stapels nominated Mrs. Neckers. Mr. Schenck nominated Mr. Mulkearn. A motion by Mr. Maleski and a second by Mrs. Neckers to close the nominations. Mr. Mulkearn was elected vice president by a 5-0 vote.

Mr. Bailey administered the oath of office to the District Clerk.

Ms. Irwin administered the oaths of office to the Board members and the Superintendent.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Wendy Waite as the Tax Collector.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Mrs. Louann Bahgat as District Treasurer.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Ms. Irwin as District Clerk.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Mrs. Jane Babcock as Claims auditor at \$1800.00.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint R.A. Mercer as district external auditor at \$13,000.00.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Deuink Insurance Agency as our insurance carrier for the 2018-2019 school year not to exceed \$52,115.00.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Deuink Insurance Agency as our insurance carrier for Student Accident Insurance for the 2018-2019 school year.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint the Supt. of Buildings and Grounds as asbestos designee.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Edward Bailey as Title IX Compliance Officer.

On motion by Mrs. Stapels and second by Mrs. Neckers, the Board voted 5-0 to appoint Corey Rhodes as Section 504 Coordinator.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Lundberg Price P.C. Law Offices, Hodgson & Russ and Harris Beach as school attorneys to be paid as used and billed. Rates are as follows:

Lundberg Price P.C.		\$180.00 per hr.
Hodgson & Russ	Hourly rates	\$267.00 – for partners \$253.00 – for senior associates \$229.00 – for associates \$121.00 – for legal assistants \$177.00 – law clerks
Harris Beach	Hourly rates	\$259.00 – for partners \$239.00 – associates \$249.00 – consultants \$115.00 – Paralegals/Librarians

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Ginna Newton as health assistant.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Louann Bahgat as Records Access Officer.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Rachel Flint as treasurer of the extracurricular activities account.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Mr. Bailey as Deputy Treasurer of Extra-class activities account.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint the Superintendent and Irvin King as Co-Director of Athletics.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Edward Bailey and Lynne Bemis as the Dignity Act Coordinators.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint the School Counselor, Corey Rhodes as Homeless Liaison.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Lynne Bemis to write Title I Grants.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Lynne Bemis as Title I Coordinator.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Lisa Perry as newsletter editor at \$300.00 per issue.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Judy Heidler as substitute caller at the rate of \$6000 per yr. through 2018-2019.

On a motion by Mrs. Stapels and a second by Mrs. Neckers, the Board voted 5-0 to appoint Rachel Flint as the deputy district treasurer.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to approve bonding the tax collector for \$2 million, the treasurer for \$1 million and the claims auditor, clerk and treasurer of extracurricular accounts on a blanket policy of \$25,000.00.

On a motion by Mrs. Neckers and a second by Mr. Maleski, the Board voted 5-0 to designate the Clymer Community Bank as the official depository for district funds.

On a motion by Mrs. Neckers and a second by Mr. Maleski, the Board voted 5-0 to Approve other banks used as MBIA (NY Class), Chase and Key Bank.

On a motion by Mrs. Neckers and a second by Mr. Maleski, the Board voted 5-0 to designate the Jamestown Post Journal as the official district newspaper.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the superintendent to certify payroll.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the superintendent as the school purchasing agent.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the school business official as the substitute school purchasing agent.

On a motion by Mrs. Neckers and a second Mr. Mulkearn the Board voted 5-0 to authorize the superintendent to approve all conferences, conventions with designated expenses.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the establishment of a petty cash fund of \$100.00 in the name of the Superintendent and establishment of a petty cash fund of \$100.00 in the name of the High School Principal.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the district treasurer to sign checks.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the superintendent to approve unlimited budget transfer up to \$25,000.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the superintendent to approve and review journal entries.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to authorize the Superintendent to apply for Grants in Aid.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to approve Rachel Flint and Louann Bahgat for wire transfers.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Approve the School Business Official to make investments.

On a motion by Mrs. Neckers and a second by Mrs. Mulkearn, the Board voted 5-0 to approve the Superintendent, School Business Official, District Clerk and Account Clerk use of the credit card.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Authorize payment in advance of audit of claims for public utility service, postage, freight and express charges.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to establish the mileage reimbursement rate per the approved IRS Rate.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to establish the bus mileage rate at \$1.00 per mile for community groups.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to set the 2nd Monday as the meeting date at 7:00 PM. unless otherwise scheduled.

Mr. Schenck appointed Board Members to the following committees:

- Negotiations –Mike Schenck, Ed Mulkearn
- Transportation – David Maleski
- Buildings and Grounds – Ed Mulkearn
- Internal Auditor (Chairperson of Audit Committee) – Mike Schenck
- Board Policies –Willowe Neckers
- Cafeteria – Amanda Stapels

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to appoint the following members to the Committee on Special Education:

Members of the Committee on Special Education for 2018-2019

CSE Chairperson – TBD

As Appropriate:

Principal	School Psychologist
Parent Advocate if requested (Willowe Neckers & Susan Skarzenski)	Special Education Teacher
General Education Teacher	Service Provider(s)
School Nurse	School Counselor
Student	Parent
School Physician	

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to appoint the following members to the Committee on Pre-School Special Education:

Members of the Committee on Pre-school Special Education for 2018-2019

CPSE Chairperson – TBD

Chautauqua County Health Department

As Appropriate:

Parent Advocate (Willowe Neckers & Susan Skarzenski)	General Education Teacher
Service Provider(s)	Special Education Teacher
School Nurse	Pre School Teacher
Parent	Student

On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to appoint Mr. Maleski as the Legislative Liaison for NYSSBA and CCSBA.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0, to re-adopt the Clymer Central School Board policies and Code of Ethics.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to adopt a check charge of **\$18.00 for insufficient funds** (returned checks)

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Adopt the resolution for employee's medical exam.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to re-adopt the Mission Statement.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to set the tuition rate at \$200.00 for grandfathered students.

The board and superintendent discussed about the shortage of substitutes. The board proposed to raise the rates for Bus Drivers and CCS Retiree Teacher.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to set the substitute rates as follows: Degreed \$11.43 per hr., Non-degreed \$11.43 per hr., RN's \$11.43 per hr., Support Staff \$10.40 Bus Drivers - \$15.00, CCS Retiree \$13.57 per hr.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to approve the participation in the National School Lunch Program.

Signed Conflict of Interest Statements

On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to approve The following Occasional Drivers: Ed Bailey, Irvin King, Daland Perry, Lisa Perry, Marc Heiser, Scott Neckers, Kathleen Whitmore, Cheryl Burk, Dave Bodamer.

Resume to regular meeting at 3:35 PM.

Kristin Irwin, District Clerk

The regular monthly meeting of the Clymer Central School Board of Education was held on Monday, July 9, 2018 in the High School Library following the reorganizational meeting.

Present: Mr. David Maleski
Mrs. Amanda Stapels
Mr. Mike Schenck
Mr. Edward Mulkearn
Mrs. Willowe Neckers

Staff: Mr. Edward Bailey
Ms. Kristin Irwin

Meeting started at 3:35 PM.

Mr. Schenck asked for additions or deletions to the agenda. There was one deletion. There was two additions.

Add/Delete
To Agenda

- Accept the 2017-2018 Extra Curricular Activity Fund Final Report
- Approve the resignation of Brett Muscarella, Building Principal/Director of Special Education, effective August 2, 2018.

On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 4-0 to Approve the following consent items:

Consent
Items

1. Minutes of 5/29/18, 6/11/18
2. Auditors report
3. Treasurers report

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Accept the 2017-2018 Extra-Curricular Activity Fund Final Balance Report.

Extra Curr.
Report

On a motion by Mrs. Neckers, and second by Mr. Mulkearn, the Board voted 5-0 to Accept the Bid Results- Roosevelt & Cross, Incorporated.

Bid Results

On a motion by Mrs. Neckers and second by Mr. Mulkearn, the Board voted 5-0 to Approve the following substitutes: Susan Stow-Bus Driver
Sara Anderson-Teacher

Substitutes

Mrs. Bemis discussed summer camp and summer school. Mrs. Bemis stated there is a RTI Reports Workshop in August.

Mr. Mulkearn stated he will be discussing roof repairs with Mr. Peters and Louann.

Mr. Bailey welcomed Dave. Mr. Bailey stated the board retreat is on Friday August 3rd At Pine Junction. Mr. Bailey stated there would be interviews being held in the next couple of weeks.

Go into executive session to discuss a personnel matter at 3:58PM.

On a motion by Mrs. Neckers and a second by Mr. Mulkearn, the Board voted 5-0 to Adjourn

Adjourn

Adjourn at 4:40 PM.

Kristin Irwin, District Clerk