

CLYMER CENTRAL SCHOOL
Board of Education
Organizational Meeting and Regular Meeting
H. S. Library
Date: July 12, 2016
Time: 4:00 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 (Annette Rhebergen) - \$4477.15
District Clerk – (Kristin Irwin) - \$2575.00
Claims Auditor – (Jane Babcock) - \$1800.00

Other Appointments:

District External Auditor (R.A. Mercer) - \$12,800.00

School Insurance Coverage – Deuink Insurance Agency - \$50,387

Student Accident Insurance Coverage – Deuink Insurance Agency – \$8193.43

Asbestos Designee (Supt. of Buildings and Grounds)

Director of Special Education- (Emily Harvey)

Alternate CSE/CPSE Chairperson-(Sonja DuBois)

Title IX Compliance Officer (Edward Bailey)

Section 504 Coordinator –Secondary (Lori Svenson)

Section 504 Coordinator- Elementary (Corey Rhodes)

School Attorney Lundberg & Gustafson
\$170.00 per hr.

Hodgson & Russ

Hourly Rates **\$257 – for partners**
\$243 – for senior associates
\$219 – for associates
\$117 – for legal assistants
\$171 – law clerks

Harris Beach

Hourly Rates **\$240 – for partners**
\$220 – for associates
\$215 – consultants

Health Assistant (Ginna Newton)

Records Access Officer (Annette Rhebergen)

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 & Sonja DuBois)

Homeless Liaison – (School Counselor)

Title I Grants (Lynne Bemis)

Title I Coordinator (Sonja DuBois)

Newsletter Editor – Lisa Perry - \$300.00 per issue

Appoint Judy Heidler as substitute caller at the rate of \$6000 per yr. through 2017-18.

Deputy District Treasurer – Brynne Hinsdale

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 – Brynne Hinsdale and Annette Rhebergen

Investments – School Business Official

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

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

Other Items:

Establish Mileage Reimbursement Rate:

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

Set the Official Date and Time for Regular Board Meeting – Second Monday at 4:00 – unless otherwise scheduled

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 2016-2017

CSE Chairperson – Emily Harvey

As Appropriate:

Principal	School Psychologist
Parent Advocate	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 2016-2017

CPSE Chairperson – Emily Harvey

Chautauqua County Health Department

As Appropriate:

Parent Advocate	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 - \$13.17 pr. hr.

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 2015-2016 Extra-Curricular Activity Fund Final Report

Approve excising for discard the following items: See Board Packet

Personnel Action

Approve Sinrae Goodwill, Teacher Assistant for Summer School 2016 at the rate of \$15.25 an hr.

Approve Deb Jones, Summer Computer Assistant at \$15 an hr., not to exceed 376 hours.

Approve Carrie Champoe as the High school Bowl Advisor, \$ 578.38, for the 16-17 school year.

Approve a Shared Psychologist with Panama Central School

Approve the Elimination of the Teacher Assistant position and to add a Teacher Aide position

Approve Resignation, due to retirement of Betty Bayle, Bus Driver, effective July 1, 2016.

Approve Kyle Nelson, Student Teacher for the 16-17 school year.

Approve the use of the Employee Benefit Accrued Liability Reserve for the following termination sick day payments per contract:

Mary Zimmer	\$17,784.08
Susan Crandall	\$18,595.43
Betty Bayle	\$1,1013.18
Deb Messenger	\$ 2745.22
Vicki Nickerson	\$579.84

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 Tuesday, July 12, 2016 at 4:00 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. Bert Lictus
Ms. Kristin Irwin
Mrs. Annette Rhebergen
Mrs. Emily Harvey
Mrs. Sonja DuBois

Guests: Corry Journal Reporter

Ms. Irwin called the meeting to order at 4:00 PM., and asked everyone to stand for the pledge to the flag.

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

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

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

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. Annette Rhebergen as District Treasurer at \$4477.15.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Ms. Irwin as District Clerk at \$2575.00

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 \$12,800.00.

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 2016-2017 school year not to exceed \$50,387.00.

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 Student Accident Insurance for the 2016-2017 school year not to exceed \$8193.43.

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Emily Harvey as Director of Special Education.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint School Psychologist as Alternate CSE/CPSE Chairperson.

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Lori Svenson as Section 504 Coordinator-Secondary.

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

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

Lundberg Law Offices		\$170.00 per hr.
Hodgson & Russ	Hourly rates	\$257.00 – for partners \$243.00 – for senior associates \$219.00 – for associates \$117.00 – for legal assistants \$171.00 – law clerks
Harris Beach	Hourly rates	\$240.00 – for partners \$220.00 – associates \$215.00 – consultants

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

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

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

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

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

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

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

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

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

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Judy Heidler as substitute caller at the rate of \$6000 per yr. through 2017-2018.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to appoint Brynne Hinsdale 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 Mrs. Stapels, 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 Mrs. Stapels, 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 Mrs. Stapels, 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 Mrs. Stapels, the Board voted 5-0 to authorize the superintendent to certify payroll.

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

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, 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 Mrs. Stapels, 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 Mrs. Stapels, 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 Mrs. Stapels, the Board voted 5-0 to approve Brynne Hinsdale and Annette Rhebergen for wire transfers.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to approve Annette Rhebergen to make investments.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to approve the superintendent and school business official use of the credit card.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, 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 Mrs. Stapels, the Board voted 5-0 to establish the mileage reimbursement rate at \$.54 per mile.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, 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 Mrs. Stapels, the Board voted 5-0 to set the 2nd Monday as the meeting date at 4:00 PM. unless otherwise scheduled.

Mr. Schenck appointed Board Members to the following committees:

Negotiations –Mike Schenck

Transportation – Norman Upperman,

Buildings and Grounds – Ed Mulkearn, Norm Upperman

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 Mrs. Stapels, the Board voted 5-0 to appoint the following members to the Committee on Special Education:

Members of the Committee on Special Education for 2016-2017
CSE Chairperson – Emily Harvey

As Appropriate:

Principal	School Psychologist
Parent Advocate	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 Mrs. Stapels, 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 2016-2017
CPSE Chairperson – Emily Harvey
Chautauqua County Health Department

As Appropriate:

Parent Advocate	General Education Teacher
Service Provider(s)	Special Education Teacher
School Nurse	Pre School Teacher
Parent	Student

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

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

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

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, 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., Bus Drivers - \$13.17 per hr.

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

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to approve the following prices for cafeteria for 2016-2017:

Student Breakfast - \$1.25

UPK-8 Lunch - \$1.90

9-12 Lunch - \$2.00

Adult Lunch - \$3.78 including tax

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to approve Mr. Lictus as the Authorized signature for contracts.

Signed Conflict of Interest Statements

On a motion by Mr. Mulkearn and a second by Mrs. Neckers, the Board voted 5-0 to Table to approve the following occasional drivers.

Resume to regular meeting at 5:45 PM.

Kristin Irwin, District Clerk

The regular monthly meeting of the Clymer Central School Board of Education was held on Tuesday, July 12, 2016 in the High School Library following the reorganizational meeting.

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

Staff: Mr. Bert Lictus
Ms. Kristin Irwin
Mrs. Annette Rhebergen
Mrs. Sonja DuBois

Meeting started at 4:50 PM.

Mr. Schenck asked for additions or deletions to the agenda. There was none.

Add/Delete
To Agenda

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve the following consent items:

Consent
Items

1. Minutes of June 13, 2016
2. Auditors report
3. Treasurers report

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Accept the 2015-2016 Extra-Curricular Activity Fund Final Balance Report.

Extra Curr.
Report

On a motion by Mrs. Neckers and second by Mrs. Stapels, the Board voted 5-0 to Approve the excising for discard the following items: see board packet.

Excising
Items

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve Sinrae Goodwill, Teacher Assistant for Summer School 2016 at the rate of \$15.25 an hr.

Goodwill
Summer School

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve Deb Jones, Summer Computer Assistant at \$15 an hr., not to exceed 376 hrs.

D. Jones

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve Carrie Shampoe as the High School Bowl Advisor, \$ 578.38, for the 16-17 School year.

High School
Bowl Advisor

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve a Shared Psychologist, Danielle Cook, with Panama Central School. (60 % Panama and 40% Clymer)

Shared Psy.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 To Approve the Elimination of the Teacher Assistant position and to add a Teacher Aide position.

Elimination of
Teacher Assistant

On a motion by Mrs. Neckers and second by Mrs. Stapels, the Board voted 5-0 to Accept the Resignation, due to retirement of Betty Bayle, Bus Driver, effective July 1, 2016.

B. Bayle
Retirement

On a motion by Mrs. Neckers and second by Mrs. Stapels, the Board voted 5-0 to Approve Kyle Nelson, Student Teacher for the 16-17 school year.

Kyle Nelson
Student Teacher

On a motion by Mrs. Neckers and second by Mrs. Stapels, the Board voted 5-0 to Approve the use of Employee Benefit Accrued Liability Reserve for the following Termination sick day payments per contract:

Employee Benefit
Liability Reserve

Mary Zimmer \$17, 784.08
Susan Crandall \$18,595.43
Deb Messenger \$2745.22
Vicki Nickerson \$579.84

Reports

Mr. Schenck thanked the board for electing him as the president.

Mrs. DuBois explained that Teacher Assignments should be coming out in the first week Of August.

Mrs. Harvey discussed information about the PD plan and Clymer Regents Results.

Mr. Lictus stated that the end of the school year was a busy time and there was a lot going on. Mr. Lictus stated that we have done very well this year. Mr. Lictus discussed that the School Board Convention is being held in Buffalo this year.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Approve up to 9 people for the School Board Convention in Buffalo.

Mr. Lictus stated that he would need an executive session, due to a personal matter.

On a motion by Mrs. Neckers and a second by Mrs. Stapels, the Board voted 5-0 to Executive Session

Go into executive session to discuss a personal matter.

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

Adjourn

Adjourn at 5:30 PM.

Kristin Irwin, District Clerk