

**CANISTEO-GREENWOOD CENTRAL SCHOOL
REORGANIZATIONAL MEETING
MINUTES**

HIGH SCHOOL AUDITORIUM

MONDAY, JULY 8, 2013

6:00 P.M.

Board Members Present:

Michael Nisbet X
Douglas Brown X
Marcy Bradley X
Fred Thompson X
Pete Ambuski O
Adrian Morling X
Jason Mullen X

Administration & Others Present:

Charles Clemens X
Michael Wright X
Colleen Brownell O
Paul Cone O
Theresa McKenna X

District Clerk:

Christine Taggert X

Community Members Present: 81

District Clerk, Christine Taggert calls the meeting to order at 6 P.M.
District Clerk advises where the fire exits are.

Superintendent's Report

Jeremy Palotti-Follow up on mascot name with public comment afterwards.

Clerk to Administer Oath of Office to newly elected trustee **Doug Brown, Adrian Morling** and **Jason Mullen**.
Administer Oath of Office to Superintendent **Jeremy Palotti** starting July 22, 1013.

Clerk calls for nominations for the position of President of the Board of Education for the 2013-2014 school year.

<u>Who was nominated</u>	<u>Nominated by</u>	<u>Seconded by</u>
Mike Nisbet	Doug Brown	Fred Thompson

Clerk asked for a motion to close the nominations for President of the Board.

Motion was made by **Fred Thompson** and seconded by **Marcy Bradley** to close the nominations for President of the Board.
6-0 Carried

Clerk announces that **Mike Nisbet** has been elected President of the Board of Education for the 2013-2014 school year.

Clerk administers Oath of Office to President **Mike Nisbet**

Clerk turns meeting over to President, **Mike Nisbet**

President **Mike Nisbet** calls for nominations for the position of Vice President to act in the absence of the President.

<u>Who was nominated</u>	<u>Nominated by</u>	<u>Seconded by</u>
Doug Brown	Marcy Bradley	Fred Thompson

President asked for a motion to close the nominations for Vice President.

Motion was made by **Jason Mullen** and seconded by **Adrian Morling** to close the nominations for Vice President of the Board for the 2013-2014 school year.
6-0 Carried

President announces that **Doug Brown** has been elected Vice President of the Board of Education for the 2013-2014 school year.

President administers oath of office to Vice President **Doug Brown**.

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Motion was made by **Fred Thompson** and seconded by **Marcy Bradley** to appoint Christine Taggart as District Clerk for the 2013-2014 school year.

6-0 Carried

Motion was made by **Doug Brown** and seconded by **Marcy Bradley** to appoint Lisa Tracy as District Treasurer for the 2013-2014 school year.

6-0 Carried

Motion was made by **Jason Mullen** and seconded by **Marcy Bradley** to appoint Kimberly Marvin as Deputy District Treasurer for the 2013-14 school year.

6-0 Carried

Motion was made by **Fred Thompson** and seconded by **Jason Mullen** to approve the following appointments as noted below for the 2013-2014 school year:

1. Working Papers Supervisor – Michael Wright
2. Student Transcripts – Michael Wright
3. Census Taker – Tina Parker
4. Legal Counsel – Hogan, Sarzynski, Lynch, DeWind and Gregory LLP, as per contract
5. Insurance Consultant – Lawley Insurance Group
6. Asbestos (LEA) designee – Theresa McKenna
7. Bond Counsel – Timothy R. McGill, Fairport, NY
8. Financial Advisors – Bernard P. Donegan, Inc.
9. Designated Education Official (DEO) – Michael Wright
10. Title IX and Section 504 Compliance Officer – Michael Wright
11. Extra Curricular Activity Treasurer – Lisa Tracy
12. School Tax Collector – Kim Marvin
13. Records Management Officer – Theresa McKenna
14. Homeless Liaison – (McKinney-Vento Act) –Director of Special Education
15. Audit Committee- Board of Education
16. Impartial Hearing Officer- Superintendent
17. Discrimination Officer-Superintendent
18. Sexual Harassment Officer- Superintendent
19. Section 504 Coordinator- Superintendent
20. Purchasing Agent- Theresa McKenna
21. Deputy Purchasing Agent- Superintendent
22. External Auditor-BWB, Certified Public Accountants
23. Records Access Officer- Theresa McKenna
24. Records Appeals Officer- Superintendent
25. Access to Financial Information- Theresa McKenna
26. Deputy District Clerk-Theresa McKenna
27. Attendance Officer-Michael Wright
28. Internal Auditors- TST BOCES
29. School Physician-St James Mercy Hospital, Uzma Shad Mehr, M.D.
30. Chief Faculty Counselor for Student Activities-Michael Wright

6-0 Carried

Motion was made by **Doug Brown** and seconded by **Marcy Bradley** to appoint Sheila Leach as Internal Claims Auditor for the 2013-14 school year for \$2,000.

6-0 Carried

Motion was made by **Adrian Morling** and seconded by **Jason Mullen** that the Board approve the authorizations as noted below for the 2013-2014 school year:

- a) Attendance of all staff at conferences, conventions and workshops with expenses-Superintendent
- b) Representative of all Federal Projects and funds – Superintendent
- c) Approval of budget transfers – Superintendent
- d) Execution of contracts on behalf of Board of Education – Superintendent
- e) Apply for grants in aid (State and Federal) – Superintendent
- f) Payroll Certification Officer- Superintendent

6-0 Carried

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Motion was made by **Adrian Morling** and seconded by **Fred Thompson** to authorize the District Treasurer, Lisa Tracy to open a petty cash fund of \$100.00 for Athletic Director Ann Hosmer for Athletic events, and a petty cash fund of \$75.00 to Heather Wakeley from lunch fund for the cafeteria for the 2013-2014 school year. **6-0 Carried**

Motion was made by **Jason Mullen** and seconded by **Marcy Bradley** to grant authority to the Deputy District Treasurer to sign checks in the absence of the District Treasurer for the 2013-2014 school year. **6-0 Carried**

Motion was made by **Adrian Morling** and seconded by **Fred Thompson** that the Board approve the designations as noted below for the 2013-2014 school year: **6-0 Carried**

Regular monthly meetings – 2nd & 4th Mondays, unless specified at 6:00 PM, in room 177 of the Elementary/Middle School, with exceptions italicized below:

July 8	<i>Tuesday, November 12</i>	March 24
August 12	November 25	April 7
August 26	December 9	<i>Wednesday, April 23</i>
September 9	January 13, 2014	May 12
September 23	February 10	<i>Tuesday, May 27</i>
<i>Tuesday, October 15</i>	February 24	June 9
October 28	March 10	June 23

Motion was made by **Doug Brown** and seconded by **Adrian Morling** to approve the following designations as noted below for the 2013-2014 school year:

- a) Official Newspapers - Evening Tribune
- b) Official Bank Depositories – Citizens Bank, JP Morgan Chase Bank & Steuben Trust Company

6-0 Carried

Motion was made by **Marcy Bradley** and seconded by **Adrian Morling** to recommend that the Board approve bonding of all personnel in the amount of \$100,000.00 limit of liability, except the District Treasurer, Deputy Treasurer, Central Treasurer Activity Funds, Internal Claims Auditor and Tax Collector who will be bonded at \$1,000,000.00.

6-0 Carried

Motion was made by **Jason Mullen** and seconded by **Marcy Bradley** to recommend that the Board approve bonding of the Superintendent at \$1,000,000.00.

6-0 Carried

Motion was made by **Fred Thompson** and seconded by **Adrian Morling**, BE IT RESOLVED that the Board does and hereby approves legal indemnification of Board Members, Officers, the Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, Superintendent, School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2013-2014.

6-0 Carried

Motion was made by **Adrian Morling** and seconded by **Jason Mullen** to approve mileage reimbursement at the rate of 56.5 cents currently approved by the IRS for the 2013-2014 school year for administrative staff. Teaching staff is reimbursed at the rate of .25 cents as per contract.

6-0 Carried

Motion was made by **Doug Brown** and seconded by **Fred Thompson** to review and reaffirm the following policies:

- a. Code of Conduct
- b. Purchasing
- c. Investments

6-0 Carried

Motion was made by **Jason Mullen** and seconded by **Marcy Bradley** to hereby resolve that all policies, code of ethics, code of conduct, regulations and procedures in effect during the 2012-2013 fiscal year shall be carried over into the 2013-2014 fiscal year.

6-0 Carried

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Motion was made by **Adrian Morling** and seconded by **Jason Mullen** to renew the Canisteo-Greenwood Central School's participation in the National School Lunch and Breakfast programs for the 2013-2014 school year and further, to adopt the attached NYS family income eligibility scales for free and reduced price meals when they are released, appoint the Superintendent, as hearing officer and Heather Wakeley as verification official and reviewing official.

6-0 Carried

Motion was made by **Adrian Morling** and seconded by **Doug Brown** to establish May 12, 2014, as the date for the Budget Hearing and May 20, 2014, as the date for the Annual Tax Levy Vote and Board of Education election from 10:00 AM to 8:00 PM.

6-0 Carried

Motion was made by **Marcy Bradley** and seconded by **Jason Mullen** to appoint the following Carol Hammond, Linda O'Rourke, Linda Mullen and James Rexford, to serve as the Board of Registration for the Canisteo-Greenwood School District.

6-0 Carried

Motion was made by **Fred Thompson** and seconded by **Adrian Morling** to set the voter registration day for May 12, 2014 from 12-5 PM in the District Office.

6-0 Carried

Motion was made by **Fred Thompson** and seconded by **Marcy Bradley** to continue the following District committees for the 2013-2014 school year with the following Board representatives:

Health, Safety & Facilities	Jason Mullen	Pete Ambuski
Technology	Adrian Morling	Fred Thompson
Partnership Committee	Doug Brown	Marcy Bradley

6-0 Carried

Motion was made by **Jason Mullen** and seconded by **Adrian Morling** to authorize the Business Administrator to approve payments to utilities, credit cards and interest charging accounts, upon receipt of invoices. This is done to avoid late payments for utilities, maintenance agreements and other payments listed.

6-0 Carried

Motion was made by **Doug Brown** and seconded by **Marcy Bradley** to appoint the following as per attached: CSE Committee and Subcommittee members; CPSE Committee; Guardian Ad Litem; Surrogate Parents; Impartial Hearing Officers; Special Education Mediation and Parent Representatives to the CSE for the 2013-2014 school year.

6-0 Carried

Motion was made by **Adrian Morling** and seconded by **Fred Thompson** to establish the ordinary rate for per diem substitute teachers for the 2013-2014 school year as following:

Per Diem rate

Certified \$70.00 Uncertified \$60.00

After 10 days of consecutive Substitute teaching in same Assignment

Certified \$80.00 Uncertified \$75.00

After 20 days of consecutive Substitute teaching in same Assignment

Certified 1/200 of step 1

6-Month or Longer Long Term Substitute teaching in the same Assignment

Certified 1/200 of step 1

6-0 Carried

Motion was made by **Adrian Morling** and seconded by **Jason Mullen** to authorize Theresa. McKenna, Business Administrator, to update the Visa credit card accounts for district use.

6-0 Carried

CONSENSUS ITEMS

Routine Actions

Motion was made by **Marcy Bradley** and seconded by **Adrian Morling** to approve the following:

- Accept the July 8, 2013 agenda as presented
- Approve minutes of the regular meeting of June 24, 2013.
- Approve the revised minutes of the regular meeting of June 10, 2013 (corrected Paul Keeley's salary)
- Approve the consensus agenda items.

6-0 Carried

COMMUNICATIONS

- b) Treasurer’s Report
- c) Acknowledge Warrant

OLD BUSINESS

Motion was made by **Marcy Bradley** and seconded by **Fred Thompson** for the Second Reading and Adoption of the proposed ACE Textbook. **6-0 Carried**

NEW BUSINESS

Finance

Motion was made by **Jason Mullen** and seconded by **Doug Brown** to be resolved

THIS AGREEMENT made this 1st day of July 2013, by and between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County, party of the first part, and Canisteo-Greenwood School District, party of the second part.

WITNESSTH, That whereas party of the first part has been duly authorized to provide services listed on the attached contract for services and has been authorized to enter into agreement with board of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, the said party of the first part hereby agrees to provide to the party of the second part the following services listed on the attached contract for services during the school year 2013-14 at the cost indicated on the attached contract. **6-0 Carried**

Motion was made by **Marcy Bradley** and seconded by **Fred Thompson** to accept the bid for Trash Removal with Swarthout’s Trucking Recycling in the amount of \$5,580.00 for the 2013-14 school year.

6-0 Carried

Educational Matters

None

Personnel

a* Approve the following fall coaches for the 2013-14 season pending fingerprinting and CPR/AED certification:

Asst. Football Coach	Paul Keeley	\$2,900
Modified Football Coach	Brett Young	\$1,648.56
Modified Football Coach	Dan Schwartz	\$1,536
Unpaid Assistant Football Coach	Zach Canne Bob Northup Andy Granger Tom Crook Chris Cox Mark Howe	N/A

b* Approve Pamela Mueller, Substitute Bus Driver pending successfully completion of !9A certification.

Stipends for the 2013-14 School Year

- *Approve stipend for Vicki Krisher, Nurse’s Aide Supervision -\$1,500
- *Approve stipend for Christine Butler, Nurse’s Aide Supervision-\$1,500
- *Approve stipend for David Barnard, CPSE Chairperson-\$1,500
- *Approve stipend for Patty Boone, LPN Aide-\$1,500
- *Approve stipend for Trixie McMIndes, Medicaid Technical Support Secretary, \$1,500

REORGANIZATIONAL MEETING

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Motion was made by **Adrian Morling** and seconded by **Marcy Bradley** to enter into Executive Session at 7:07PM, for matters pertaining to personnel.

6-0 Carried

Motion was made by **Jason Mullen** and seconded by **Marcy Bradley** to move out of Executive Session at 7:37PM.

6-0 Carried

Motion was made by **Doug Brown** and seconded by **Fred Thompson** to adjourn the Board Meeting at 7:37 PM.

6-0 Carried

DATE APPROVED: _____

CHRISTINE TAGGERT, DISTRICT CLERK