

Regular Meeting

July 11, 2023

The regular meeting of the Board of Education of the Caledonia-Mumford Central School District was called to order by the District Clerk, at 6:00 p.m. in the Middle/High School Chorus Room.

Members present: Chris Richter, Liz Doll, Liz Dietrich, Arnie Rychlicki, John Bickford and Mike Balonek @6:10pm

Members absent: Jamie Fitch

Others present: Robert Molisani, Superintendent; Jeremy Nardone, Business Administrator; Rebekah Chenaille, MH Principal; David Bulter, Elementary Principal; Susan Voos, District Clerk.

III. ADMINISTRATION OF OATH TO NEWLY ELECTED BOARD MEMBERS – Susan Voos

1. Elizabeth Doll
2. John Bickford

IV. ELECTION OF BOARD OF EDUCATION OFFICER'S & ADMINISTRATION OF OATH

1. President
2. Vice-President

ADMINISTRATION OF OATH

3. Superintendent of Schools
4. District Clerk
5. Treasurer (7/12/23)

V. ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

VI. CONSENT AGENDA

Motion by Bickford and seconded by Doll that the Board of Education upon recommendation of the Superintendent approve consent agenda items as listed:

1. Minutes of June 27, 2023
2. General Fund Warrants #63
3. District Treasurer's Report – June 2023

Ayes 5, Nays 0, Motion carried

VII. COMMUNICATIONS

1. Correspondence- Mr. Molisani reported that seven out of every ten students made the honor roll list. Students continue to do very well. Mr. Rychlicki was happy to report that four graduating seniors earned their Eagle Scout Award; Tyler Douglas, Alden Hatch, David Tetreault, and Elliot Dietrich; and Maddie DeVore was selected for the Democrat & Chronicle's All Greater Rochester softball team.
2. Guests of the Board – Jeff Robbins from Hunt Engineers, Kevin Donaghue and Joe Paulina from Campus Construction and Melissa Kirkland from BP Donegan presented the development of the 2025 Capital Project. They reviewed the Elementary and M/H school's proposed projects, the time-line, and the financial plan. Once the capital project is approved in December, more detailed plans will be created. The capital project will have no cost affect to residents.
3. Public Forum

VIII. REORGANIZATION APPOINTMENTS

1. OFFICERS/APPOINTMENTS

Motion by Bickford and seconded by Doll, that the Board of Education, appoint the following officers as listed for one year effective immediately.

- A. CLERK OF THE BOARD – Susan Voos
- B. DISTRICT TREASURER - Kristina Clemmo
- C. TAX COLLECTOR – Susan Voos

- D. SCHOOL ATTORNEY - Harris, Beach PLLC

- E. INSURANCE ADVISOR – David Boyce of Tompkins Insurance
 - F. ENSUS ENUMERATOR – none
 - G. DISTRICT EXTERNAL AUDITOR – Mengel, Metzger, Barr & Co. LLP (Raymond F. Wager, CPA Division)
 - H. EXTRACLASSROOM ACTIVITY ACCOUNT AUDITOR – Mengel, Metzger, Barr & Co. LLP (Raymond F. Wager, CPA Division)
 - I. RECORDS MANAGEMENT – Susan Voos
 - J. RECORDS ACCESS OFFICER – Jeremy Nardone
 - K. AHERA L.E.A. DESIGNEE – Richard Ganino
 - L. CHEMICAL HYGIENE – Spencer Flint
 - M. TITLE IX COMPLIANCE OFFICER – Robert Molisani
 - N. GENESEE VALLEY HEALTHCARE PLAN- Robert Molisani
 - O. SECTION 504/ADA COMPLIANCE OFFICER– Megan Rogers
 - P. GLSW WORKERS' COMPENSATION BOARD – Jeremy Nardone
 - Q. INTERNAL CLAIMS AUDITOR – Barbara Burns
 - R. COMMUNITY EDUCATION PROGRAM COORDINATOR – Sarah Santora
 - S. LIAISON FOR HOMELESS CHILDREN AND YOUTH – Anna Lynah
 - T. DISTRICT PHYSICIAN
 - Student Services – Northern Star Medical
 - Employee Services – Northern Star Mobile Health
 - U. DIGNITY FOR ALL COORDINATOR ELEMENTARY SCHOOL - Michele Meyer
 - V. DIGNITY FOR ALL COORDINATOR MIDDLE/HIGH SCHOOL- Rebekah Chenaille
 - W. DESIGNEE FOR RESIDENCY DETERMINATION—Robert Molisani
 - X. CHILD NUTRITION PROGRAM – Reviewing Official – Rob Flynn
 - Y. CHILD NUTRITION PROGRAM – Hearing Official – Board President
 - Z. CHILD NUTRITION PROGRAM – Verification Official –Rob Flynn
 - AA. CHILD NUTRITION PROGRAM – Confirming Official –Robert Molisani
 - CC. EDUCATIONAL OFFICIAL – Robert Molisani
 - DD. EXTRACLASSROOM ACTIVITIES ACCOUNT – Sheri Murdock
 - EE. ESSA-FUNDED PROGRAMS COORDINATOR—Robert Molisani
 - FF. NEGLECTED/DELINQUENT TRANSITION LIAISON—Megan Rogers
 - GG. FOSTER CARE STUDENT POINT OF CONTACT---Anna Lynah
 - HH. MIGRANT STUDENT DATA POINT CONTACT----Ron Harrington
- Ayes 6, Nays 0, Motion carried

2. DESIGNATIONS

Motion by Bickford and seconded by Doll, that the Board of Education, make the designations as listed for one year effective immediately.

- A. OFFICIAL BANK DEPOSITORIES
 - 1. Bank of Castile
 - 2. Five Star Bank
 - 3. M & T Bank
 - B. PURCHASING AGENT – Jeremy Nardone
 - C. PAYROLL CERTIFICATION – Robert Molisani
 - D. OFFICIAL BANK SIGNATORIES - Kristina Clemmo and Jeremy Nardone
 - E. REGULAR MONTHLY MEETINGS - 2nd Tuesday of each month to start at 6:00 p.m. unless otherwise posted
 - F. OFFICIAL NEWSPAPER – Livingston County News
 - G. HEALTH INSTRUCTION COORDINATOR – Jennifer Nusbickel
 - H. SCHOOL PESTICIDE REPRESENTATIVE – Richard Ganino
- Ayes 6, Nays 0, Motion carried

3. AUTHORIZATIONS

Motion by Rychlicki and seconded by Dietrich, that the Board of Education, endorse the authorizations listed for one year effective immediately.

- A. ESTABLISH PETTY CASH FUNDS
 - 1. Elementary Office \$ 75 Tracy McGinnis
 - 2. Middle/High School Office \$ 150 Sheri Murdock
 - 3. Cafeteria \$ 100 Rob Flynn, Cafeteria Manager
 - 4. Admissions Fund \$ 800 Sheri Murdock
- B. APPROVE BUDGET TRANSFER NOT TO EXCEED \$10,000 – Robert Molisani
- C. APPROVE CONFERENCES AND WORKSHOPS – Robert Molisani
- D. APPROVE FIELD TRIPS PER POLICY #8460
INCLUDING ALL BOCES FIELD TRIPS - Robert Molisani or his designee.
- E. FUND TRANSFER – Jeremy Nardone and Robert Molisani
- F. REVENUE ANTICIPATION NOTES – Jeremy Nardone
- G. SIGN FEDERAL & STATE DOCUMENTS – Robert Molisani and Jeremy Nardone
- H. PAYMENT OF APPROVED CONTRACTUAL EXPENSES – Jeremy Nardone
- I. HIRING OTHER LEGAL COUNSEL AS NECESSARY – Robert Molisani
- J. ESTABLISH MILEAGE REIMBURSEMENT AT THE IRS RATE
- K. ANNUAL ADOPTION OF POLICY #5410 - PURCHASING
- L. ANNUAL ADOPTION OF POLICY #5220 - DISTRICT INVESTMENTS
- M. GRANTS AND AID APPLICATIONS – Robert Molisani

Ayes 6, Nays 0, Motion carried

4. IMPARTIAL HEARING OFFICER

Motion by Rychlicki and seconded by Balonek, that the Board of Education, pursuant to the authority in 8 N.Y.C.R.R. Section 200.5, the President of the Board of Education is hereby designated to make the appointment of the Impartial Hearing Officer for any Due Process Special Education administrative case (impartial hearing) filed against or by the District; in the absence or unavailability of the Board President, the Board Vice-President shall make the appointment.

Ayes 6, Nays 0, Motion carried

5. APPROVAL OF COOPERATIVE BIDDING

Motion by Balonek and seconded by Rychlicki, that the Board of Education appoint Jeremy Nardone as Business Administrator to participate in cooperative bidding for the 2023-2024 year effective July 1, 2023.

Ayes 6, Nays 0, Motion carried

6. BOARD COMMITTEES

Motion by Rychlicki and seconded by Balonek, that the Board of Education appoint representatives to committees for the 2023-2024 school year as follows:

- A. ELEMENTARY COMPACT COMMITTEE – **Mike Balonek**
 - B. MIDDLE/HIGH SCHOOL COMPACT COMMITTEE – **Jamie Fitch & Liz Dietrich**
 - C. TECHNOLOGY COMMITTEE – **Chris Richter & Liz Dietrich**
 - D. GENESEE VALLEY SCHOOL BOARDS REP. & ALTERNATE – **Chris Richter & Liz Doll**
 - E. LEGISLATIVE LIAISON – **Arnie Rychlicki & Jamie Fitch**
 - F. NEGOTIATIONS – **Jamie Fitch and Liz Doll**
 - G. BOARD AUDIT – **Mike Balonek, John Bickford and Chris Richter**
 - H. FACILITIES COMMITTEE – **Mike Balonek and Arnie Rychlicki (Fitch?)**
 - I. BOARD POLICY COMMITTEE – **Liz Dietrich and Arnie Rychlicki**
 - J. SHARED SERVICES COMMITTEE – **Arnie Rychlicki, Liz Doll, Jamie Fitch**
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- K. ATHLETIC CODE COMMITTEE – **Mike Balonek, Jamie Fitch and Liz Dietrich**
 - L. GENESEE VALLEY BOARD PRESIDENT REPRESENTATIVE – **Chris Richter and Liz Doll**
 - M. FINANCIAL PLANNING – **Jamie Fitch, Liz Dietrich and Chris Richter**
 - N. TEXTBOOK COMMITTEE – **Liz Dietrich and John Bickford**

Ayes 6, Nays 0, Motion carried

7. BUILDING USE FEES

Motion by Balonek and seconded by Bickford that the Board of Education, per Board Policy #3280, establish building use fees at \$29.30 per hour for the 2023-2024 school year.
Ayes 6, Nays 0, Motion carried

8. SUBSTITUTE RATES

Motion by Rychlicki and seconded by Balonek that the Board of Education establish the following rates for substitutes during the 2023-2024 school year.

Certified Sub - \$150 per day/\$165 after 40 Days
Uncertified Sub - \$115 per day - \$125 after 40 Days
Substitute Nurse - \$150 per day
Substitute Secretary - \$120 per day/\$130 after 40 Days
Part-time Clerk - \$18.00 per hour
Other Substitute Support Staff - Per Attachment
Ayes 6, Nays 0, Motion carried

9. COMMITTEE ON SPECIAL EDUCATION

Motion by Bickford and seconded by Dietrich that the Board of Education, upon the recommendation of the Superintendent, approve the recommended Membership to the Committee on Special Education for the 2023-2024 school year as follows:

Chairperson/LEA	Megan Rogers
School Psychologist	Abigail Monroe
The Child's General Education Teacher	Varies
The Child's Special Education Teacher	Varies
School Physician (if requested)	To be appointed by Board of Education
Parent Representative(s)	TBD
The Parent of the Child	
The Student with a Disability (whenever appropriate and/or by grade 4)	

Ayes 6, Nays 0, Motion carried

10. SUB COMMITTEE ON SPECIAL EDUCATION

Motion by Balonek and seconded by Dietrich that the Board of Education, upon the recommendation of the Superintendent, approve the recommended Membership to the Sub-Committee on Special Education for the 2023-2024 school year as follows:

Chairperson/LEA	Megan Rogers
School Psychologist	Abigail Monroe
The Child's General Education Teacher	Varies
The Child's Special Education Teacher	Varies
The Parent of the Child	
The Student with a Disability (whenever appropriate and/or by grade 4)	

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate – (i.e. speech/language therapist, occupational therapist, and physical therapist).

Ayes 6, Nays 0, Motion carried

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11. COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

Motion by Rychlicki and seconded by Bickford that the Board of Education, upon the recommendation of the Superintendent, approve the recommended Membership to the Committee on Preschool Special Education for the 2023-2024 school year as follows:

Chairperson/LEA	Megan Rogers
County Representative	Appointed by County

A General Education Teacher	Varies
The Child's Special Education Teacher/Provider (i.e. related service provider)	Varies
Parent Representative	TBD

The Parent of the Child

Early Intervention Coordinator (for those transitioning from early intervention programs and services)

Ayes 6, Nays 0, Motion carried

12. ESTABLISH STANDARD WORKDAY FOR ERS

Motion by Balonek and seconded by Rychlicki that the Board of Education, upon the recommendation of the Superintendent, hereby establishes as standard work days (see attached sheet) for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Ayes 6, Nays 0, Motion carried

13. AUTHORIZATION TO HIRE EMPLOYEES PENDING BOARD APPROVAL

Motion by Balonek and seconded by Dietrich that the Board of Education, upon the recommendation of the Superintendent, approve authorization to hire employees pending board approval.

WHEREAS, the appointment of employees and the approval of volunteers is within the authority of this Board, and

WHEREAS, employee appointments and volunteer approvals generally begin after the date of Board action, and

WHEREAS, there are circumstances in which it is advantageous and proper that employees and volunteers begin prior to the date of Board action,

NOW THEREFORE BE IT RESOLVED THAT this Board delegates to the Superintendent or Designee the authority to appoint employees and to approve volunteers effective on a date prior to Board action, provided however that such employees and volunteers are placed on the Board agenda for the next following Board meeting.

Ayes 6, Nays 0, Motion carried

14. AUTHORIZATION FOR BUSINESS MATTERS IN BETWEEN BOARD MEETINGS

Motion by Rychlicki and seconded by Bickford that the Board of Education, upon the recommendation of the Superintendent, authorize the Superintendent or Designee to approve and sign routine and/or time sensitive contracts that require action between Board Meetings.

Ayes 6, Nays 0, Motion carried

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15. AUTHORIZATION FOR OTHER BUSINESS OFFICE FUNCTIONS IN BETWEEN BOARD MEETINGS

Motion by Rychlicki and seconded by Dietrich that the Board of Education, upon the recommendation of the Superintendent authorize the Superintendent or Designee to certify payrolls, make transfers of money between and within functional unit appropriations (service codes), to approve conferences for all employees, and to approve applications for grants.

Ayes 6, Nays 0, Motion carried

IX. OLD BUSINESS

1. None

X. NEW BUSINESS

1. Asbestos Hazard Emergency Response Act (AHERA) Periodic Surveillance Review

Report is included in board packet. Ms. Lunger conducted the assessment and had not identified any areas of repair. The asbestos review is completed every six months.

2. Resolution to Approve Breakfast and Lunch Prices

Motion by Balonek and seconded by Dietrich, that the Board of Education, upon the recommendation of the Superintendent, approve the school breakfast and lunch prices for the 2023-2024 school year as follows:

Breakfast	\$1.90	K-5	\$1.90	6-12
Lunch	\$2.85	K-5	\$2.95	6-12

Ayes 6, Nays 0, Motion carried

3. Review of Annual Average Daily Attendance

Per Board Policy #7110, the District's annual daily attendance for the 2022-23 School year was 94.17%.

4. Setting the 2023-2024 Tax Levy

Motion by Rychlicki and seconded by Balonek that the Board of Education, upon the recommendation of the Superintendent, set the tax levy for the 2023-2024 Annual School Budget at \$7,718,926.

Ayes 6, Nays 0, Motion carried

5. Award of Bid - Heat Exchangers

Motion by Balonek and seconded by Dietrich that the Board of Education, upon the recommendation of the Superintendent, award the bid for two heat exchangers that will be replaced in two separate boilers to the lowest responsible bidder, LMC Industrial Contractors.

Ayes 5, Nays 0, Motion carried

6. Middle/High School Student Performance Report

Dr. Chenaille explained a basic overview of the student performance report and exam rates. She reviewed both local and regents exams. This year NYS Education department allowed exceptions to the passing rate after an appeal process, which results in higher exam percentages. Her hope is that once the passing rates are no longer adjusted and expectations are higher, students will work harder and also engage in higher expectations.

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7. Approval of Best Value Cooperative Purchasing

Motion by Bickford and seconded by Rychlicki that the Board of Education, upon the recommendation of the Superintendent, approve:

Best Value:

WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;

WHEREAS, General Municipal Law 103(16) allows the District, as a municipal entity, to purchase certain materials and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;

WHEREAS, "best value" is defined by New York State Finance Law 163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offers. Such basis shall reflect, wherever possible, objective and quantifiable factor for offerers that are small businesses, certified minority - or women-owned business enterprises as defined in subdivisions one, seven,

fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section three hundred sixty-ninth of the executive law to be used in evaluation of offers for awarding of contracts for services.

WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal law 103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school districts; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through the New York State Office of General Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Caledonia-Mumford Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal law 103(16), and in compliance with all District purchasing policies and procedures, with Board approval;

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately on adoption.
Ayes 6, Nays 0, Motion carried

8. Approval of Equalis Group Cooperative Purchasing Agreement

Motion by Rychlicki and seconded by Balonek that the Board of Education, upon the recommendation of the Superintendent, approve:

Specific Cooperative:

WHEREAS, the Caledonia-Mumford Central School District (School District) pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in the Equalis Group purchasing cooperative; and

WHEREAS, Section 103 of the General Municipal Law permits the School District to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by the School District therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, the School District desires to participate for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

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WHEREAS, the School District has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of this School District through the anticipated savings to be realized.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Caledonia-Mumford Central School District authorizes the School District's participation in the Equalis Group Purchasing Cooperative and authorizes the Business Administrator or the Purchasing Agent to register for the Equalis Group purchasing program on behalf of the School District.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately on adoption.
Ayes 6, Nays 0, Motion carried

EXECUTIVE SESSION

Motion by Balonek and seconded by Bickford that the Board of Education adjourn to Executive Session at 7:27 PM to discuss the employment and employee history of particular persons and matters leading to the appointment.

Ayes 6, Nays 0, motion carried

IX. PERSONNEL

1. Approve Annual Stipends for Board Appointed Positions

Motion by Bickford and seconded by Rychlicki that the Board of Education, upon the recommendation of the Superintendent, approve stipends for the following Board appointed positions for the 2023-2024 school year.

Athletic Director
Community Education Coordinator
Substitute Teacher Calling
Internal Claims Auditor
District Web Manager
Mentor/Induction Coordinator

Ayes 6, Nays 0, Motion carried

2. Appointment of Long Term Substitute

Motion by Bickford and seconded by Rychlicki that the Board of Education, upon the recommendation of the Superintendent, appoint **Burton Howell** as a Long-term substitute teacher for HS Science in the 2023-2024 school year.

Ayes 6, Nays 0, Motion carried

Motion by Bickford and seconded by Rychlicki that the Board of Education return to regular session at 8:55 pm.

Ayes 6, Nays 0, Motion carried

X. ADJOURNMENT

Motion by Balonek and seconded by Rychlicki that the Board of Education adjourn the meeting of July 11, 2023, at 8:58 p.m.

Ayes 6, Nays 0, motion carried

Susan J. Voos, District Clerk