

**MEETING MINUTES
ORISKANY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING
7:00 P.M. TUESDAY, JULY 2, 2019**

Board of Education Room, Oriskany Central School District Administrative Office

BOARD MEMBERS:

	<u>Present</u>	<u>Absent</u>
Michelle Anderson	<u> x </u>	<u> </u>
James Chase	<u> x </u>	<u> </u>
Carl Graziadei	<u> </u>	<u> x </u>
Therese Hanna	<u> x </u>	<u> </u>
Brian Judycki	<u> x </u>	<u> </u>
Adam Kernan	<u> x </u>	<u> </u>
Amy Mayo	<u> x </u>	<u> </u>

ADMINISTRATION:

	<u>Present</u>	<u>Absent</u>
Timothy Gaffney, Superintendent	<u> x </u>	<u> </u>
Laurie Widman, Business Administrator	<u> x </u>	<u> </u>
Melissa Lowell, Director of Curriculum, Instruction and Accountability	<u> </u>	<u> x </u>
Karen Hinderling, Elementary School Principal	<u> </u>	<u> x </u>

Meeting called to order at 7:00 pm.

PLEDGE OF ALLEGIANCE:

1. Meeting called to order by the District Clerk
2. **Administration of Oath to Newly Elected Board Members**

I do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of my office of Board of Education Member according to the best of my ability. *(Adam, James, Michelle)*

3. **Nomination and Election of Board Officers**

3.1 President of the Board: Adam Kernan

Motion by Therese Hanna Seconded by Amy Mayo

 5 Aye Nay Abstain Accepted/Rejected

3.2 Vice-President of the Board: Michelle Anderson

Motion by Therese Hanna Seconded by Brian Judycki

 5 Aye Nay Abstain Accepted/Rejected

Administer Oath of Faithful Performance in Office to the Superintendent, President and Vice-President.

I do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of my office of *(state office)* according to the best of my ability.

I. APPOINTMENTS

1. District Clerk	Laurie Widman
2. District Deputy Clerk	Timothy Gaffney
3. District Treasurer	Karen Blackwell
4. District Deputy Treasurer	Valerie Schmadel
5. Internal Claims Auditor	Kristina Trociuk
6. School Purchasing Agent	Laurie Widman
7. Deputy Purchasing Agent	Timothy Gaffney
8. School Physician	Dr. Christopher Alinea - BOCES
9. School Nurse Practitioner	BOCES - TBD
10. School Architect	March Associates
11. Fiscal Advisor	Fiscal Advisors
12. Bond Counsel	Timothy McGill
13. External Auditor	Mostert, Manzanero, & Scott, LLP
14. Tax Collector	Oneida County Tax Department
15. Student Residency Determinations	Timothy Gaffney
16. Civil Rights Compliance Officers - Title IX	Timothy Gaffney, Laurie Widman
17. Designated Complaint Officers	Timothy Gaffney, Laurie Widman
18. Section 504 Coordinator	Heather Gaetano
19. School Attorney and Hearing Officer	Ferrara Fiorenza PC
20. Records Access/Appeal Officer	Laurie Widman
21. Records Retention/Disposition Officer	Laurie Widman
22. Attendance Officer	Karen Hinderling, TBD Jr./Sr. HS Principal
23. Inventory Management Officer	Colleen Zumbrun
24. Chief Information Officer	Melissa Lowell
25. Energy Manager	Mark Santomassino - BOCES
26. AHERA LEA Asbestos Compliance Designee	Mark Santomassino - BOCES
27. Safety Risk Management Officer	Mark Santomassino - BOCES
28. Impartial Hearing Officer in accordance with Sections 71 & 73 of Civil Service Law	Timothy Gaffney, Laurie Widman
29. Central Treasurer for Extracurricular Accounts	Renee Bronk
30. Committee on Special Education Chairperson	Heather Gaetano
31. Committee on Special Education Parent Members	Lisa Spears, Amanda Clayton
32. Sub-Committee on Special Education Chairperson	Heather Gaetano
33. Committee on Pre-School Special Education Chairperson	Heather Gaetano
34. Committee on Pre-School Special Education Parent Member	Lisa Spears, Amanda Clayton
35. School Pesticide Representative	Mark Santomassino - BOCES

36. Insurance Agent	Brown & Brown
37. Health Insurance Portability and Accountability Act (HIPAA) Privacy Official/Complaint Officer	Timothy Gaffney
38. McKinney-Vento Liaison for Homeless Child & Youth	Melissa Lowell, Lindsay Guido
39. Medicaid Compliance Officer	Kathie Higgins
40. 2019-20 Finance and Audit Committee Members	Laurie Widman, TBD
41. 2019-20 Policy Committee Members	Timothy Gaffney, TBD
42. 2019-20 Facilities Committee Members	Laurie Widman, TBD
43. Appointment for Worker's Compensation Consortium Board of Directors	Timothy Gaffney, Laurie Widman
44. Appointment for Health Insurance Consortium Board of Directors	Timothy Gaffney, Laurie Widman
45. Appointment for Liability Insurance Consortium Board of Directors	Timothy Gaffney, Laurie Widman
46. Board Member to Executive Committee of the Oneida Madison-Herkimer School Boards Association as per OHM Term, expires 2020 (School Boards Institute)	Michelle Anderson
47. Dignity Act Coordinators	Karen Hinderling, TBD Jr./Sr. HS Principal
48. Annual Professional Performance Review Lead Evaluators of Teachers	Karen Hinderling, TBD Jr./Sr. HS Principal
49. Annual Professional Performance Review Lead Evaluators of Teachers and Principals	Timothy Gaffney, Melissa Lowell
50. Chief Emergency Officer	Timothy Gaffney

Motion by Amy Mayo, seconded by Michelle Anderson, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education table items 24, 39 and 49 for further discussion, to be voted on after executive session.

Yes- 6

No- 0

Motion Carried

Motion by Therese Hanna, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 1-50, excluding 24, 39 and 49 which were tabled for further discussion, to be voted on after executive session.

Yes- 6

No- 0

Motion Carried

AUTHORIZATIONS

1. Authorization to pay on a per diem basis certain members of the Committee on Special Education
2. Authorization of depository banks MT Bank, JP Morgan Chase, NYLAFF and NYCLASS
3. Authorization of Superintendent to apply for federal grants
4. Authorization of Superintendent to certify payrolls
5. Authorization of Herkimer-Fulton-Montgomery BOCES as a legal bidding agent
6. Authorization of the Superintendent, Business Administrator and Director of Curriculum, Instruction, and Accountability to enter into certain contracts
7. Authorization of Chief School Officer to approve the disposal of Surplus School Buses or any other equipment/materials
8. Authorization of the Superintendent or Designee to approve budget transfers not to exceed \$10,000 without Board of Education approval
9. Authorization of Treasurer to initiate wire transfers
10. Authorization of Business Administrator to approve and release wire transfers
11. Authorization of Treasurer and Assistant Treasurer (in Treasurer’s absence) to initiate bank transactions
12. Authorization of Treasurer and Assistant Treasurer (in Treasurer’s absence) as official signers for checks
13. Authorization to re-adopt School Board Policy Manual; Code of Ethics; and School Safety Plan
14. Authorization to re-adopt Code of Conduct
15. Authorization to Bond Personnel through the General Liability Insurance Policy

Motion by Brian Judycki, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 1-15.

Yes- 6

No- 0

Motion Carried

APPROVALS

1. Approval of the continued use of senior citizen exemption
2. Approval to renew BANS and/or RANS in 2019-2020, if necessary

Motion by Brian Judycki, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 1-2.

Yes- 6

No- 0

Motion Carried

RESOLUTIONS

1. Resolution to authorize the Superintendent to enter into reciprocal agreements with other schools within BOCES and other municipalities to transport students, loan and borrow buses and equipment, dispose of buses, share fuel services and maintenance, if necessary
2. Resolution to authorize the Superintendent to provisionally appoint well-qualified teachers, administrators and staff until the Board has the opportunity to meet and make a decision on the proposed employee, provided the Board makes a final decision on the provisional appointment within thirty (30) days. The Board's failure to act within thirty (30) days will make the provisional appointment "null and void".
3. Resolution to adopt the 2019-2020 Special Education Plan
4. Resolution to adopt the record retention and disposition schedule ED-1 as recommended by the NYS Department of Education - archives and records administration
5. Resolution to establish monthly meeting time and place and school calendar
6. Resolution to establish annual meeting and budget vote date
7. Resolution to permit Superintendent of Schools to approve conference requests, conventions and workshops
8. Resolution to designate the Official Newspaper as the Rome Sentinel
9. Resolution to designate Oneida-Herkimer-Madison School Library Advisory Council to represent Oriskany Central School
10. Resolution to Approve a Moratorium for Non-Resident Tuition Students, Grades K-12, for the 2019-2020 School Year
11. Resolution for Authorization of Cooperative Bidding
12. Resolution to Enter into an Inter-Municipal Agreement with Madison-Oneida BOCES for Certain Staff Attorney Functions
13. Resolution to Accept the IRS Mileage Rate According to IRS Guidelines
14. Resolution to authorize 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
15. Resolution to authorize the School District's participation in the Sourcewell Purchasing Cooperative and authorizing the Business Administrator or the Purchasing Agent to register for the Sourcewell purchasing program on behalf of the School District
16. Resolution to adopt Post-Issuance Tax Compliance and Continuing Disclosure Policies and Procedures for Tax-Exempt Notes & Bonds

Motion by Amy Mayo, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 1-16.

Yes- 6

No- 0

Motion Carried

The Annual Organizational portion of the meeting concluded at 7:10 pm

The Regular Meeting began at 7:10 pm

I. Consent Agenda:

1. Approval of minutes: Dated: June 10, 2019
2. Approval of Financial Report
3. Approval of Claims Audit Invoice Dated: June 20, 2019
4. Approval of CSE/CPSE recommendations

Motion by Therese Hanna, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve Consent Agenda items 1-4.

Yes- 6

No- 0

Motion Carried

II. Communications, Reports and Announcements:

1. Additions/Deletions to Agenda
 - a. None
2. Communications of the Board President
 - a. None
3. Communications of the Superintendent
 - a. BOE members the NYSSBA conference is October 24-26 in Rochester – if anyone has any interest we will need to secure lodging immediately as rooms sell out very quickly. Amy Mayo, Adam Kernan, Therese Hanna and James Chase expressed interest. Rooms will be secured and can later be cancelled if anyone is unable to attend.
 - b. We received Bullet Aid for the after school program and there was a press conference regarding this which Mr. Gaffney attended.
 - c. The Athletic Director position remains open as 3 have declined this position so far, there is one more interview this coming week.
 - d. Project Fibonacci has 6 students enrolled to date
 - e. Jillian LaLonde has expressed a desire to retain her position as Play Director
4. Communications of the School Business Administrator/District Clerk
 - a. Included in your packet is the calendar for the upcoming year for the School Board Institute. This has all the events for the upcoming year.
5. Communications of the Building Principals

N.A. Walbran

- a. On the 21st, the seniors walked through our school prior to our early dismissal in their caps and gowns
- b. Our Moving Up Ceremony was held on June 24
- c. There was an End of Year Assembly on our last day of school. The sixth graders decorated hats and walked in last. We thanked the student council, had a visit from Zero the Hero, and the fifth graders took their leadership pledge. We ended with listening to the beginning of Matilda our summer bedtime story.

- d. On Thursday, June 27, we had 11 faculty members attend a Literacy Training facilitated by me. The majority of the time was spent with a cross walk of the Next Gen Standards in ELA, Reading Street, and the OCS Literacy Plan.
- e. This summer we have 19 faculty members signed up for a blended learning (online and in-district sessions) book study on the book, "Help for Billy: A Beyond Consequences Approaching to Helping Challenging Children in the Classroom", that I will be facilitating.
- f. I would like to thank the faculty and support for all their hard work this year and thank you to the board for all your support!

Oriskany Jr/Sr HS:

Building Principal:

- a. We had our end of the year advisors meeting. Several book-keeping issues were reviewed along with sales tax collection / timing of sales / coordinating some sales with the elementary school / getting more involvement with grades 7 & 8 for fund-raising / how to keep the yearbook costs down / asking clubs to participate in some of the Positivity Project initiatives.
- b. These Items continue to be reviewed, we may have some summer meetings to decide which ones will go forward. Looking at an August 5 date for either inclusion or more review discussion and possible implementation for the 19-20 school year are: cell phone regulations for classrooms, ISS room for 19-20, Peer tutoring program, summer school transportation for identified students, Learning Center implementation, student tardies.
- c. Physics students went to Darien Lake on Thursday 6/21 as part of their annual physics day celebration.

Guidance:

- a. Continue to tweak master schedule. Master schedule is now at 99 + complete. Reviewing conflicts individually. Will work on Special Education students next week.
 - b. We are down to 1 senior not graduating but would be eligible for an August graduation is they complete summer school. Summer school began on Monday, July 1, 2019. Our student was in attendance.
 - i. We have posted for our three open positions: a teaching assistant, a school counselor and a .5 Special Education/.5 English teacher. These are posted on olajobs.org with an application deadline of July 17, 2019.
6. Communications of the Director of Curriculum, Instruction and Accountability
~ Melissa Lowell expressed her regret at not being able to attend the meeting this evening and thanked Karen Hinderling for reporting out for her.

Alternative High School:

- a. Community Outreach:
 - i. We met with MVCC last week to determine dual-enrollment opportunities for the AHS. This will require continued teamwork with our district, MVCC, and the OCCF (Oneida County Correctional Facility).
 - ii. Summer plans are in the works to continue to provide community outreach programming throughout the summer. We will be staffed this summer with a teacher, teaching assistant, and a social worker.
- b. Upcoming Student Events:
 - i. Regular school year instruction ended on 6/21/19
 - ii. Summer School begins week of 7/8/19
 - iii. Hosting summer school generates additional revenues through NYSED reimbursements. The program pays for itself.

Office of PK-12 Curriculum, Instruction, and Accountability:

- a. I met with our regional team to work on our ESSA Needs Assessment as assigned to each district by NYSED. Our goal is to have a regional approach and brainstorm together. We have several dates to work together this summer to continue our work together and grow our regional approach for curriculum and instruction. Our team includes the Assistant Superintendents and Directors from the following districts: Clinton, Holland Patent, New Hartford, Oneida County BOCES, Oriskany, Westmoreland, and Whitesboro.
- b. We have 8 teachers that completed their two-year mentoring program and have graduated. We had the final meeting on 6/29/19 week to reflect, plan for next year, and celebrate our graduates.
- c. Professional learning opportunities have been planned and organized by our administrative team. There are multiple opportunities being provided throughout the summer. This is funded by the variety of grant funds we have been awarded as a district.

7. Communications of the Board of Education

- a) General Communications
 - i. Therese Hanna said the Alumni tour of the Jr./Sr. High School went well, there were about 12 people who attended
 - ii. Congratulations to Colton Davis and John Maher who made Boys State. Boys State is a leadership action program in which qualified male high school juniors take part in a practical government course designed to develop a working knowledge of the structure of government.
- b) Finance/Audit Committee Report
 - i. New members are Michelle Anderson, James Chase and Therese Hanna
 - ii. Meeting schedule is included in the minutes
- c) Facilities committee Report
 - i. New members are Therese Hanna, Brian Judycki and Adam Kernan
 - ii. Meeting schedule is included in the minutes
- d) Policy Committee Report
 - i. New members are Michelle Anderson, Brian Judycki and Amy Mayo
 - ii. Meeting schedule is included in the minutes

III. Resident Participation

- o 30 minutes on any agenda or school related item (*5 minutes' maximum per speaker*)

Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you sign in prior to the start of the meeting, that you come forward to speak and that you identify yourself before presenting your thoughts.

~ Those items brought to the attention of the Board during this time may be taken under consideration for future response or action.

~ As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent privately. Thank you for this consideration.

Board Response: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings in a timely manner.

IV. Old Business: None

V. New Business:

1. Approval of Unpaid Leave of Absence:

- A. Christina Cummings – School Monitor – June 11, 2019
- B. Yvette Tinney – School Monitor – June 11, 2019
- C. Tammy Kotary - School Monitor – June 27, 2019

Motion by Amy Mayo, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 1. A - C.

Yes- 6

No- 0

Motion Carried

2. Resignation:

- A. Jillian Lalonde – High School English and Special Education Teacher effective June 30, 2019

Motion by Amy Mayo, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education accepts this resignation with regrets.

Yes- 6

No- 0

Motion Carried

3. Appointments:

- A. Brianne Marfe – 2019-2020 Student Teacher Placement with Amanda Tomaino
- B. Robert Bashant – 2019-2020 Student Teacher Placement with Michelle Commisso for placement 1 and Aubrey Cray for placement 2
- C. Abigail Reilly – 2019-2020 Student Teacher Placement with Aubrey Cray for placement 1 and Michelle Commisso for placement 2
- D. Abigail Bliss – 2019-2020 Student Teacher Placement with Deondra Seamon for placement 1 and Edward Wright for placement 2
- E. Tanja Tamburino – MTIP Coordinator for the 2019-2020 school year
- F. Angela Meiss – MTIP Coordinator for the 2019-2020 school year
- G. Mr. Rick Cooke – 2019-2020 Varsity Boys Basketball Coach
- H. Ms. Kelly Smith – 2019 Fall Volunteer Gymnastics Coach
- I. Revised Appointment - starting date of Matthew Vedete to August 1, 2019
- J. Jessica Fazio – Elementary School Teacher – Starting Date August 1, 2019
- K. Stacey L. Kraeger – Elementary School Teacher – Starting Date August 1, 2019
- L. Denise Mazza – Alternative High School 2019 Summer School Special Education Teacher
- M. Michelle McGrath – Alternative High 2019 Summer School Teaching Assistant
- N. Melissa Lowell to the amended position of Director of Curriculum, Instruction and Accountability from an 11-month to a 12-month position, effective July 1, 2019

Motion by Michelle Anderson, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education table item G for further discussion, to be voted on after executive session.

Yes- 6

No- 0

Motion Carried

Motion by Therese Hanna, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items A – N, excluding item G, which was tabled for further discussion, to be voted on after executive session.

Yes- 6

No- 0

Motion Carried

4. Motion to Authorize \$3,000 annual stipend to Kathleen Higgins for added duties related to the Oneida County Incarcerated Youth Program for the 2019-2020 school year.

Motion by Michelle Anderson, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve item 4.

Yes- 6

No- 0

Motion Carried

5. Motion to Authorize \$3,000 annual stipend to Colleen Zumbrun for added duties related to Inventory Management for the 2019-2020 school year.

Motion by Michelle Anderson, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve item 5.

Yes- 6

No- 0

Motion Carried

6. Resolution to approve the Wind Farms Real Property Tax Law §487

Motion by Brian Judycki, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve item 6.

Yes- 6

No- 0

Motion Carried

VI. Motion to Move in to Executive Session: Legal and Personnel

Motion by Therese Hanna, seconded by Amy Mayo, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education move into executive session for discussion of personnel matters at 7:35 pm.

Yes- 6

No- 0

Motion Carried

Out of Executive at 8:00 pm.

VII. Revisit Appointments from the July 2, 2019 Annual Organizational Meeting Agenda

- a. # 24 - Chief Information Officer - Melissa Lowell
- b. # 39 - Medicaid Compliance Officer - Kathie Higgins
- c. # 49 - Annual Professional Performance Review Lead Evaluators of Teachers and Principals - Timothy Gaffney, Melissa Lowell

Motion by Michelle Anderson, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve items 24, 39 and 49 from the Annual Organizational Meeting.

Yes- 6

No- 0

Motion Carried

VIII. Revisit Appointment from July 2, 2019 Regular Meeting Agenda

- a. Item 7. 3. G - Mr. Rick Cooke – 2019-2020 Varsity Boys Basketball Coach

Motion by Amy Mayo, seconded by Michelle Anderson, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education approve item 7. 3. G from the July 2, 2019 Regular Meeting.

Yes- 5

No- 1

Motion Carried

Roll Taken:	
Michelle Anderson	Yes
James Chase	Yes
Therese Hanna	No
Brian Judycki	Yes
Adam Kernan	Yes
Amy Mayo	Yes

IX. Motion to Adjourn at 8:08 pm

Motion by Amy Mayo, seconded by Brian Judycki, BE IT RESOLVED, that upon the recommendation of Mr. Timothy Gaffney, Superintendent of Schools, that the Oriskany Central School Board of Education adjourn meeting at 8:08 pm.

Yes- 6

No- 0

Motion Carried

Respectfully Submitted,

A handwritten signature in cursive script that reads "Laurie A. Widman".

Laurie A. Widman
District Clerk