



Minutes of the Medina Central School District
Board of Education Annual Reorganizational Meeting
July 6, 2016

The Annual Reorganizational Meeting of the Board of Education of the Medina Central School District of the towns of Ridgeway, Shelby, Barre and Albion, Orleans County, Hartland, Niagara County and Alabama, Genesee County, New York was held on Wednesday, July 6, 2016, at 6:30 p.m. in the District Office in said district. The meeting was called-to-order by Mr. Mark B. Kruzynski, Acting Superintendent, with the Pledge of Allegiance to the flag.

Members Present: Mrs. Ann Webster Bunch
Mrs. Lori Draper
Mr. Christopher Keller
Mr. William Keppler – arrived at 6:35 p.m.
Mr. Brian Koch
Mrs. Brenda Lindsay
Mrs. Wendi Pencille
Mr. David Sevenski

Member Absent: Mrs. Renee Paser-Paull

Also Present: Mr. Mark B. Kruzynski, Acting Superintendent

Newly-elected Board member Brenda Lindsay and returning incumbents, Lori Draper and Wendi Pencille were introduced.

DISTRICT CLERK

Christopher Keller moved, seconded by Brian Koch that Janice Jovanelly be appointed District Clerk for the 2016-2017 school year at a stipend of \$5,700. Yes-7, No-0; Absent-2 Motion carried.

Oath of Office

Board Member David Sevenski conducted the Oath of Office for the District Clerk, Janice Jovanelly.

The District Clerk conducted the Oaths of Office for Lori Draper, Brenda Lindsay, and Wendi Pencille.

BOARD OF EDUCATION PRESIDENT

The Nominating Committee nominated Wendi Pencille for President and David Sevenski for Vice President.

Christopher Keller moved, seconded by Brenda Lindsay that Wendi Pencille be appointed President of the Board of Education for the 2016-2016 school year. Yes-7, No-0; Absent-2 Motion carried.

Wendi Pencille accepted the position of President and Janice Jovanelly administered the Oath of Office. The President assumed the chair to proceed with the business of the meeting.

Board Member William Keppler arrived at 6:35 p.m.

VICE-PRESIDENT OF THE BOARD OF EDUCATION

Christopher Keller moved, seconded by Ann Bunch that David Sevenski be appointed Vice President of the Board of Education for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

David Sevenski accepted the position of Vice President and Janice Jovanely administered the Oath of Office.

ACTING SUPERINTENDENT

Lori Draper moved, seconded by Brian Koch that Mark B. Kruzynski be appointed Acting Superintendent for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT TREASURER

Brian Koch moved, seconded by Christopher Keller that Christine Griffin be appointed District Treasurer for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

CHIEF FACULTY COUNSELORS

Brian Koch moved, seconded by Lori Draper that each building Principal be appointed Chief Faculty Counselor of the Extra-Classroom Activity Funds for the 2016-2017 school year at no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

CENTRAL TREASURERS

Lori Draper moved, seconded by Brian Koch that Barbara Michaud, HS; Julie Kuhn, MS; and Heidi Albone, OO; be appointed Treasurers of the Extra-Classroom Activity Funds for the 2016-2017 school year at no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

TREASURER'S AUTHORIZATION

Christopher Keller moved, seconded by Lori Draper that the following resolution be adopted:

RESOLVED, that the School District Treasurer be and hereby is authorized to open and keep an account of deposit and discount with the official depositories to be named by this Board of Education in the name of and for the use of the Medina Central School District, Orleans County, Medina, New York, with the purpose to execute any depositories' signature cards, deposit agreements, and other documents requested by said depositories, to deposit with them all monies, drafts, checks, acceptances and other evidences of indebtedness which may now or hereinafter come into the Treasurer's possession, and the said depositories are hereby authorized to make payment from funds of the Medina Central School District on deposit with them, upon and according to the check draft, note, or other acceptances of this district, signed by the Officers of the School District as designated by the Board of Education.

Yes-8, No-0; Absent-1 Motion carried.

BONDING OF DISTRICT PERSONNEL HANDLING MONEY

Brenda Lindsay moved, seconded by Brian Koch that the District Treasurer and Tax Collector be bonded for the 2016-2017 school year in the amount of \$1,000,000. Claims Auditor and all other positions are to be bonded for the 2016-2017 school year in the amount of \$100,000 blanket bond. Yes-8, No-0; Absent-1 Motion carried.

OFFICIAL DEPOSITORIES

Christopher Keller moved, seconded by Brian Koch that the following are designated as the official depositories of the Medina Central School District for the fiscal year 2016-2017, with a maximum amount not to exceed \$25,000,000 in any depository: JP Morgan Chase, M & T Bank, First Niagara, Bank of Castile, Five Star Bank, and KeyBank. Yes-8, No-0; Absent-1 Motion carried.

BANK DESIGNATION FOR WIRED STATE AID FUNDS

Brian Koch moved, seconded by Christopher Keller that the following banks are designated as the official depositories for wired state aid funds of the Medina Central School District for the fiscal year 2016-2017: JP Morgan Chase, First Niagara, KeyBank, Five Star Bank, and M & T Bank. Yes-8, No-0; Absent-1 Motion carried.

SIGNING DISTRICT CHECKS

Brian Koch moved, seconded by Lori Draper that the Board authorizes the District Treasurer to sign all checks of the school district for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO MAKE BANK TRANSFERS

Brenda Lindsay moved, seconded by Christopher Keller that the Board of Education designate the District Treasurer, and Director of Finance and Human Resources as the officials authorized to make bank transfers of school district monies for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO MAKE INVESTMENTS

Christopher Keller moved, seconded by Brian Koch that the Board of Education designate the Director of Finance and Human Resources and District Treasurer as the officials authorized to make investments of school district monies for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

APPOINTMENT OF TAX COLLECTOR

Christopher Keller moved, seconded by Brian Koch that Joyce Wright be appointed Tax Collector of the school district for the 2016-2017 school year at a stipend of \$5,400. Yes-8, No-0; Absent-1 Motion carried.

DESIGNATION OF TAX COLLECTION AGENCY

Brian Koch moved, seconded by Brenda Lindsay that the Bank of Castile, Medina, JP Morgan Chase, Five Star Bank, and KeyBank serve as Tax Collecting Agencies, for the 2016-2017 school taxes (walk-in and mail-in payments). Yes-8, No-0; Absent-1 Motion carried.

ANNUAL AUDIT

Christopher Keller moved, seconded by Brian Koch that the auditing firm of Raymond F. Wager, CPA, PC be appointed by the Board of Education to conduct the annual audit for the fiscal year 2015-2016 (ending June 30, 2016) at a fee not to exceed \$19,000 plus out-of-pocket expenses. Yes-8, No-0; Absent-1 Motion carried.

INTERNAL AUDITING

Brian Koch moved, seconded by Brenda Lindsay that Lumsden & McCormick, LLP be appointed Internal Auditor for the 2016-2017 school year for internal control assessment and testing for compliance with the State Comptroller's 5-point plan at a fee not to exceed \$11,500. Yes-8, No-0; Absent-1 Motion carried.

CLAIMS AUDITING

Brian Koch moved, seconded by Christopher Keller that Carol Lonnen be appointed Claims Auditor for the 2016-2017 school year at a rate of \$14.00/hour not to exceed \$5,600 annually. Yes-8, No-0; Absent-1 Motion carried.

PURCHASING AGENT

Brenda Lindsay moved, seconded by Brian Koch that the Director of Finance and Human Resources be appointed Purchasing Agent for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

PETTY CASH FUNDS

Christopher Keller moved, seconded by Brian Koch that petty cash funds be established in the amount of \$600.00 for the 2016-2017 school year and designate the following individuals to be responsible for same: Lauri Moden, District Office; Rob Dennis, Bus Garage and Maintenance Department; Barb Michaud, HS; Julie Kuhn, MS; and Heidi Albone, OO. A petty cash fund of \$100.00 will be established for the use of ticket sales for athletics and designate the Athletic Director to be responsible for same. In the absence of any of the above, the Superintendent is authorized to approve use of petty cash funds. Yes-8, No-0; Absent-1 Motion carried.

CERTIFICATION OF PAYROLLS

Brenda Lindsay moved, seconded by Lori Draper that the Superintendent of Schools, be authorized to certify payrolls of the school district for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

CONFERENCE ATTENDANCE

Brian Koch moved, seconded by Lori Draper that the Director of Finance and Human Resources be authorized to approve conference and in-service requests for non-teaching staff members of the school district for the 2016-2017 school year; and the Director of Curriculum, Instruction and Assessment be authorized to approve conference and in-service requests for teaching staff members of the school district for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT PHYSICIAN

Brian Koch moved, seconded by Christopher Keller that the Board of Education approve the funding of the Agreement between the Medina Central School District and Orleans Community Health for the 2016-2017 school year at \$20,000. Yes-8, No-0; Absent-1 Motion carried.

SCHOOL ATTORNEY

Lori Draper moved, seconded by Christopher Keller that the Board of Education approve the appointments of the law firm of Harris Beach & Associates and Lance Mark, local attorney, for routine school legal matters as the School Attorneys for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

OFFICIAL NEWSPAPER

Brian Koch moved, seconded by Brenda Lindsay that The Batavia Daily News be designated as the official newspaper of the school district for the 2016-2017 school year, along with Orleans Hub for communication. Yes-8, No-0; Absent-1 Motion carried.

SCHEDULE OF MEETINGS

Christopher Keller moved, seconded by Lori Draper that the Board work sessions be held on the last Tuesday of the month at 6:30 p.m. and the regular monthly public meetings of the Board of Education be held on the first Tuesday of every month (except in months that conflict with school holidays or State mandated voting date) in which case the meeting will be held on the evening before or the following week for the 2016-2017 school year at 6:30 p.m.

REGULAR MONTHLY MEETING

July 6-Reorganizational Meeting
July 6-Special Meeting
July 26
August 23
September 6
October 4
November 1
December 6
January 3
February 7
March 7

WORK SESSION

September 27
October 25
November 29
December 20
January 31
February 28
March 28

April 4
May 9 (week later)
June 6

April 25
May 22 (Monday)
June 27

Yes-8, No-0; Absent-1 Motion carried.

SET THE ANNUAL MEETING DATE

Christopher Keller moved, seconded by Brian Koch that the Board of Education set the Annual Meeting date for the 2016-2017 school year as Tuesday, May 9, 2017 at 6:30 p.m. in the District Office Board Room. Yes-8, No-0; Absent-1 Motion carried.

ESTABLISHMENT OF BOARD COMMITTEES - TABLED

RECORDS MANAGEMENT OFFICER

Christopher Keller moved, seconded by Brian Koch that the Director of Finance and Human Resources be appointed as Records Management Officer for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

RECORDS ACCESS OFFICER

Brian Koch moved, seconded by Lori Draper that the Secretary to the Superintendent be appointed as Freedom of Information/Records Access Officer for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

MILEAGE

Lori Draper moved, seconded by Brenda Lindsay that the Board of Education establishes the mileage reimbursement rate for the 2016-2017 school year as the IRS rate. Yes-8, No-0; Absent-1 Motion carried.

SUBSTITUTE RATES

Lori Draper moved, seconded by Brian Koch that the substitute rates be established as follows for the 2016-2017 school year:

Teachers (including retirees):

1. For the 2016-17 school year, all per diem substitute teachers shall be paid at the rate of \$85 per day. In the event that the per diem substitute teacher works more than ten (10) consecutive days in the same assignment, the rate of pay shall increase to \$95 per day. These rates of pay shall be prorated if the per diem substitute teacher works less than a full day.
2. In the event that the District hires a substitute teacher for an assignment that is anticipated by the District to be less than a full semester, the substitute teacher shall be deemed a per diem substitute teacher and paid in accordance with paragraph 1, above. In the event that the assignment exceeds 30 days and the substitute teacher will continue in the same assignment, the substitute teacher shall be deemed a long-term substitute teacher and paid in accordance with paragraph 3, below.
3. In the event that the District hires a substitute teacher for an assignment that is anticipated by the District to last a full semester or more, the substitute teacher shall be deemed a long-term substitute teacher and shall be paid at the per diem rate of 1/200th of a Step 1 teacher salary per day with no additional benefits.

Nurses for the upcoming 2016-17 school year at \$110 per day.

Substitute Teacher Aides - \$65.00 per day (\$10.00/hour).

Clerical - \$10.00 per hour.

Custodial - \$10.25 per hour.

On-call Bus Drivers – \$13.00 an hour.

On-call School Bus Attendants - \$10.00 an hour.

School Monitors (Cafeteria) - \$10.00 per hour

Yes-8, No-0; Absent-1 Motion carried.

ADOPTION OF ALL CURRENT DISTRICT POLICIES

Christopher Keller moved, seconded by Brian Koch that the Board of Education approves the adoption of all existing Board Policies for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO PARTICIPATE IN BOCES BIDDING

Brenda Lindsay moved, seconded by Lori Draper that the Board of Education authorizes the Director of Finance and Human Resources to participate in any or all BOCES bids during the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

APPOINT TITLE IX/SECTION 504 OFFICERS

Lori Draper moved, seconded by Brian Koch to appoint Kris Colonna, Teacher, and Michael Cavanagh, Principal, as the Title IX/Section 504 Officers for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

REPRESENTATIVE FOR THE NIAGARA ORLEANS SCHOOL BOARD ASSOCIATION (NOSBA) - TABLED

REPRESENTATIVE TO BOARD OF DIRECTORS OF THE HEALTH CONSORTIUM

Lori Draper moved, seconded by Brian Koch to appoint the Director of Finance and Human Resources as representative to the Board of Directors for the Health Consortium for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

REPRESENTATIVE TO BOARD OF DIRECTORS OF THE WORKERS COMPENSATION CONSORTIUM

Christopher Keller moved, seconded by Lori Draper to appoint the Director of Finance and Human Resources as representative to the Board of Directors for the Workers Compensation Consortium for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

ADOPTION OF VISION STATEMENT, MISSION STATEMENT AND GOALS

Christopher Keller moved, seconded by Brian Koch that the Board of Education adopts the Vision Statement, Mission Statement and District Goals for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

POOL SUPERVISOR

Christopher Keller moved, seconded by Brian Koch that the Board of Education approves the Pool Supervisor rate of \$20.14 per hour for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

LIFEGUARD RATE

Brian Koch moved, seconded by Lori Draper that the Board of Education approves the Lifeguard rate of \$12.00 per hour for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

DIGNITY FOR ALL STUDENTS ACT

Brenda Lindsay moved, seconded by Brian Koch that the Board of Education approves the Principals to be Coordinators of the Dignity for all Students Act for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

LOCAL PURCHASES AUTHORIZATION

Brian Koch moved, seconded by Lori Draper that the Board of Education authorize certain employees to make local purchases at Evans ACE Hardware, NAPA-Medina Parts, Autozone, Medina Lumber, Fastenal (buildings/grounds staff and transportations staff); and TOPS Markets

(Superintendent's Secretary and certain teachers) for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

CAFETERIA DRAWER START-UP FUNDS

Brian Koch moved, seconded by Brenda Lindsay that the Board of Education approve cafeteria drawer start-up funds to be established in the amount of \$20.00 each for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT DATA COORDINATOR

Brian Koch moved, seconded by Christopher Keller that the Board of Education appoint Alexandra DiLaura as District Data Coordinator for the 2016-2017 school year with a stipend of \$9,000. Yes-8, No-0; Absent-1 Motion carried.

ROBERT'S RULES OF ORDER

Lori Draper moved, seconded by Brenda Lindsay that the Board of Education adopt Robert's Rules of Order for the Board's procedures for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

APPOINTING TO SERVICE ON A TEMPORARY BASIS

Lori Draper moved, seconded by Brian Koch that the Board of Education authorizes the District Superintendent (or his designee) to appoint individuals to service on a temporary basis subject to consideration by the Board at the Board's next opportunity for the 2016-2017 school year. Yes-8, No-0; Absent-1 Motion carried.

RESIDENCY OFFICER

Brian Koch moved, seconded by Brenda Lindsay that the Board of Education appoint the Superintendent of Schools as Residency Officer for the 2016-2017 school year with no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

ADJOURNMENT

Brian Koch moved, seconded by Christopher Keller to adjourn the Reorganizational Meeting for the 2016-2017 school year and move into the Special meeting at 6:56 p.m. Yes-8, No-0; Absent-1 Motion carried.

Respectfully submitted:

Janice Jovanelly, District Clerk