



**Minutes of the Medina Central School District**  
**Board of Education Annual Reorganizational Meeting**  
**July 1, 2014**

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 Tuesday, July 1, 2014, at 6:30 p.m. in the District Office in said district. The meeting was called-to-order by Mr. Jeffrey Evoy, Superintendent, with the Pledge of Allegiance to the flag.

**Members Present:** Mrs. Ann Webster Bunch  
Mrs. Lori Draper  
Ms. Carol Heiligenthaler  
Mr. Christopher Keller  
Mr. William Keppler – arrived at 6:37 p.m.  
Mr. John McCarthy – left at 6:40 p.m.  
Mr. David Sevenski

**Members Absent:** Mrs. Renee Paser-Paull  
Mrs. Wendi Pencille

**Also Present:** Mr. Jeffrey Evoy

Newly-elected Board member Renee Paser-Paull was absent, but returning incumbents Christopher Keller and David Sevenski were introduced.

**Oaths of Office**

Board Member Carol Heiligenthaler conducted the Oath of Office for the Superintendent, Jeffrey M. Evoy, Christopher Keller, and David Sevenski.

**BOARD OF EDUCATION PRESIDENT**

The Nominating Committee came up with the following for President and Vice President:

Carol Heiligenthaler moved, seconded by John McCarthy that Christopher Keller be appointed President of the Board of Education for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

Christopher Keller accepted the position of President and Carol Heiligenthaler administered the Oath of Office. The President assumed the chair to proceed with the business of the meeting.

**Board Member William Keppler arrived at 6:37 p.m.**

**VICE-PRESIDENT OF THE BOARD OF EDUCATION**

Ann Bunch moved, seconded by Carol Heiligenthaler that David Sevenski be appointed Vice President of the Board of Education for the 2014-2015 school year. Yes-7, No-0; Absent-2 Motion carried.

David Sevenski accepted the position of Vice President and Carol Heiligenthaler administered the Oath of Office.

**Board Member John McCarthy left the meeting at 6:40 p.m.**

### **DISTRICT CLERK**

Carol Heiligenthaler moved, seconded by Ann Bunch that Janice Jovanelly be appointed District Clerk for the 2014-2015 school year at a stipend of \$5,200. Yes-6, No-0; Absent-3 Motion carried.

### **DISTRICT TREASURER**

Carol Heiligenthaler moved, seconded by Ann Bunch that Christine Griffin be appointed District Treasurer for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **CHIEF FACULTY COUNSELORS**

Carol Heiligenthaler moved, seconded by Ann Bunch that each building Principal be appointed Chief Faculty Counselor of the Extra-Classroom Activity Funds for the 2014-2015 school year at no additional stipend. Yes-6, No-0; Absent-3 Motion carried.

### **CENTRAL TREASURERS**

Carol Heiligenthaler moved, seconded by Ann Bunch that Barbara Michaud, HS; Lee Hiller, MS; and Heidi Albone, OO; be appointed Treasurers of the Extra-Classroom Activity Funds for the 2014-2015 school year at no additional stipend. Yes-6, No-0; Absent-3 Motion carried.

### **TREASURER'S AUTHORIZATION**

Carol Heiligenthaler 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-6, No-0; Absent-3 Motion carried.

### **BONDING OF DISTRICT PERSONNEL HANDLING MONEY**

Carol Heiligenthaler moved, seconded by Ann Bunch that the District Treasurer and Tax Collector be bonded for the 2014-2015 school year in the amount of \$1,000,000. Claims Auditor and all other positions are to be bonded for the 2014-2015 school year in the amount of \$100,000 blanket bond. Yes-6, No-0; Absent-3 Motion carried.

### **OFFICIAL DEPOSITORIES**

Carol Heiligenthaler moved, seconded by Lori Draper that the following are designated as the official depositories of the Medina Central School District for the fiscal year 2014-2015, with a maximum amount not to exceed \$20,000,000 in any depository: JP Morgan Chase, M & T Bank, First Niagara, Bank of Castile, Five Star Bank, and KeyBank. Yes-6, No-0; Absent-3 Motion carried.

### **BANK DESIGNATION FOR WIRED STATE AID FUNDS**

Carol Heiligenthaler moved, seconded by Ann Bunch 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 2014-2015: JP Morgan Chase, First Niagara, KeyBank, Five Star Bank, and M & T Bank. Yes-6, No-0; Absent-3 Motion carried.

### **SIGNING DISTRICT CHECKS**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board authorizes the District Treasurer to sign all checks of the school district for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **AUTHORIZATION TO MAKE BANK TRANSFERS**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education designate the District Treasurer, and School Business Administrator as the officials authorized to make bank transfers of school district monies for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **AUTHORIZATION TO MAKE INVESTMENTS**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education designate the School Business Administrator and District Treasurer as the officials authorized to make investments of school district monies for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **APPOINTMENT OF TAX COLLECTOR**

Carol Heiligenthaler moved, seconded by Ann Bunch that Joyce Wright be appointed Tax Collector of the school district for the 2014-2015 school year at a stipend of \$5,200. Yes-6, No-0; Absent-3 Motion carried.

### **DESIGNATION OF TAX COLLECTION AGENCY**

Carol Heiligenthaler moved, seconded by Lori Draper that the Bank of Castile, Medina, JP Morgan Chase, Five Star Bank, and KeyBank serve as Tax Collecting Agencies, for the 2014-2015 school taxes (walk-in and mail-in payments). Yes-6, No-0; Absent-3 Motion carried.

### **ANNUAL AUDIT**

Carol Heiligenthaler moved, seconded by Ann Bunch 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 2014-2015 (ending June 30, 2015) at a fee not to exceed \$17,100 plus out-of-pocket expenses. Yes-6, No-0; Absent-3 Motion carried.

### **INTERNAL AUDITING**

Carol Heiligenthaler moved, seconded by Lori Draper that Lumsden & McCormick, LLP be appointed Internal Auditor for the 2014-2015 school year for internal control assessment and testing for compliance with the State Comptroller's 5-point plan at a fee not to exceed \$10,400. Yes-6, No-0; Absent-3 Motion carried.

### **CLAIMS AUDITING**

Carol Heiligenthaler moved, seconded by Ann Bunch that Carol Lonnen be appointed Claims Auditor for the 2014-2015 school year at a rate of \$12.50/hour not to exceed \$5,000 annually. Yes-6, No-0; Absent-3 Motion carried.

### **PURCHASING AGENT**

Carol Heiligenthaler moved, seconded by Lori Draper that the School Business Administrator be appointed Purchasing Agent for the 2014-2015 school year; with the Superintendent to act in lieu of Business Administrator's absence. Yes-6, No-0; Absent-3 Motion carried.

### **PETTY CASH FUNDS**

Carol Heiligenthaler moved, seconded by Ann Bunch that petty cash funds be established in the amount of \$600.00 for the 2014-2015 school year and designate the following individuals to be responsible for same: Lauri Moden, District Office; Gloria Hammons, Bus Garage and Maintenance Department; Barb Michaud, HS; Lee Hiller, 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-6, No-0; Absent-3 Motion carried.

### **CERTIFICATION OF PAYROLLS**

Carol Heiligenthaler moved, seconded by Lori Draper that the Superintendent of Schools, be authorized to certify payrolls of the school district for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **CONFERENCE ATTENDANCE**

Carol Heiligenthaler moved, seconded by Ann Bunch that the School Business Administrator be authorized to approve conference and in-service requests for non-teaching staff members of the school district for the 2014-2015 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 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **DISTRICT PHYSICIAN**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education approve the funding of the Agreement between the Medina Central School District and Orleans Community Health for the 2014-2015 school year at \$20,000. Yes-6, No-0; Absent-3 Motion carried.

### **SCHOOL ATTORNEY**

Carol Heiligenthaler moved, seconded by Ann Bunch 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 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **OFFICIAL NEWSPAPERS**

Carol Heiligenthaler moved, seconded by Lori Draper that The Batavia Daily News and The Lake Country Pennysaver be designated as the official newspapers of the school district for the 2014-2015 school year, along with Orleans Hub for communication. Yes-6, No-0; Absent-3 Motion carried.

### **SCHEDULE OF MEETINGS**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board work sessions be held on the second Tuesday of the month at 6:30 p.m. and the regular monthly public meetings of the Board of Education be held on the third 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 2014-2015 school year at 6:30 p.m.

#### **WORK SESSION**

July 1-Reorganizational Meeting

September 9  
October 14  
November 18 (week later)  
December 9  
January 13  
February 10  
March 10  
April 14  
May 12  
June 9

#### **REGULAR MONTHLY MEETING**

July 15  
August 12  
September 16  
October 21  
November 25  
December 16  
January 20  
February 24 (week later)  
March 17  
April 21  
May 18 (Monday)  
June 16

Yes-6, No-0; Absent-3 Motion carried.

### **SET THE ANNUAL MEETING DATE**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education set the Annual Meeting date for the 2014-2015 school year as Tuesday, May 12, 2015 at 6:00 p.m. in the District Office Board Room. Yes-6, No-0; Absent-3 Motion carried.

### **ESTABLISHMENT OF BOARD COMMITTEES**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education accept the following Board Committees for the 2014-2015 school year: Audit/Finance, Buildings/Grounds-Transportation, Curriculum/Technology, Personnel/Policy. The Committee appointments will be discussed at the July 15, 2014 Regular Business Meeting. Yes-6, No-0; Absent-3 Motion carried.

### **RECORDS MANAGEMENT OFFICER**

Carol Heiligenthaler moved, seconded by Lori Draper that the School Business Administrator be appointed as Records Management Officer for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **RECORDS ACCESS OFFICER**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Secretary to the Superintendent be appointed as Freedom of Information/Records Access Officer for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **MILEAGE**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education establishes the mileage reimbursement rate for the 2014-2015 school year as the IRS rate. Yes-6, No-0; Absent-3 Motion carried.

### **SUBSTITUTE RATES**

Carol Heiligenthaler moved, seconded by Ann Bunch that the substitute rates be established as follows for the 2014-2015 school year:

Teachers (including retirees):

1. For the 2014-15 school year, all per diem substitute teachers shall be paid at the rate of \$80 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 \$90 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 rate of 1/200th of a Step 1 teacher salary per day with no additional benefits.

Nurses for the upcoming 2014-15 school year at \$110 per day.

Substitute Teacher Aides - \$55.00 per day (\$8.46/hour).

Clerical - \$8.50 per hour.

Custodial - \$9.00 per hour.

On-call Bus Drivers – \$12.26 an hour.

On-call Bus Aides - \$9.26 an hour.

Yes-6, No-0; Absent-3 Motion carried.

### **ADOPTION OF ALL CURRENT DISTRICT POLICIES**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education approves the adoption of all existing Board Policies for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **AUTHORIZATION TO PARTICIPATE IN BOCES BIDDING**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education authorizes the School Business Administrator to participate in any or all BOCES bids during the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **APPOINT TITLE IX/SECTION 504 OFFICERS**

Carol Heiligenthaler moved, seconded by Ann Bunch to appoint Albie Suozzi, Director of Special Programs, and Kelly Linnan, School Counselor, as the Title IX/Section 504 Officers for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **REPRESENTATIVE FOR THE NIAGARA ORLEANS SCHOOL BOARD ASSOCIATION (NOSBA)**

This recommendation was tabled until the August Regular Business Meeting.

### **REPRESENTATIVE TO BOARD OF DIRECTORS OF THE HEALTH CONSORTIUM**

Carol Heiligenthaler moved, seconded by Ann Bunch to appoint the School Business Administrator as representative to the Board of Directors for the Health Consortium for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **REPRESENTATIVE TO BOARD OF DIRECTORS OF THE WORKERS COMPENSATION CONSORTIUM**

Carol Heiligenthaler moved, seconded by Lori Draper to appoint the School Business Administrator as representative to the Board of Directors for the Workers Compensation Consortium for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **ADOPTION OF VISION STATEMENT, MISSION STATEMENT AND GOALS**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education adopts the Vision Statement, Mission Statement and District Goals for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **POOL SUPERVISOR**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education approves the Pool Supervisor rate of \$20.14 per hour for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **LIFEGUARD**

Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education approves the Lifeguard rate of \$10.00 per hour for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **DIGNITY FOR ALL STUDENTS ACT**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education approves the Principals to be Coordinators of the Dignity for all Students Act for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

### **LOCAL PURCHASES AUTHORIZATION**

Carol Heiligenthaler moved, seconded by Ann Bunch 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 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

**CAFETERIA DRAWER START-UP FUNDS**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education approve cafeteria drawer start-up funds to be established in the amount of \$20.00 each for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

**DISTRICT DATA COORDINATOR**

Board Member Carol Heiligenthaler moved, seconded by Ann Bunch that the Board of Education appoint Alexandra DiLaura as District Data Coordinator for the 2014-2015 school year with a stipend of \$9,000. Yes-6, No-0; Absent-3 Motion carried.

**ROBERT'S RULES OF ORDER**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education adopt Robert's Rules of Order for the Board's procedures for the 2014-2015 school year. Yes-6, No-0; Absent-3 Motion carried.

**RESIDENCY OFFICER**

Carol Heiligenthaler moved, seconded by Lori Draper that the Board of Education appoint the Superintendent of Schools as Residency Officer for the 2014-2015 school year with no additional stipend. Yes-6, No-0; Absent-3 Motion carried.

**ADJOURNMENT**

Carol Heiligenthaler moved, seconded by David Sevenski to adjourn the Reorganizational Meeting for the 2014-2015 school year and move into the Special meeting at 7:19 p.m. Yes-6, No-0; Absent-3 Motion carried.

Respectfully submitted:

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Janice Jovanelly, District Clerk