



Minutes of the Medina Central School District
Board of Education Annual Reorganizational Meeting
July 1, 2015

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 1, 2015, at 6:30 p.m. in the District Office in said district. The meeting was called-to-order by Mr. Christopher Keller, Board Member, with the Pledge of Allegiance to the flag.

Members Present: Mrs. Ann Webster Bunch
Mrs. Lori Draper
Mr. Christopher Keller
Mr. William Keppler
Mr. Brian Koch
Mr. John McCarthy
Mrs. Wendi Pencille
Mr. David Sevenski

Member Absent: Mrs. Renee Paser-Paull

Also Present: Mr. Jeffrey Evoy

Newly-elected Board member Brian Koch and returning incumbent, Ann Bunch were introduced. Returning incumbent Renee Paser-Paull was absent.

Oaths of Office

Board Member Christopher Keller conducted the Oath of Office for the Superintendent, Jeffrey M. Evoy, and District Clerk, Janice Jovanelly.

The District Clerk conducted the Oaths of Office for Brian Koch and Ann Bunch.

BOARD OF EDUCATION PRESIDENT

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

Ann Bunch moved, seconded by Lori Draper that Wendi Pencille be appointed President of the Board of Education for the 2015-2016 school year.

William Keppler moved, seconded by John McCarthy that David Sevenski be appointed President of the Board. David Sevenski thanked them, but declined.

Ann and Lori both redid their motions that Wendi Pencille be appointed President of the Board of Education for the 2015-2016 school year. Yes-7, No-1 (W. Keppler); Absent-1 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.

VICE-PRESIDENT OF THE BOARD OF EDUCATION

John McCarthy moved, seconded by Christopher Keller that David Sevenski be appointed Vice President of the Board of Education for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

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

DISTRICT CLERK

Christopher Keller moved, seconded by Lori Draper that Janice Jovanelly be appointed District Clerk for the 2015-2016 school year at a stipend of \$5,400. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT TREASURER

John McCarthy moved, seconded by Christopher Keller that Christine Griffin be appointed District Treasurer for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

CHIEF FACULTY COUNSELORS

Christopher Keller moved, seconded by Lori Draper that each building Principal be appointed Chief Faculty Counselor of the Extra-Classroom Activity Funds for the 2015-2016 school year at no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

CENTRAL TREASURERS

Christopher Keller 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 2015-2016 school year at no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

TREASURER'S AUTHORIZATION

Christopher Keller moved, seconded by John McCarthy 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

John McCarthy moved, seconded by Brian Koch that the District Treasurer and Tax Collector be bonded for the 2015-2016 school year in the amount of \$1,000,000. Claims Auditor and all other positions are to be bonded for the 2015-2016 school year in the amount of \$100,000 blanket bond. Yes-8, No-0; Absent-1 Motion carried.

OFFICIAL DEPOSITORIES

John McCarthy moved, seconded by Lori Draper that the following are designated as the official depositories of the Medina Central School District for the fiscal year 2015-2016, 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-8, No-0; Absent-1 Motion carried.

BANK DESIGNATION FOR WIRED STATE AID FUNDS

Lori Draper moved, seconded by Brian Koch 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 2015-2016: JP Morgan Chase, First Niagara, KeyBank, Five Star Bank, and M & T Bank. Yes-8, No-0; Absent-1 Motion carried.

SIGNING DISTRICT CHECKS

John McCarthy moved, seconded by Lori Draper that the Board authorizes the District Treasurer to sign all checks of the school district for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO MAKE BANK TRANSFERS

John McCarthy moved, seconded by Christopher Keller that the Board of Education designate the District Treasurer, and Director of Financial Services as the officials authorized to make bank transfers of school district monies for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO MAKE INVESTMENTS

Brian Koch moved, seconded by John McCarthy that the Board of Education designate the Director of Financial Services and District Treasurer as the officials authorized to make investments of school district monies for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

APPOINTMENT OF TAX COLLECTOR

John McCarthy moved, seconded by Christopher Keller that Joyce Wright be appointed Tax Collector of the school district for the 2015-2016 school year at a stipend of \$5,200. Yes-8, No-0; Absent-1 Motion carried.

DESIGNATION OF TAX COLLECTION AGENCY

John McCarthy moved, seconded by Brian Koch that the Bank of Castile, Medina, JP Morgan Chase, Five Star Bank, and KeyBank serve as Tax Collecting Agencies, for the 2015-2016 school taxes (walk-in and mail-in payments). Yes-8, No-0; Absent-1 Motion carried.

ANNUAL AUDIT

John McCarthy moved, seconded by Lori Draper 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, 2015) at a fee not to exceed \$17,100 plus out-of-pocket expenses. Yes-8, No-0; Absent-1 Motion carried.

INTERNAL AUDITING

Christopher Keller moved, seconded by Brian Koch that Lumsden & McCormick, LLP be appointed Internal Auditor for the 2015-2016 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-8, No-0; Absent-1 Motion carried.

CLAIMS AUDITING

John McCarthy moved, seconded by Lori Draper that Carol Lonnen be appointed Claims Auditor for the 2015-2016 school year at a rate of \$13.00/hour not to exceed \$5,200 annually. Yes-8, No-0; Absent-1 Motion carried.

PURCHASING AGENT

Christopher Keller moved, seconded by John McCarthy that the Director of Financial Services be appointed Purchasing Agent for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

PETTY CASH FUNDS

Christopher Keller moved, seconded by John McCarthy that petty cash funds be established in the amount of \$600.00 for the 2015-2016 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

Christopher Keller moved, seconded by John McCarthy that the Superintendent of Schools, be authorized to certify payrolls of the school district for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

CONFERENCE ATTENDANCE

John McCarthy moved, seconded by Christopher Keller that the Director of Financial Services be authorized to approve conference and in-service requests for non-teaching staff members of the school district for the 2015-2016 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 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT PHYSICIAN

Brian Koch moved, seconded by John McCarthy that the Board of Education approve the funding of the Agreement between the Medina Central School District and Orleans Community Health for the 2015-2016 school year at \$20,000. Yes-8, No-0; Absent-1 Motion carried.

SCHOOL ATTORNEY

Brian Koch moved, seconded by John McCarthy 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 2015-2016 school year.

The Board inquired about replacing Harris Beach and if they could get out of the contract with them. Mark Kruzynski, Director of Financial Services, will look into that matter. They voted on the motion: Yes-8, No-0; Absent-1 Motion carried.

OFFICIAL NEWSPAPERS

John McCarthy moved, seconded by Christopher Keller that The Batavia Daily News be designated as the official newspapers of the school district for the 2015-2016 school year, along with Orleans Hub for communication. Yes-8, No-0; Absent-1 Motion carried.

SCHEDULE OF MEETINGS

John McCarthy 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 2015-2016 school year at 6:30 p.m.

REGULAR MONTHLY MEETING

July 1-Reorganizational Meeting
July 14
August 18
September 1
October 6
November 3
December 1
January 5
February 2
March 1

WORK SESSION

September 29
October 27
November 24
December 22
January 26
February 23
March 29

April 5
May 10 (week later)
June 7

April 26
May 31
June 28

Yes-7, No-1 (W. Keppler); Absent-1 Motion carried.

SET THE ANNUAL MEETING DATE

John McCarthy moved, seconded by Ann Bunch that the Board of Education set the Annual Meeting date for the 2015-2016 school year as Tuesday, May 10, 2016 at 6:30 p.m. in the District Office Board Room. Yes-8, No-0; Absent-1 Motion carried.

ESTABLISHMENT OF BOARD COMMITTEES - TABLED

Lori Draper moved, seconded by Ann Bunch that the Board of Education appoint the following board members to the following established Board Committees for the 2015-2016 school year: Audit/Finance, Buildings/Grounds-Transportation, Curriculum/Technology, Personnel/Policy. The Committee appointments will be discussed at the July 14, 2015 Regular Business Meeting. The motion was tabled. Yes-8, No-0; Absent-1 Motion carried.

RECORDS MANAGEMENT OFFICER

Christopher Keller moved, seconded by Lori Draper that the Director of Financial Services be appointed as Records Management Officer for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

RECORDS ACCESS OFFICER

Brian Koch moved, seconded by John McCarthy that the Secretary to the Superintendent be appointed as Freedom of Information/Records Access Officer for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

MILEAGE

Lori Draper moved, seconded by John McCarthy that the Board of Education establishes the mileage reimbursement rate for the 2015-2016 school year as the IRS rate. Yes-8, No-0; Absent-1 Motion carried.

SUBSTITUTE RATES

Lori Draper moved, seconded by Christopher Keller that the substitute rates be established as follows for the 2015-2016 school year:

Teachers (including retirees):

1. For the 2015-16 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 per diem rate of 1/200th of a Step 1 teacher salary per day with no additional benefits.

Nurses for the upcoming 2015-16 school year at \$110 per day.
Substitute Teacher Aides - \$57.00 per day (\$8.77/hour).

Clerical - \$8.75 per hour.
Custodial - \$9.00 per hour.
On-call Bus Drivers – \$12.26 an hour.
On-call School Bus Attendants - \$9.26 an hour.
School Monitors (Cafeteria) - \$9.22 per hour

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

ADOPTION OF ALL CURRENT DISTRICT POLICIES

John McCarthy moved, seconded by Brian Koch that the Board of Education approves the adoption of all existing Board Policies for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

AUTHORIZATION TO PARTICIPATE IN BOCES BIDDING

Christopher Keller moved, seconded by John McCarthy that the Board of Education authorizes the Director of Financial Services to participate in any or all BOCES bids during the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

APPOINT TITLE IX/SECTION 504 OFFICERS

Lori Draper moved, seconded by Christopher Keller to appoint Kris Colonna, Teacher, and Michael Cavanagh, Principal, as the Title IX/Section 504 Officers for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

REPRESENTATIVE FOR THE NIAGARA ORLEANS SCHOOL BOARD ASSOCIATION (NOSBA)

This recommendation was tabled for more information.

REPRESENTATIVE TO BOARD OF DIRECTORS OF THE HEALTH CONSORTIUM

John McCarthy moved, seconded by Brian Koch to appoint the Director of Financial Services as representative to the Board of Directors for the Health Consortium for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

REPRESENTATIVE TO BOARD OF DIRECTORS OF THE WORKERS COMPENSATION CONSORTIUM

John McCarthy moved, seconded by Brian Koch to appoint the Director of Financial Services as representative to the Board of Directors for the Workers Compensation Consortium for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

ADOPTION OF VISION STATEMENT, MISSION STATEMENT AND GOALS

Brian Koch moved, seconded by Christopher Keller that the Board of Education adopts the Vision Statement, Mission Statement and District Goals for the 2015-2016 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 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

LIFEGUARD RATE

John McCarthy moved, seconded by Lori Draper that the Board of Education approves the Lifeguard rate for days worked as follows for the 2015-2016 school year:

0-90 days - \$10.00/hour; 91-180 days - \$11.00/hour; and 180 plus - \$12.00/hour

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

DIGNITY FOR ALL STUDENTS ACT

Brian Koch 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 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

LOCAL PURCHASES AUTHORIZATION

Christopher Keller moved, seconded by Brian Koch 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 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

CAFETERIA DRAWER START-UP FUNDS

John McCarthy moved, seconded by Christopher Keller that the Board of Education approve cafeteria drawer start-up funds to be established in the amount of \$20.00 each for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

DISTRICT DATA COORDINATOR

Board Member Christopher Keller moved, seconded by David Sevenski that the Board of Education appoint Alexandra DiLaura as District Data Coordinator for the 2015-2016 school year with a stipend of \$9,000. Yes-8, No-0; Absent-1 Motion carried.

ROBERT'S RULES OF ORDER

Christopher Keller moved, seconded by Brian Koch that the Board of Education adopt Robert's Rules of Order for the Board's procedures for the 2015-2016 school year. Yes-8, No-0; Absent-1 Motion carried.

RESIDENCY OFFICER

John McCarthy moved, seconded by Brian Koch that the Board of Education appoint the Superintendent of Schools as Residency Officer for the 2015-2016 school year with no additional stipend. Yes-8, No-0; Absent-1 Motion carried.

ADJOURNMENT

Christopher Keller moved, seconded by John McCarthy to adjourn the Reorganizational Meeting for the 2015-2016 school year and move into the Special meeting at 7:09 p.m. Yes-8, No-0; Absent-1 Motion carried.

Respectfully submitted:

Janice Jovanelly, District Clerk