

MEDINA CENTRAL SCHOOL DISTRICT

MEDINA, NEW YORK

Board of Education Members

Ann Bunch
Lori Draper
William Kepler
Brenda Lindsay

Arlene Pawlaczyk
Wendi Pencille
David Sevenski

ANNUAL REORGANIZATIONAL MEETING

Tuesday, July 3, 2018

District Office

6:30 PM

1. **CALL TO ORDER** – Mark Kruzynski, Superintendent
2. Pledge of Allegiance
3. Introduction of returning incumbent: Ann Bunch.
4. **DISTRICT CLERK**
Board Member _____ moved, seconded by Board Member _____
that _____ be appointed District Clerk for the 2018-2019
school year.

(Recommendation: Julie Kuhn, Secretary to the Superintendent)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

5. **OATH OF OFFICE BY BOARD MEMBER DAVID SEVENSKI**
District Clerk, Julie Kuhn

OATHS OF OFFICE BY DISTRICT CLERK

Newly elected Board Member; and re-elected Board Members

6. **BOARD OF EDUCATION PRESIDENT**
Board Member _____ moved, seconded by Board Member _____
that be appointed President of the Board of Education for the 2018-2019 school year.
7. Board Member _____ accepted the position of President and the District Clerk administered the Oath of Office. The President assumed the chair to proceed with the business of the meeting. (President takes over the meeting)

8. **VICE-PRESIDENT OF THE BOARD OF EDUCATION**
Board Member _____ moved, seconded by Board Member _____
that ___ be appointed Vice-President of the Board of Education for the 2018-2019
school year.

Board Member _____ accepted the position of Vice-President and the District
Clerk administered the Oath of Office.

CONSENT AGENDA

9. **DISTRICT TREASURER**
Board Member _____ moved, seconded by Board Member _____
that Christine Griffin be appointed District Treasurer for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

10. **CHIEF FACULTY COUNSELORS**
Board Member _____ moved, seconded by Board Member _____
that each building principal be appointed Chief Faculty Counselors of the Extra-
Classroom Activity Funds for the 2018-2019 school year with no additional stipend.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

11. **CENTRAL TREASURERS**
Board Member _____ moved, seconded by Board Member _____
that _____ be appointed Treasurers of the Extra-
Classroom Activity Funds for the 2018-2019 school year with no additional stipend.

(Recommendation: Barbara Michaud, HS; Ike (Dawn) Watts, MS; Heidi Albone, OO)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

12. **TREASURER’S AUTHORIZATION**

Board Member _____ moved, seconded by Board Member _____ 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, and 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.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

13. **BONDING OF DISTRICT PERSONNEL HANDLING MONEY**

Board Member _____ moved, seconded by Board Member _____ that the District Treasurer and Tax Collector be bonded for the 2018-2019 school year in the amount of \$1,000,000. Claims Auditor and all other positions are to be bonded for the 2018-2019 school year in the amount of \$100,000 blanket bond.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

14. **OFFICIAL DEPOSITORIES**

Board Member _____ moved, seconded by Board Member _____ that the following are designated as the official depositories of the Medina Central School District for the fiscal year 2018-2019, with a maximum amount not to exceed \$25,000,000 in any depository:

(Recommendation: JP Morgan Chase, M&T Bank, First Niagara, Bank of Castile, Five Star Bank, KeyBank)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

15. **BANK DESIGNATION FOR WIRED STATE AID FUNDS**

Board Member _____ moved, seconded by Board Member _____ 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 2018-2019:

(Recommendation: JP Morgan Chase, First Niagara, KeyBank, Five Star Bank, M & T Bank)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

16. **SIGNING DISTRICT CHECKS**

Board Member _____ moved, seconded by Board Member _____ that the Board authorizes the District Treasurer to sign all checks of the school district for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

17. **AUTHORIZATION TO MAKE BANK TRANSFERS**

Board Member _____ moved, seconded by Board Member _____ 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 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

18. **AUTHORIZATION TO MAKE INVESTMENTS**

Board Member _____ moved, seconded by Board Member _____ 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 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Kepler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

19. **DESIGNATION OF TAX COLLECTION AGENCY**

Board Member _____ moved, seconded by Board Member _____ designate _____ as Tax Collecting Agency, for the 2018-2019 school taxes (walk-in and mail-in payments).

(Recommendation: The Bank of Castile)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

20. **ANNUAL AUDIT**

Board Member _____ moved, seconded by Board Member _____ that the auditing firm of Ray Wager, CPA be appointed by the Board of Education to conduct the annual audit for the fiscal year 2017-2018 (ending June 30, 2018) at a fee not to exceed \$20,000 plus out-of-pocket expenses.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

21. **INTERNAL AUDITING**

Board Member _____ moved, seconded by Board Member _____ that _____ be appointed Internal Auditor for the 2018-2019 school year internal control assessment and testing for compliance with the State Comptroller’s 5-point plan at a fee not to exceed \$11,500.

(Recommendation: Lumsden & McCormick, LLP)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

22. **CLAIMS AUDITING**

Board Member _____ moved, seconded by Board Member _____ that _____ be appointed Claims Auditor for the 2018-2019 school year at a rate of \$14.00/hour not to exceed \$5,600 annually.

(Recommendation: Carol Lonnen)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

23. **PURCHASING AGENT**

Board Member _____ moved, seconded by Board Member _____ that the Director of Finance and Human Resources be appointed Purchasing Agent for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

24. **PETTY CASH FUNDS**

Board Member _____ moved, seconded by Board Member _____ that petty cash funds be established in the amount of \$500.00 for the 2018-2019 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; Ike (Dawn) Watts, MS; and Heidi Albone, OO. A petty cash fund of \$100.00 will be for the use of ticket sales for athletics and designate the Athletic Director to be responsible for same. A petty cash fund of \$210 will be established for the cafeteria startup drawers to be divided as follows: (\$35/drawer, 2 drawers per building or \$70/building) and designate the Cafeteria Manager to be responsible for same. In the absence of any of the above, the Superintendent is authorized to approve use of petty cash funds.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

25. **CERTIFICATION OF PAYROLLS**

Board Member _____ moved, seconded by Board Member _____ that the Superintendent of Schools be authorized to certify payrolls of the school district for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

26. **CONFERENCE ATTENDANCE**

Board Member _____ moved, seconded by Board Member _____ that the Superintendent be authorized to approve conference and in-service requests for the administrative staff members of the school district for the 2018-2019 school year; the Director of Curriculum, Instruction and Assessment be authorized to approve conference and in-service requests for the teaching staff members of the school district for the 2018-2019 school year; and 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 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

27. **DISTRICT PHYSICIAN**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the funding of the Agreement between the Medina Central School District and Orleans Community Health for the 2018-2019 school year at \$20,000.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

28. **SCHOOL ATTORNEY**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the appointments of Harris Beach & Assoc. and Lance Mark, as the School Attorneys for the 2018-2019 school year.

(Recommendation: The law firm of Harris Beach and Lance Mark, local attorney, for routine school legal matters)

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

29. **OFFICIAL NEWSPAPER**

Board Member _____ moved, seconded by Board Member _____ that The Daily News be designated as the official newspaper of the school district for the 2018-2019 school year, along with Orleans Hub for communication.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

30. **SET THE ANNUAL MEETING DATE**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education set the Annual Meeting date for the 2018-2019 school year as Tuesday, May 14, 2019 at 6:30 p.m. in the District Office Board Room.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

31. **RECORDS MANAGEMENT OFFICER**

Board Member _____ moved, seconded by Board Member _____ that the Director of Finance and Human Resources, be appointed as Records Management Officer for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

32. **RECORDS ACCESS OFFICER**

Board Member _____ moved, seconded by Board Member _____ that the Secretary to the Superintendent, be appointed as Freedom of Information/Records Access Officer for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

33. **MILEAGE**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education establish the mileage reimbursement rate for the 2018-2019 school year as the IRS rate.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

34. **SUBSTITUTE RATES**

Board Member _____ moved, seconded by Board Member _____ that the substitute rates be established as follows for the 2018-2019 school year:

Teachers (including retirees):

1. For the 2018-19 school year, all per diem substitute teachers shall be paid at the rate of \$95 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 \$105 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 30 days 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 with no additional benefits.

Nurses – \$110 per day.

Teacher Aides – \$73.00 per day

Rates are prorated for less than a full day

Clerical - \$11.10 per hour

Custodial - \$11.10 per hour

On-call Bus Drivers – \$14.00 per hour

On-call Bus Aides - \$11.10 per hour

School Monitors (Cafeteria) - \$11.10 per hour

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

35. **ADOPTION OF ALL CURRENT DISTRICT POLICIES**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the adoption of all existing Board Policies for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

36. **AUTHORIZATION TO PARTICIPATE IN BOCES BIDDING**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education authorize the Director of Finance and Human Resources to participate in any or all BOCES bids during the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

37. **APPOINT TITLE IX/SECTION 504 OFFICER**

Board Member _____ moved, seconded by Board Member _____ to appoint Julie Webber, Principal, and Michael Cavanagh, Principal, as the Title IX/Section 504 Officers for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

38. **REPRESENTATIVE TO BOARD OF DIRECTORS OF THE HEALTH CONSORTIUM**

Board Member _____ moved, seconded by Board Member _____ to appoint the Director of Finance and Human Resources as representative to the Board of Directors for the Health Consortium for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

39. **REPRESENTATIVE TO BOARD OF DIRECTORS OF THE WORKERS COMPENSATION CONSORTIUM**

Board Member _____ moved, seconded by Board Member _____ to appoint the Director of Finance and Human Resources as representative to the Board of Directors for the Workers Compensation Consortium for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

40. **ADOPTION OF VISION STATEMENT, MISSION STATEMENT AND GOALS**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education adopt the Vision Statement, Mission Statement and District Goals for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

41. **POOL SUPERVISOR RATE**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the Pool Supervisor rate of \$22.00 per hour for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

42. **LIFEGUARD RATE**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the Lifeguard rate of \$13.00 per hour for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

43. **DIGNITY FOR ALL STUDENTS**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education approve the Principals to be Coordinators of the Dignity for all Students Act for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

44. **LOCAL PURCHASES AUTHORIZATION**

Board Member _____ moved, seconded by Board Member _____ 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 transportation staff); and TOPS Markets (Superintendent’s Secretary and certain teachers) for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

45. **DISTRICT DATA COORDINATOR**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education appoint Alexandra DiLaura as District Data Coordinator for the 2018-2019 school year with a stipend of \$9,000.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

46. **ROBERT'S RULES OF ORDER**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education adopt Robert's Rules of Order for the Board's procedures for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

47. **APPOINTING TO SERVICE ON A TEMPORARY BASIS**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education authorizes the Superintendent of Schools (or his designee) to appoint individuals to service on a temporary basis subject to consideration by the Board at the Board's next opportunity.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

48. **RESIDENCY OFFICER**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education appoint the Superintendent of Schools as Residency Officer for the 2018-2019 school year with no additional stipend.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

49. **LEAD EVALUATORS**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education certify the principals and assistant principals as Lead Evaluators for the teaching staff; and certify the Superintendent Mark Kruzynski as Lead Evaluator for the building principals; all for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

50. **STUDENT EMPLOYMENT CERTIFICATES**

Board Member _____ moved, seconded by Board Member _____ that the Board of Education authorizes the High School Principal as the designee of the Superintendent of Schools to sign all student employment certificates.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		

51. **ADJOURNMENT**

Board Member _____ moved, seconded by Board Member _____ to adjourn the Reorganizational Meeting for the 2018-2019 school year.

Board Member Bunch	_____	Board Member Pawlaczyk	_____
Board Member Draper	_____	Board Member Pencille	_____
Board Member Keppler	_____	Board Member Sevenski	_____
Board Member Lindsay	_____		