



**Minutes of the Medina Central School District**  
**Board of Education Annual Reorganizational Meeting**  
**July 3, 2018**

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 3, 2018, at 6:30 p.m. in the District Office in said district. The meeting was called-to-order by Mr. Mark Kruzynski, Superintendent, with the Pledge of Allegiance.

**Members Present:** Dr. Ann Bunch  
Mr. William Keppler  
Mrs. Brenda Lindsay  
Mrs. Arlene Pawlaczyk  
Mrs. Wendi Pencille  
Mr. David Sevenski

**Members Absent:** Mrs. Lori Draper

**Also Present:** Mrs. Mark B. Kruzynski, Superintendent

Returning incumbent, Ann Bunch was introduced.

**DISTRICT CLERK**

David Sevenski moved, seconded by Wendi Pencille that Julie Kuhn be appointed District Clerk for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

**Oath of Office**

Board Member David Sevenski conducted the Oath of Office for the District Clerk, Julie Kuhn.

The District Clerk conducted the Oath of Office for Ann Bunch.

**BOARD OF EDUCATION PRESIDENT**

William Keppler moved, seconded by Ann Bunch to nominate David Sevenski for President of the Board of Education for the 2018-2019 school year.

Yes-5 (Ann Bunch, William Keppler, Brenda Lindsay, Arlene Pawlaczyk and David Sevenski) No-1 (Wendi Pencille); Absent-1(Lori Draper) Motion carried.

David Sevenski accepted the position of President and Julie Kuhn 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**

William Keppler moved, seconded by Brenda Lindsay to nominate Ann Bunch for Vice President of the Board of Education for the 2018-2019 school year.

A vote was taken and results were:

Yes-5 (Ann Bunch, William Keppler, Brenda Lindsay, Arlene Pawlaczyk and David Sevenski) No-1 (Wendi Pencille); Absent-1 (Lori Draper) Motion carried.

Ann Bunch accepted the position of Vice President and Julie Kuhn administered the Oath of Office.

## **CONSENT AGENDA**

### **DISTRICT TREASURER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that Christine Griffin be appointed District Treasurer for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **CHIEF FACULTY COUNSELORS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that each building Principal be appointed Chief Faculty Counselor of the Extra-Classroom Activity Funds for the 2018-2019 school year at no additional stipend. Yes-6, No-0; Absent-1 Motion carried.

### **CENTRAL TREASURERS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that Barbara Michaud, HS; Ike Watts, MS; and Heidi Albone, OO; be appointed Treasurers of the Extra-Classroom Activity Funds for the 2018-2019 school year at no additional stipend. Yes-6, No-0; Absent-1 Motion carried.

### **TREASURER'S AUTHORIZATION**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

### **OFFICIAL DEPOSITORIES**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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: JP Morgan Chase, M & T Bank, Bank of Castile, Five Star Bank, and KeyBank. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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: JP Morgan Chase, KeyBank, Five Star Bank, and M & T Bank. Yes-6, No-0; Absent-1 Motion carried.

### **SIGNING DISTRICT CHECKS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board authorizes the District Treasurer to sign all checks of the school district for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

### **AUTHORIZATION TO MAKE INVESTMENTS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Bank of Castile, Medina, JP Morgan Chase, Five Star Bank, and KeyBank serve as Tax Collecting Agencies, for the 2018-2019 school taxes (walk-in and mail-in payments). Yes-6, No-0; Absent-1 Motion carried.

### **ANNUAL AUDIT**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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 2016-2017 (ending June 30, 2017) at a fee not to exceed \$19,000 plus out-of-pocket expenses. Yes-6, No-0; Absent-1 Motion carried.

### **INTERNAL AUDITING**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that Lumsden & McCormick, LLP be appointed Internal Auditor for the 2018-2019 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-6, No-0; Absent-1 Motion carried.

### **CLAIMS AUDITING**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that Carol Lonnen be appointed Claims Auditor for the 2018-2019 school year at a rate of \$14.00/hour not to exceed \$5,600 annually. Yes-6, No-0; Absent-1 Motion carried.

### **PURCHASING AGENT**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Director of Finance and Human Resources be appointed Purchasing Agent for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **PETTY CASH FUNDS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

## **CERTIFICATION OF PAYROLLS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Superintendent of Schools, be authorized to certify payrolls of the school district for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

## **CONFERENCE ATTENDANCE**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

## **DISTRICT PHYSICIAN**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

## **SCHOOL ATTORNEY**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education approve the appointments of Harris Beach & Associates and Lance Mark, as the School Attorneys for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

## **OFFICIAL NEWSPAPER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

## **SET THE ANNUAL MEETING DATE**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

## **RECORDS MANAGEMENT OFFICER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Director of Finance and Human Resources be appointed as Records Management Officer for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

## **RECORDS ACCESS OFFICER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Secretary to the Superintendent be appointed as Freedom of Information/Records Access Officer for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

## **MILEAGE**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education establishes the mileage reimbursement rate for the 2018-2019 school year as the IRS rate. Yes-6, No-0; Absent-1 Motion carried.

## **SUBSTITUTE RATES**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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 1/200<sup>th</sup> 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

Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education approves the adoption of all existing Board Policies for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education authorizes the Director of Finance and Human Resources to participate in any or all BOCES bids during the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk to appoint Julie Webber, Principal, and Michael Cavanagh, Principal, as the Title IX/Section 504 Officers for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education adopts the Vision Statement, Mission Statement and District Goals for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **POOL SUPERVISOR RATE**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education approves the Pool Supervisor rate of \$22.00 per hour for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **LIFEGUARD RATE**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education approves the Lifeguard rate of \$13.00 per hour for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

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

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education approves the Principals to be Coordinators of the Dignity for all Students Act for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **LOCAL PURCHASES AUTHORIZATION**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **DISTRICT DATA COORDINATOR**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education appoint Alexandra DiLaura as District Data Coordinator for the 2018-2019 school year with a stipend of \$9,000. Yes-6, No-0; Absent-1 Motion carried.

### **ROBERT'S RULES OF ORDER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education adopt Robert's Rules of Order for the Board's procedures for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **APPOINTING TO SERVICE ON A TEMPORARY BASIS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

### **RESIDENCY OFFICER**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education appoint the Superintendent of Schools as Residency Officer for the 2018-2019 school year with no additional stipend. Yes-6, No-0; Absent-1 Motion carried.

### **LEAD EVALUATORS**

Wendi Pencille moved, seconded by Arlene Pawlaczyk 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. Yes-6, No-0; Absent-1 Motion carried.

### **STUDENT EMPLOYMENT CERTIFICATES**

Wendi Pencille moved, seconded by Arlene Pawlaczyk that the Board of Education authorizes the High School Principal as the designee of the Superintendent of Schools to sign all student employment certificates. Yes-6, No-0; Absent-1 Motion carried.

**ADJOURNMENT**

Arlene Pawlaczyk moved, seconded by Wendi Pencille to adjourn the Reorganizational Meeting at 6:52 p.m. for the 2018-2019 school year. Yes-6, No-0; Absent-1 Motion carried.

Respectfully submitted:

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Julie Kuhn, District Clerk