

**EDEN CENTRAL SCHOOL
BOARD OF EDUCATION**

RE-ORGANIZATION & REGULAR MEETING MEMORANDUM

EXECUTIVE SESSION – 6:30 P.M.

REORGANIZATION MEETING – 7:00 P.M.

REGULAR MEETING FOLLOWING REORGANIZATION MEETING – 7:15 P.M.

EDEN ELEMENTARY SCHOOL AUDITORIUM

JULY 10, 2018

ADMINISTRATIVE STAFF MEMORANDUM

- I. Call to Order.** Mrs. Barbara Thomasulo will preside. Please call Mrs. Thomasulo if you cannot attend. (992-3629). Mrs. Thomasulo leads in the Pledge of Allegiance.

Please turn off all cell phones

- II. Anticipated Executive Session. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Board of Education enter Executive Session to discuss the medical, financial, credit or employment history of a particular person.”

III. Policy Actions

- A. Administer Oath of Office to Newly Elected Board Member(s)
- B. Election of Officers
 - 1. Nominations and Balloting for President
 - 2. Nominations and Balloting for Vice-President
- C. Mrs. Thomasulo will administer oath of office to newly elected officers

New President Presides

- IV.** Request to withdraw specific item(s) from consensus items.

- V. Routine Actions – Approval of Consensus Items. RECOMMENDED MOTION:** “that the following consensus items be approved as listed in the Administrative Memorandum, V. A-E.”

A. Appointments

- 1. **District Clerk. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Barbara J. Thomasulo** be appointed District Clerk of the Board.” (Policy & SA)

*The oath of office has already been administered to **Mrs. Thomasulo**.
- 2. **District Treasurer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mrs. Mary Lobosco** be appointed School District Treasurer for the 2018-2019 school year.” (Policy & SA)
- 3. **Tax Collectors. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ms. Emily Hawkins** be appointed School Tax Collector for tax collection in the Towns of Eden, Concord, North Collins, and Boston and that **Lynn Krajacic** be appointed Tax Collector in the Town of Evans.” (Policy & SA)
- 4. **Central Treasurer Extraclassroom Activity Account. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mary Lobosco** be appointed as Central Treasurer for the Extraclassroom Activity Account for the 2018-2019 school year.” (Policy & SA)

5. **Appoint Extraclassroom Activities Chief Faculty Counselors.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Middle School and High School Principals, the Eden Elementary Principal and the GLP Principal** be appointed as the Extraclassroom Activities Chief Faculty Counselors for the 2018-2019 school year.” (SA)

6. **Purchasing Agent.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Director of Finance** be appointed as Purchasing Agent and that the **Superintendent** be authorized to function as Purchasing Agent in the Director of Finance’s absence for the 2018-2019 school year.” (Policy & SA)

7. **School Physician.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Joan Calkins, MD** be appointed as School Physician for the 2018-2019 school year.” (SA)

8. **Committee on Special Education.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following persons be appointed as members of the Committee on Special Education for the Eden District for the 2018-2019 school year:

- | | |
|--------------------------|---|
| Shawn Johnson | Chairperson |
| Joseph Weis | Alternate Chairperson/School Psychologist |
| Jennifer Carriero | Alternate Chairperson/School Psychologist |
| Dr. Joan Calkins | School Physician |
| Carol Jok | Parent Member |

All Eden Central School District Regular Education and Special Education Teachers, Guidance Counselors, School Counselors and Speech/Language Therapists

Sub-Committee on Special Education:

- | | |
|--------------------------|-----------------------|
| Jennifer Carriero | Alternate Chairperson |
| Joseph Weis | Alternate Chairperson |

All Eden Central School District Regular Education and Special Education Teachers, Guidance Counselors, School Counselors and Speech/Language Therapists.” (SJ)

9. **Committee on Preschool Special Education.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following persons be appointed to serve on the Committee on Preschool Special Education for the 2018-2019 school year:

- | | |
|--|-----------------------|
| Shawn Johnson | Chairperson |
| Joseph Weis | Alternate Chairperson |
| Amy Steger | |
| A representative of Erie County | |

All Eden Central School District Pre-K-12 Regular Education and Special Education Teachers, School Counselors, and Speech/Language Therapists.” (SJ)

10. **Surrogate Parent.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Trish Kuest** be appointed as Surrogate Parent.” (SJ)

11. **Appoint School Board Attorney.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Ferrara Fiorenza P.C.** be appointed as school attorneys for Eden Central School District for the 2018-2019 school year.” (SA) (ENC)

12. **Appoint School Board Attorney.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Harris Beach** be appointed School Board Attorneys for Special Education for the 2018-2019 school year.” (SA)

13. **Appoint School Board Attorney.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Hodgson Russ LLP** be appointed School Board Attorneys for Bonding for the 2018-2019 school year.” (SA)

14. **Medicaid Compliance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Medicaid Compliance Officer for the 2018-2019 school year.” (SA)
15. **Claims Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as Claims Auditor for the 2018-2019 school year.” (Policy & SA)
16. **Attendance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Jeff Cervoni** be appointed as Attendance Officer for the 2018-2019 school year.” (SA)
17. **Records Access/Management Co-Officers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Lucinda Karstedt** and **Laura Feldman** be appointed as Records Access/Management Co-Officers for the 2018-2019 school year.” (SA)
18. **Impartial Hearing Officers.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the rotational list of Impartial Hearing Officers as published by the New York State Board of Education for Erie County with any changes made by the New York State Department of Education during the period July 1, 2018 through June 30, 2019, be approved as it appears on their website. Being listed on the New York State Education Department list confirms necessary and required qualifications.” (SJ)
19. **Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **David Martin** be appointed as the Asbestos Hazard Emergency Response Act Local Educational Agency for the 2018-2019 school year.” (SA)
20. **Title IX.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Loran Carter** be appointed as Title IX Coordinator for the 2018-2019 school year.” (SA)
21. **K-12 P.E./Health & Athletics Administrator.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Marisa Fallacaro Dougherty** be appointed as the K-12 P.E./Health & Athletics Administrator for the 2018-2019 school year.” (SA)
22. **Section 504/ADA Compliance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Section 504/ADA Compliance Officer for the 2018-2019 school year.” (SA)
23. **Liaison for Homeless Children and Youth.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Liaison for Homeless Children and Youth for the 2018-2019 school year.” (SA)
24. **Chemical Hygiene Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Eric Cooper** be appointed as Chemical Hygiene Officer for the 2018-2019 school year.” (SA)
25. **Appoint External Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Audit Committee, **Drescher & Malecki LLP** be appointed as the External Auditor for the 2018-2019 school year.” (SA)

B. Designations

1. **Petty Cash Funds.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following Petty Cash Accounts be authorized and approved:
- | | |
|---------------------------|------------|
| Superintendent’s Office | \$100.00 |
| Middle & High School Ofc. | \$100.00 |
| Elementary School Office | \$100.00 |
| GLP Primary School Office | \$100.00.” |

(Policy & SA)

2. **Official Newspapers. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Hamburg Sun** and the **Springville Journal** be designated as the official newspapers for the District.” (Policy & SA)
3. **Official Bank Depositories. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, all depositories as listed in the District’s investment policy be designated as depositories for the 2018-2019 school year.” (Policy & TM)
4. **Designated Signatures. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the signatures, both manual and/or reproduced by machine, of **Mary Lobosco, Treasurer**, and **Laura Feldman, Director of Finance**, be designated as the official signatures for the disbursement of district funds.” (Policy & SA)
5. **Time and Date of Regular Monthly Meetings. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Regular Monthly Meetings generally be held on the **third Wednesday** of each month at **7:00 p.m.** in the Eden Elementary School Auditorium with some exceptions.” (Policy & SA)
6. **Purchasing Agent. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Purchasing Agent** shall purchase, procure, store and distribute supplies and equipment for which appropriations have been made with due regard to existing law, economy, efficiency and the needs and desires of department personnel and authorize the Purchasing Agent to execute in the name of the Board of Education any and all documents, contracts, orders, or other instruments necessary to carry out the intent of this resolution.” (Policy & SA)
7. **Certify Payroll. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Director of Finance**, or his/her designee, be authorized to certify payrolls.” (Policy & SA)
8. **Appoint Educational Officer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as Educational Officer designated to receive court notification regarding a student’s sentence/adjudication in certain criminal cases and juvenile delinquency proceedings effective July 1, 2018.” (Policy & SA)
9. **Appoint School Pesticide Representative. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **David Martin**, who is permanently appointed as the Superintendent of Buildings and Grounds, be appointed as the School Pesticide Representative effective July 1, 2018.” (Policy & SA)
10. **Appoint Reviewing and Verification Official. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Reviewing and Verification Official for participation in the federal Child Nutrition Program effective July 1, 2018.” (Policy & SA)
11. **Appoint Hearing Official. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Laura Feldman** be appointed as the Hearing Official for participation in the federal Child Nutrition Program effective July 1, 2018.” (Policy & SA)
12. **Appoint DASA Building Coordinators. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following be appointed as building coordinators for the Dignity for All Students Act: **Jeff Cervoni**, Middle School; **Mark Przybysz**, High School; **Kelly Morgan-LaRosa**, Eden Elementary School; and **Loran Carter**, GLP Primary School and District.” (SA)
13. **Appoint Enrollment Officer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Lucinda Karstedt** be appointed as the Enrollment Officer for the 2018-2019 school year.” (SA)

14. **Appoint Internal Appeals Officer for Enrollment.** **RECOMMENDED MOTION:** “that upon the recommendation of the Board of Education, **Sandra Anzalone** be appointed as the internal appeals officer for Enrollment.”

(Policy & SA)

C. Authorizations

1. **Field Trip Requests.** **RECOMMENDED MOTION:** “that the Superintendent or his/her Designee be authorized to approve non-overnight field trip requests.”

(Policy & SA)

2. **Budget Transfers.** **RECOMMENDED MOTION:** “that the Superintendent or his/her designee be authorized to approve budget transfers \$10,000 and under and records of all such transfers are to be reported to the Board of Education on a monthly basis. Budget transfers in excess of \$10,000 require prior Board of Education approval.”

(Policy & SA)

3. **Authorize Superintendent to Apply for Grants in Aid.** **RECOMMENDED MOTION:** “that the Superintendent or Director of Finance and/or her/his designee be authorized to apply for Grants in State Aid (State and Federal) as appropriate.”

(Policy & SA)

4. **Conference Attendance.** **RECOMMENDED MOTION:** “that the Superintendent and/or his or her designee be authorized to approve conference attendance for all employees with designated expenses.”

(Policy & SA)

5. **Board and District Memberships.** **RECOMMENDED MOTION:** “that the Superintendent and/or his or her designee be authorized to approve membership in professional organizations – Eden Boys & Girls Club, Eden Chamber of Commerce, New York State Council of School Superintendents, Erie County Association of School Boards, Rural Schools Association and Western New York Educational Service Council.”

(SA)

6. **Adopt Revenue Anticipation Note.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resolution delegating to the Board President the authority to issue and sell Revenue Anticipation Notes (RANS) be approved as presented.”

(SA)

7. **Adopt Tax Anticipation Note.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resolution delegating to the Board President the authority to issue and sell Tax Anticipation Notes (TANS) be approved as presented.”

(SA)

8. **Adopt Bond Anticipation Note.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resolution delegating to the Board President the authority to issue and sell Bond Anticipation Notes (BANS) be approved as presented.”

(SA)

9. **Mileage Reimbursement.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the mileage rate for the 2018-2019 school year will be the IRS rate as of January 1, 2018 per mile for use of personal vehicle for school business purposes.”

(Policy & SA)

D. Bonding of Personnel

1. **District Treasurer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mary Lobosco**, District Treasurer, be bonded for \$50,000.”

(LF)

2. **District Tax Collectors.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Emily Hawkins** and **Lynn Krajacic**, District Tax Collectors, be bonded for \$50,000 each.”

(LF)

3. **Others.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Laura Feldman**, Director of Finance, **Sandra Anzalone**, Superintendent, **Mary Lobosco**, Central Treasurer for the Extraclassroom Activity Account, **Barbara Thomasulo**, District Clerk, **Kathy McCarthy**, Assistant District Clerk, **DianaRae Walker**, Claims Auditor, **Robert Henry** and **Randy Cornell**, Laborers, be bonded under the blanket bond of the District.”

(LF)

E. Miscellaneous Items

1. **Readopting of Policies. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, all policies and Code of Ethics in effect in the 2017-2018 school year be in effect for the 2018-2019 school year.” (SA)
2. **Approve New Best Value Standard. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Board of Education approve the New ‘Best Value Standard’ of procurement of contracts as provided by New York General Municipal Law §2-4[2].” (SA)

MOVE TO THE REGULAR BOARD OF EDUCATION MEETING**VI. From Administration and Staff****VII. Request to withdraw specific item(s) from consensus items.**

VIII. Routine Actions – Approval of Consensus Items. RECOMMENDED MOTION: “that the following consensus items be approved as listed in the Administrative Memorandum, VIII. A-G.” (SA)

- A. **Approval of the Minutes of the May 22, 2018 Special Board of Education Meeting. RECOMMENDED ACTION:** Take necessary action and move for approval. (SA) (ENC)
- B. **Approval of the Minutes of the June 20, 2018 Regular Board of Education Meeting. RECOMMENDED ACTION:** Take necessary action and move for approval. (SA) (ENC)
- C. **Approval of Budget Transfers over \$10,000. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Budget Transfers over \$10,000 be approved as presented.” (LF) (ENC)
- D. **Approve CSE Recommendations. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the CSE recommendations be approved as presented.” (SA) (ENC)
- E. **Appoint Substitutes. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel are appointed as substitutes, provided that these appointments will not be effective and service to the District pursuant thereto shall not begin until there has been compliance with statutory and regulatory provisions for fingerprinting/certification and clearance for employment:

Name	Area	Effective Date	Certification
1. Ray Neil	Summer Laborer	June 26, 2018	None
2. James Kaminski	Cleaner	July 2, 2018	None.”

 (SA) (ENC)
- E. **Appoint Supplemental Activity Advisors and Coaches for the 2018-2019 School Year. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel are appointed as Supplemental Activity Advisors and Coaches for the 2018-2019 school year, provided that these appointments will not be effective and service to the District pursuant thereto shall not begin until there has been compliance with statutory and regulatory provisions for fingerprinting/certification and clearance for employment:
 1. Ray Neil, HS Musical Orchestra Director
 2. Matt Gould, HS Musical Producer
 3. Sherri Stoneberg, Health/FACS Department Chair – split position with Kathy Klopp
 4. Joanne Meredith, Math Olympiad Advisor (Remove Kathy DeGroat).” (SA) (ENC)
- F. **Approve Agreement to Rent and Occupy. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Agreement to Rent and Occupy three classroom spaces at North Collins Elementary School for the Eden Summer School program be approved.” (LF) (ENC)
- G. **Approve Kindergarten Waiver. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Kindergarten waiver be approved.” (SA) (ENC)

IX. New Business**A. Resignations. RECOMMENDED MOTIONS:**

1. **Accept Resignation. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation for the purpose of retirement of Teacher Aide, **Lynne Bidney**, be accepted effective June 30, 2018. The Board and Administration wish to thank Mrs. Bidney for her 15 years of service to the District.” (SA) (ENC)

B. Appointments. RECOMMENDED MOTIONS:

1. **Appoint Summer Laborer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Devan Stephens** be appointed as a summer laborer effective July 2, 2018. Salary is \$10.40 per hour.” (SA) (ENC)
 2. **Appoint Summer Laborer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Kenneth Burgstahler** be appointed as a summer laborer effective July 2, 2018. Salary is \$10.40 per hour.” (SA) (ENC)
 3. **Appoint Summer Laborer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **James Kaminski** be appointed as a summer laborer effective July 2, 2018. Salary is \$10.40 per hour.” (SA) (ENC)
 4. **Appoint Summer Transportation Personnel. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following be appointed to summer transportation positions:
 - a. **Cynthia Kasper**, bus driver and bus attendant
 - b. **Deborah Barton**, substitute bus attendant.” (SA) (ENC)
 5. **Appoint Full-time Technology Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Brian Smith**, who is professionally certified in Technology Education is hereby appointed to a probationary position in the Technology tenure area for a probationary period commencing on September 1, 2018 and ending on August 31, 2022 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of Education Law, in order to be granted tenure, the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period, the teacher shall not be eligible for tenure at that time. Salary is based upon **ETA Contract, Master’s, Step 5.**” (SA) (ENC)
 6. **Recall from PEL. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Physical Education and Health Teacher, **Amie Francisco**, who was most recently .86 FTE, be recalled from PEL at 1.0 FTE effective September 1, 2018.” (SA) (ENC)
- C. Approve Excessing of Books & Materials. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, books and materials from the Eden Elementary Library be declared excess and disposed of as the District deems appropriate.” (SA) (ENC)
- D. Approve Excessing of Miscellaneous Items. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, miscellaneous items from the Eden Elementary School be declared excess and disposed of as the District deems appropriate.” (SA) (ENC)
- E. Approve Excessing of Calculators. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, 37 student TI-83 calculators, 8 teacher TI-83 Plus calculators and 9 scientific calculators from the Eden High School be declared excess and disposed of as the District deems appropriate.” (SA) (ENC)
- F. Approve Leasing of Bus. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a school bus be leased to the ACES group for an undetermined day in July and one day in August.” (SA) (ENC)

- G. **Approve Overnight Trip to Cheer Camp. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, an overnight trip to National Cheerleaders’ Association (NCA) camp in Honesdale, PA from August 24-27, 2018 be approved.” (SA) (ENC)
- H. **Approve Loaner Agreement with Matthews Buses, Inc. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a Loaner Agreement by and between Matthews Buses, Inc. and Eden Central School District be approved effective June 27, 2018.” (LF) (ENC)
- I. **Approve Consulting Service Agreement. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a consulting agreement with D Jaszka Energy Consulting be approved.” (LF) (ENC)

Approximate position and time that the Board has designated to receive statements and presentations from individuals and groups. All persons in attendance are requested to sign the attendance sheet and designate their representation status, for example, a parent, teacher, bus driver, chamber of commerce, etc.

There is a two-minute time limit.

X. Information and Proposals. RECOMMENDED MOTIONS:

- A. Superintendent’s Report
 - 1. Facility Use Fee Schedule Revisions
 - 2. Exterior Lighting & Sound (ENC)
- B. Business Report
 - 1. Update – Next Meeting Discussion
- C. Board Report
 - 1. Discussion of Prior Board of Education Subcommittees - Policy, Curriculum/ Technology, Facilities/Capital Project, Negotiations, Finance/Audit, District Shared Decision Making

XI. Future Dates

Next Regular Board of Education Meeting – August 8, 2018 – 7:00 p.m. in the Eden Elementary School Auditorium

Adjourn
SA:TM:bjt