

EDEN CENTRAL SCHOOL
BOARD OF EDUCATION

RE-ORGANIZATION & REGULAR MEETING MEMORANDUM

REORGANIZATION MEETING – 7:00 P.M.

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

Mr. Paul Shephard will attend the meeting via videoconference at:

Garden of the Gods RV Resort
3704 West Colorado Avenue
Colorado Springs, Colorado 80904

EDEN JR./SR. HIGH SCHOOL CAFETERIA

JULY 5, 2017

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

Introduce Laura Feldman - Welcome to two new board members,
Cheryl Carpenter & Ellen Kindley

II. 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

DONE prior to the meeting

New President Presides

III. Request to withdraw specific item(s) from consensus items.

IV. **Routine Actions – Approval of Consensus Items.** **RECOMMENDED MOTION:** “that the following consensus items be approved as listed in the Administrative Memorandum, IV. 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 2017-2018 school year.”

(Policy & SA)

3. **Tax Collectors.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Mrs. Mary Jo Hultquist 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 2017-2018 school year.”

(Policy & SA)

5. **Appoint Extraclassroom Activities Chief Faculty Counselors.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the JSHS Principal, the Eden Elementary Principal and the GLP Principal be appointed as the Extraclassroom Activities Chief Faculty Counselors for the 2017-2018 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 2017-2018 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 2017-2018 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 2017-2018 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 2017-2018 school year:

- | | |
|--|-----------------------|
| Shawn Johnson | Chairperson |
| Joseph Weis | Alternate Chairperson |
| 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 2017-2018.” (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 2017-2018 school year.” (SA) (ENC)

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 2017-2018 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 2017-2018 school year.” (SA)
15. **Claims Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as Claims Auditor for the 2017-2018 school year.” (Policy & SA)
16. **Attendance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ms. Patricia Menkiena** be appointed as Attendance Officer for the 2017-2018 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 2017-2018 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, 2016 through June 30, 2017, 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 2017-2018 school year.” (SA)
20. **Title IX.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as Title IX Coordinator for the 2017-2018 school year.” (SA)
21. **K-12 P.E./Health & Athletics Administrator.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as the K-12 P.E./Health & Athletics Administrator for the 2017-2018 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 2017-2018 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 2017-2018 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 2017-2018 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 2017-2018 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
Jr./Sr. High School Office	\$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 **Orchard Park Bee** and **Business First** be designated as the official newspapers for the District through February 16, 2018, and the **Hamburg SUN**, and the **Springville Journal** be designated as the official newspapers for the District beginning February 17, 2018.” (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 2017-2018 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 Jr./Sr. High School Cafeteria 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, **Patricia Menkiena** 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, 2016.” (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, 2016.” (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, 2016.” (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, 2016.” (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: **Patricia Menkiena, Jr./Sr. High School** and District; **Kelly Morgan-LaRosa**, Eden Elementary School; and **Loran Carter**, GLP Primary School.” (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, 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 2017-2018 school year will be the current IRS rate 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.” (TM)
2. **District Tax Collectors. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mary Jo Hultquist** and **Lynn Krajacic**, District Tax Collectors, be bonded for \$50,000 each.” (TM)
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.” (TM)

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 2016- 2017 school year be in effect for the 2017-2018 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**V. From Administration and Staff**

- A. **District Code of Conduct** – Mrs. Johnson

VI. Request to withdraw specific item(s) from consensus items.

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

- A. **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.” (TM) (ENC)
- B. **Approval of Claims Auditor Report. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the May 2017 Claims Auditor Report be approved.” (TM) (ENC)
- C. **Approve CSE Recommendations. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the CSE recommendations be approved as presented.” (SA) (ENC)
- D. **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. Kara Mrugala | Smr Schl TA | July 5, 2017 | NA |
| 2. Shannon Hennigan | Counselor -10 days | July 6, 2017 | CE, Counseling |
| 3. Jennifer Soule | Clerk Typist | July 6, 2017 | None.” |
- (SA) (ENC)

VIII. New Business

- A. **Resignations. RECOMMENDED MOTIONS:**

None.

- B. **Appointments. RECOMMENDED MOTIONS:**

1. **Appoint Microcomputer Repair Technician. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Kathleen Gage** be appointed on probation as a Microcomputer Repair Technician effective August 1, 2017 through January 31, 2018. **Salary is based upon CSEA Contract, Level IX, Step 1.**” (SA) (ENC)
2. **Appoint Summer Laborers. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent the following be appointed as Summer Laborers effective June 26, 2017 through no later than September 5, 2017. Salary is \$9.70 per hour:
 - a. **John Millson**
 - b. **Jamie Rockwood**
 - c. **Nicholas Bauman.**” (SA) (ENC)

3. **Appoint Summer Bus Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Peter Beljan** be appointed as a Summer Bus Cleaner effective July 5, 2017 and ending August 31, 2017. Salary is \$9.75 per hour with CDL or \$9.70 per hour without CDL. Maximum hours at 128 with two cleaners or 256 with one cleaner.” (SA) (ENC)
4. **Appoint School Counselor Intern.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Kelley M. Salerno** be appointed as an unpaid School Counselor Intern effective August 25, 2017 through May 10, 2018.” (SA) (ENC)
- C. **Approve PEL Placement.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Susan Schnauffer** shall remain on the Preferred Eligible list in the tenure area of business education for a period of seven years, computed from June 30, 2017, the effective date of the reduction.” (SA) (ENC)
- D. **Approve MOU for Field Hockey Aide.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a Memorandum of Understanding for a Field Hockey Aide Position for the 2017-2018 school year be approved.” (SA) (ENC)
- E. **Approve MOU for Soccer Aide.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a Memorandum of Understanding for a Soccer Aide Position for the 2017-2018 school year be approved.” (SA) (ENC)
- F. **Approve Abolishment of .5 FTE Special Education Aide.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the .5 FTE Special Education Teacher Aide position be abolished effective June 30, 2017.” (SA)
- G. **Approve Excessing of Audiometer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, an Audiometer, asset tag #203071, that is no longer working be excessed and disposed of as the District deems appropriate.” (SA) (ENC)
- H. **Approve Transfer from Capital Vehicle Reserve.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a transfer from the Capital Vehicle Reserve Fund to the general fund to allow for use of capital reserves in the amount of \$450,000 be approved.” (TM)
- I. **Approve Overnight Trip to Cheer Camp.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, an overnight trip for the Cheerleaders to attend Cheer Camp in Honesdale, PA from August 21 – 24, 2017 be approved.” (SA) (ENC)
- J. **Accept Donation of 3D Printer Kit.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a 3D Printer Kit, valued at \$305.24, which was donated to the Technology Education Department, be accepted from David & Cheryl Johnson.” (SA) (ENC)
- K. **Approve Appropriations Increase.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 2017-2018 appropriations be increased by \$5,621.96 to \$29,023,354.96 to account for increased revenues.” (SA) (ENC)

Note: The District received \$298.96 for Eden Elementary from Terracycle US and \$5,323.00 for musical instruments from Eden Elementary drama club.

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.

IX. Information and Proposals. RECOMMENDED MOTIONS:

A. Superintendent's Report

1. Official Move of Business & District Offices
2. 2017-2018 Calendar Update
3. Capital Project Update
4. District Goals/Board Goals
5. Route 62 Flashing Beacons

B. Board Report

1. **Discussion of Prior Board of Education Subcommittees** - Policy, Curriculum/Technology, Facilities/Capital Project, Negotiations, Finance/Audit, District Shared Decision Making

X. Future Dates

- A. Next Regular Board of Education Meeting – August 15, 2017 – 7:00 p.m. in the Eden Jr./Sr. High School Cafeteria

Adjourn

SA:TM:bjt