

**EDEN CENTRAL SCHOOL
BOARD OF EDUCATION**

RE-ORGANIZATION & REGULAR MEETING MEMORANDUM

REORGANIZATION MEETING – 7:00 P.M.

EDEN JR./SR. HIGH SCHOOL CAFETERIA

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

JULY 6, 2016

ADMINISTRATIVE STAFF MEMORANDUM

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

Please turn off all cell phones

II. Policy Actions

- A. Administer Oath of Office to Newly Elected Board Member(s)

DONE prior to the meeting

- B. Election of Officers

1. Nominations and Balloting for President
2. Nominations and Balloting for Vice-President

- C. Mrs. Anzalone will administer oath of office to newly elected officers

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 2016-2017 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 and Jennifer Soule** be appointed as **Co-Central Treasurers for the Extraclassroom Activity Account** for the 2016-2017 school year.”

(Policy & SA)

5. **Appoint Extraclassroom Activities Chief Faculty Counselors. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the JSHS Principal and the Eden Elementary Principal be appointed as the **Extraclassroom Activities Chief Faculty Counselors** for the 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 school year:

Shawn Johnson	Chairperson
Joseph Weis	Alternate Chairperson
Katherine Musso	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 Interim School Board Attorney.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Ferrara Fiorenza P.C.** continue their appointment as interim school attorneys for Eden Central School District, effective July 6, 2016 until such time a legal firm is appointed.” (SA)

12. **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 2016-2017 school year.” (SA)

13. **Attorney for Affordable Care Act.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Erie 2 BOCES Attorney(s) be designated as the attorneys for the Affordable Care Act for the 2016-2017 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 2016-2017 school year.” (SA)

15. **Claims Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as Claims Auditor for the 2016-2017 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 2016-2017 school year.” (SA)
17. **Records Access/Management Officer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Thomas Murphy** be appointed as Records Access/Management Officer for the 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 school year.” (SA)
26. **Appoint Internal Auditor. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent in conjunction with the recommendation of the Audit Committee, the Board of Education appoint **Bahgat & Laurito-Bahgat** as the Internal Auditor for the 2016-2017 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 **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 2016-2017 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 **Thomas Murphy, 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, **Thomas Murphy** 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; **Marc Graff,** 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, New York State School Boards Association, 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 2016-2017 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, **Thomas Murphy**, Director of Finance, **Sandra Anzalone**, Superintendent, **Mary Lobosco** and **Jennifer Soule**, Co-Central Treasurers for the Extraclassroom Activity Account, **Barbara Thomasulo**, District Clerk, **Kathy McCarthy**, Assistant District Clerk and **DianaRae Walker**, Claims Auditor, 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 2015- 2016 school year be in effect for the 2016-2017 school year.” (SA)

MOVE TO THE REGULAR BOARD OF EDUCATION MEETING

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

- VI. Routine Actions – Approval of Consensus Items. RECOMMENDED MOTION:** “that the following consensus items be approved as listed in the Administrative Memorandum, VI. A-E.” (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 2016 Claims Auditor Report be approved.” (TM) (ENC)
- C. **Approve CSE & CPSE Recommendations.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the CSE & CPSE 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:

	<u>Name</u>	<u>Area</u>	<u>Effective Date</u>	<u>Certification</u>	
1.	Karen Bosiacki	PK-12	September 8, 2016	Music	
2.	Judy Ludwig	Sr. Clerk Steno.	June 27, 2016	None.”	(SA) (ENC)

- E. **Appoint Individuals for Supplemental Activities.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed to Supplemental Activities positions as coaches and advisors for the 2016-2017 school year as presented:

1. James Ehrig, JSHS Music Lights Advisor
2. Mandy Bova, JSHS Musical Director
3. Jacqueline Gould, JSHS Musical Choral Director
4. Karen Pszonak, JSHS Musical Costume Advisor
5. Mike Alessi, Varsity Football Assistant
6. James May, JV Football Coach
7. Samantha Cappola, Cheerleading Coach-Fall & Winter
8. Melissa Cataldo, JV Cheerleading Coach-Winter
9. Ivan Bitnun, Girl’s Diving Coach
10. Susan Schnaufer and Mandy Bova, Elementary Musical Co-Directors
11. Karen Bosiacki and Jackie Gould, Elementary Musical Orchestra Co-Directors
12. Karen Bosiacki and Jackie Gould, Elementary Musical Choral Co-Directors
13. Karen Pszonak, Elementary Musical Costumes Advisor
14. Mandy Bova, Elementary Musical Choreographer.” (SA) (ENC)

VII. 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 Cafeteria Monitor, **Esther Butera**, be accepted effective June 22, 2016. The Board of Education and Administration wish to thank Mrs. Butera for her 18 years of service to the District.” (SA) (ENC)
2. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Part-time Special Education Teacher, **Matthew Vogan**, be accepted effective June 30, 2016. The Board of Education and Administration wish to thank Mr. Vogan for his service to the District.” (SA) (ENC)
3. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Part-time Family & Consumer Science Teacher, **Courtney Hanania**, be accepted effective June 30, 2016. The Board of Education and Administration wish to thank Ms. Hanania for her service to the District.” (SA) (ENC)
4. **Accept Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Mathematics Teacher, **Allison Howard**, be accepted effective June 30, 2016. The Board of Education and Administration wish to thank Mrs. Howard for her ten years of service to the District.” (SA) (ENC)

B. **Appointments. RECOMMENDED MOTIONS:**

1. **Appoint Voting Delegates. RECOMMENDED MOTION:** “that _____ be appointed as **voting delegate** to the annual business meeting of NYSSBA and that _____ be appointed as alternate.” (SA)

2. **Appoint Board of Education Subcommittees. RECOMMENDED MOTION:** “that the following Board of Education subcommittees consisting of:

- Personnel:** _____
- Curriculum:** _____
- Policy:** _____
- Technology:** _____
- Facilities:** _____
- Negotiations:** _____
- Audit:** _____
- Shared Decision Making:** _____

be established for the 2016-2017 school year.” (SA)

3. **Appoint Music Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Daniel Polino**, who is initially certified in Music, is hereby appointed to a probationary position in the Music tenure area for a probationary period commencing on September 1, 2016 and ending on August 31, 2020 (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, Bachelor’s, Step 2.**” (SA) (ENC)

4. **Appoint Part-time Music Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Karen Bosiacki**, who is permanently certified in Music, is hereby appointed as a Part-time (.59 FTE) Music teacher effective September 1, 2016 and ending June 30, 2017. Salary is based upon **ETA Contract, Master’s + 30, Step 1.**” (SA) (ENC)

5. **Appoint Extended Leave Part-time Special Education Teacher. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Sarah Fiorella**, who is initially certified in Childhood Education B-2 and 1-6 be appointed as an Extended Leave Part-time (.5 FTE) Special Education Teacher effective September 1, 2016 through date of initial certification in Special Education. **Salary is \$95 per day pro-rated.**” (SA) (ENC)

6. **Appoint Summer Bus Attendant. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Peter Beljan** be appointed as a summer Bus Attendant at \$9.00 per hour and **Deborah Barton** be appointed as a summer Bus Attendant at her contracted rate.” (SA) (ENC)

C. **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 2016-2017 school year be approved.” (SA) (ENC)

D. **Approve Bus Use for Eden Boys & Girls Club. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, transportation via school bus(es) be approved for the Eden Boys & Girls Club summer field trips.” (SA) (ENC)

E. **Approve Transfer from 2014 Capital Reserve. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a transfer from the 2014 Capital Reserve Fund to the general fund to allow for use of capital reserves in the amount of \$2,000,000 be approved.” (TM) (ENC)

- F. **Approve Appropriations Increase.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 2016-2017 appropriations be increased by \$33.01 to \$29,369,264.23 to account for increased revenues.”

(SA) (ENC)

Note: The District received \$33.01 from Target for the JSHS.

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.

VIII. Information and Proposals. RECOMMENDED MOTIONS:

- A. From Administration and Staff
 - 1. DSDMT Compact for Learning – Mrs. Grimaldi
 - 2. UB Bio Research – Mrs. LaRosa
- B. Superintendent’s Report
 - 1. WBFO Radio Interview – Student Voices
 - 2. Graduation Ceremonies
- C. Board Report

IX. Future Dates

- A. Next Board of Education Meeting – Wednesday, August 10, 2016 – 6:00 p.m.
- B. Next Regular Board of Education Meeting – August 31, 2016 – 7:00 p.m. in the Jr./Sr. High School Cafeteria

Adjourn
SA:TM:bjt