

**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.

**EDEN JR./SR. HIGH SCHOOL CAFETERIA
JULY 1, 2015**

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. 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

- 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 **President** will administer the oath of office to **Mrs. Barbara Thomasulo.**

- 2. **District Treasurer. **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mrs. Mary Lobosco** be appointed **School District Treasurer** for the 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 school year:

Shawn Johnson	Chairperson
Joseph Weis	Alternate Chairperson
Jennifer Carriero	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. **School Board Attorney. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Harter Secrest** be appointed School Board Attorneys for the 2015-2016 school year.” (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 2015-2016 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.” (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 2015-2016 school year.” (SA)

15. **Claims Auditor. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as Claims Auditor for the 2015-2016 school year.” (Policy & SA)

16. **Attendance Officer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ms. Patricia Menkiena** be appointed as Attendance Officer.” (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 2015-2016 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, 2015 through June 30, 2016, 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 school.” (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 2015-2016 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 except as noted.” (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, 2015.” (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, 2015.” (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, 2015.” (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, 2015.” (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 2015-2016 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 2014- 2015 school year be in effect for the 2015-2016 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-C.” (SA)

A. **Approve CSE & CPSE Recommendations.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the CSE & CPSE recommendations be approved as presented.” (SA) (ENC)

B. **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. Jenny Aidala	PK-12 Teacher	July 2, 2015	CE/SWD B-6
2. Elizabeth Stamer	PK-12 Teacher	July 2, 2015	CE/SWD B-6

(SA) (ENC)

C. **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 2015-2016 school year as presented:

1. Cheryl Carpenter, Girls Diving Coach
2. James May, JV Football Coach.”

(SA) (ENC)

VII. **New Business**

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

1. **None.**

(SA)

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

1. **Appoint Head Bus Driver.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mary Banko**, who is 19A certified, be appointed on probation as a Head Bus Driver effective July 1, 2015 through December 31, 2015. Salary is based upon **CSEA Contract, Level XI, Step 8-9-10** for a minimum of six hours and a maximum of eight hours per day.”

(SA) (ENC)

2. **Appoint Part-time Special Education Teacher.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Elizabeth Stamer**, who is initially certified in Students with Disabilities B-2 and 1-6 and Childhood Education B-2 and 1-6 be appointed as a part-time (.5 FTE) Special Education Teacher effective September 1, 2015 through June 30, 2016. Salary is based upon **ETA Contract, Bachelor’s, Step 1.**”

(SA) (ENC)

3. **Appoint Summer Substitute Computer/AV Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Jarrett Feasley** be appointed as a Summer Substitute Computer/AV Cleaner effective July 6, 2015 and ending September 9, 2015. Salary is \$8.75 per hour.”

(SA) (ENC)

4. **Appoint Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Kristen Morano** be retroactively appointed to the position of Cleaner with an effective date of July 1, 2014.”

(SA) (ENC)

5. **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)

- 6. **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 2015-2016 school year.” (SA)

- C. **Approve Girls’ Volleyball Overnight Trips.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Girls’ Volleyball trips to the Asics Challenge October 2-3, 2015 in Chicago, IL and the Horseheads Classic October 16-17 in Horseheads, NY be approved.” (SA) (ENC)

- D. **Approve Therapists for Summer Program.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the associated Physical and Occupational Therapists for the Summer 2015 program be approved at \$46.50 per hour.” (SA)

- E. **Approve Increase in Hours for Teacher Aide.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Teacher Aide, **Sarah Keefe’s** hours be increased by .5 FTE to 1.0 FTE effective September 1, 2015. Salary is based upon **CSEA Contract, Level IV, Step 3.**” (SA)

- F. **Approve Additional Consulting Hours.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Judy Ludwig** will serve as a consultant for the Eden Central School District to be paid in the amount of \$25/hour up to a maximum of 30 additional hours for the 2014-2015 school year and 70 hours between July 1 and December 31, 2015.” (SA)

- G. **Approve Execution of Agreement for Traffic Control Signals.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Agreement for the Maintenance and Operation of Traffic Control Signals and/or Flashing Signals used to regulate traffic upon a State Highway at entrances to schools for the flashing beacon assemblies on Route 62 at the Eden Elementary School be approved.” (SA) (ENC)

- H. **Approve Creation of Teacher Aide Positions.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the creation of 3.5 teacher aide positions be approved.” (SA) (ENC)

- I. **Approve Appropriations Increase.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 2015-2016 appropriations be increased by \$225.00 to \$26,994,336.00 to account for increased revenues.” (SA) (ENC)

Note: The District received \$25 from Target for Eden Elementary and \$200 from Eugene M. Sullivan MD Foundation for GLP.

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. Dual Sport Athlete Presentation – Ms. Fallacaro and Mr. Kean
 - 2. Academic Probation/Eligibility – Ms. Fallacaro

(MF) (ENC)

B. Superintendent's Report

1. Jack Cuddihy's Oath of Office

C. Board Report

1. Facility Use Fee Schedule Update

IX. Future Dates

- A. Next Regular Board of Education Meeting – August 12, 2015 – 7:00 p.m. in the Jr./Sr. High School Cafeteria

Adjourn
SA:TM:bjt