

**EDEN CENTRAL SCHOOL
BOARD OF EDUCATION**

RE-ORGANIZATION MEETING MEMORANDUM

VETERANS' TAX EXEMPTION FORUM – 5:40 P.M.

EDEN JR./SR. HIGH SCHOOL CAFETERIA

REORGANIZATION MEETING – 7:00 P.M.

JULY 2, 2014

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

CONSTRUCTION MANAGEMENT FIRM WORKSHOP FOR BOARD OF EDUCATION – 10 minutes after the adjournment of the regular meeting

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 Members
- 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. **Executive Session.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Board of Education enter Executive Session to discuss the Confidential Employees’ Contracts.”

- 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, 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. **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)

- 3. **District Treasurer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mrs. Mary Lobosco** be appointed **School District Treasurer** for the 2014-2015 school year.” (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 2014-2015 school year.” (Policy & SA)

- 5. **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 2014-2015 school year.”

(Policy & SA)

- 6. **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 2014-2015 school year:

Shawn Johnson	Chairperson
Joseph Weis	Alternate Chairperson/School Psychologist
Jennifer Carriero	Alternate Chairperson/School Psychologist
TBD	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)

- 7. **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 2014-2015 school year:

Shawn Johnson	Chairperson
Joseph Weis	Alternate Chairperson
Jennifer Carriero	Alternate Chairperson
Lindsi Archabald	Parent Member
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)

- 8. **Surrogate Parent. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Trish Kuest** be appointed as Surrogate Parent.”

(SJ)

- 9. **School Board Attorney. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the firm of **Harter Secrest** be appointed School Board Attorneys for the 2014-2015 school year.”

(SA)

- 10. **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 2014-2015 school year.”

(SA)

- 11. **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.”

- 12. **Medicaid Compliance Officer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Medicaid Compliance Officer for the 2014-2015 school year.”

(SA)

- 13. **Claims Auditor. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as **Claims Auditor** for the 2014-2015 school year.”

(Policy & SA)

14. **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, 2014 through June 30, 2015, be approved as it appears on their website. Being listed on the New York State Education Department list confirms necessary and required qualifications.” (SJ)
15. **Attendance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ms. Patricia Menkiena** be appointed as Attendance Officer.” (SA)
16. **Records Access/Management Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Thomas Murphy** be appointed as Records Access/Management Officer for the 2014-2015 school year.” (SA)
17. **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 2014-2015 school year.” (SA)
18. **Title IX.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as Title IX Coordinator for the 2014-2015 school year.” (SA)
19. **K-12 P.E./Health Coordinator.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as the K-12 P.E./Health Coordinator for the 2014-2015 school year.” (SA)
20. **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 2014-2015 school year.” (SA)
21. **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 2014-2015 school year.” (SA)
22. **Chemical Hygiene Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Eric Cooper** be appointed as Chemical Hygiene Officer for the 2014-2015 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 2014-2015 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, 2014.” (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, 2014.” (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, 2014.” (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, 2014.” (Policy & SA)
12. **Appoint 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: **Pat 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.” (Policy & SA)

5. **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)
6. **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)
7. **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)
8. **Mileage Reimbursement.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the mileage rate for the 2014-2015 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, **Jennifer Soule**, 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 2013- 2014 school year be in effect for the 2014-2015 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, 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. **Approve Budget Transfers Over \$10,000.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the budget transfers over \$10,000 be approved.” (TM) (ENC)
- C. **Approve Unpaid Leave of Absence.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, an unpaid medical leave of absence be approved for Senior Clerk Typist, **Brenda Burgstahler** effective July 11, 2014 through approximately September 8, 2014.” (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>	
Ray Neil	Cleaner (AV)	July 3, 2014	N/A	
Leah Geraci	Summer Sch Tchr	July 3, 2014	SWD & CE 1-6.”	(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 2014-2015 school year as presented:

1. See attached list.”

(SA) (ENC)

VII. **New Business**

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

1. **Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation for the purpose of retirement of Business Teacher, **Mary Carlson-Nowicki** be accepted effective July 1, 2014. The Board of Education and Administration wish to thank Mrs. Carlson-Nowicki for her 29 years of service to Eden Central School.”

(SA) (ENC)

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

1. **Appoint Administrative Intern.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Kathleen Fedele**, who is permanently certified in Nursery, Kindergarten and Grades 1-6 and Special Education be appointed as an Administrative Intern effective September 1, 2014 and ending June 30, 2015.”

(SA) (ENC)

Note: This is an unpaid position.

2. **Appoint Summer Bus Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ray Neil** be appointed as a Summer Bus Cleaner effective July 7, 2014 and ending August 15, 2014 - not to exceed 98.5 hours. Salary is \$8.00 per hour.”

(SA) (ENC)

- C. **Approve Athletic Trainer Services:** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Athletic Trainer Services for the 2014-2015 school year be awarded to AthletiCare in the amount of \$24,995.00.”

(SA) (ENC)

- D. **Approve Excessing of Audio Equipment.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, an ONKYO cassette tape deck, model #TA-RW313, serial #3402023124 be excessed and disposed of as the district deems necessary. This unit no longer works and is beyond useful life.”

(SA) (ENC)

- E. **Accept Donation from Eden Athletic Association.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a donation estimated in the amount of \$7,485 be accepted from the Eden Athletic Association for field maintenance and rehabilitation of Eden Senior High varsity baseball and softball diamonds.”

(SA) (ENC)

- F. **Accept Donation for Digital Sign.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, a donation of a digital sign estimated to be valued at approximately \$17,000 be accepted from the Eden Community, the Eden Chamber of Commerce and Eden Community Foundation.”

(SA)

- G. **Approve Recall of Business Teacher.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Susan Schnauffer**, who is on the Preferred Eligibility List, is being returned to a 1.0 FTE position in the Business tenure area effective September 1, 2014. Salary is based upon **ETA Contract, Master’s, Step 7.**”

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. Code of Conduct Summary – Pat Menkiena

(ENC)

B. Business Report

1. Discussion on a Board adoption of and Affordable Care Act Policy

C. Superintendent’s Report

1. Digital Sign Installation, e-flyers protocols, procedures and policies
2. Athletic Trainer costs for Concussion Management

D. Board Report

IX. Future Dates

- A. Special Board of Education Meeting – August 6, 2014 – 7:00 p.m. in the Jr./Sr. High School Cafeteria
- B. Next Regular Board of Education Meeting – August 20, 2014 – 7:00 p.m. in the Jr./Sr. High School Cafeteria.

Adjourn
SA:TM:bjt

Workshop