

**EDEN CENTRAL SCHOOL
BOARD OF EDUCATION**

RE-ORGANIZATION MEETING MEMORANDUM

**REORGANIZATION MEETING – 7:00 P.M.
REGULAR MEETING FOLLOWING
REORGANIZATION MEETING**

**EDEN JR./SR. HIGH SCHOOL CAFETERIA
JULY 1, 2013**

ADMINISTRATIVE STAFF MEMORANDUM

I. Call to Order. Mrs. Barbara Thomasulo, will preside. Please call Mrs. Thomasulo if you cannot attend. (992-3629)

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. 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, A-E.”

A. Appointments

- 1. **District Clerk. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Director of Finance 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 **Jonica DiMartino** 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 2013-2014 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 2013-2014 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 2013-2014 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 2013-2014 school year:

Shawn Johnson	Chairperson
Joseph Weis	Alternate Chairperson/School Psychologist
Jennifer Carriero	Alternate Chairperson/School Psychologist
Hamburg Family Medicine	School Physician
Kevin Wiles	Parent Member
Daniel Schunk	Parent Member
Carol Jok	Parent Member
Keri Reisch	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 2013-2014 school year:

Shawn Johnson	Chairperson
Dana Fazzolari	Alternate Chairperson
Keri Reisch	Parent Member
Kevin Wiles	Parent Member
Daniel Schunk	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, **Keri Reisch** 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 2013-2014 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 2013-2014 school year.”

(SA)

11. **Medicaid Compliance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Medicaid Compliance Officer for the 2013-2014 school year.”

(SA)

12. **Claims Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as **Claims Auditor** for the 2013-2014 school year.”

(Policy & SA)

13. **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, 2013 through June 30, 2014, be approved as it appears on their website. Being listed on the New York State Education Department list confirms necessary and required qualifications.” (SJ)
14. **Attendance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Ms. Patricia Menkiena** be appointed as Attendance Officer.” (SA)
15. **Records Access/Management Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Thomas Murphy** be appointed as Records Access/Management Officer for the 2013-2014 school year.” (SA)
16. **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 2013-2014 school year.” (SA)
17. **Title IX.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as Title IX Coordinator for the 2013-2014 school year.” (SA)
18. **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 2013-2014 school year.” (SA)
19. **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 2013-2014 school year.” (SA)
20. **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 2013-2014 school year.” (SA)
21. **Chemical Hygiene Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Eric Cooper** be appointed as Chemical Hygiene Officer for the 2013-2014 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 2013-2014 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 _____ 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, 2013.” (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, 2013.” (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, 2013.” (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, 2013.” (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 and his/her 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 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 2013-2014 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 **Jonica DiMartino**, 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 2012- 2013 school year be in effect for the 2013-2014 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-E.” (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>	
Melissa Cataldo	PK-6	September 4, 2013	N/A	
Dottie Bauer	Clerk Typist	July 8, 2013	N/A.”	(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 2013-2014 school year as presented:
 - 1. See attached list.” (SA) (ENC)

D. **Appoint Individuals for Supplemental Activities.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed to Supplemental Activities positions as department heads for the 2013-2014 school year as presented.” (SA) (ENC)

E. **Approve Policies.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following policies be approved:
1. #1730 Executive Sessions
2. #7640 Student Individualized Education Program.” (SA) (ENC)

VII. **New Business**

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

1. **Resignation.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the resignation of Elementary Cafeteria Monitor, **Betty Dunwoodie** be accepted effective June 20, 2013. The Board of Education and Administration wish to thank Mrs. Dunwoodie for her two years of service to Eden Central School.” (SA) (ENC)

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

1. **Appoint Technology Education Teacher.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Matthew Saramak**, who is initially certified in Technology Education, be appointed on probation as a Technology Teacher effective September 1, 2013 and ending August 31, 2016. Salary is based upon ETA Contract, Step 1.” (SA) (ENC)

2. **Appoint Occupational Therapist.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **John Robbins**, who is a certified Occupational Therapist be appointed on probation as an Occupational Therapist effective July 2, 2013 and ending January 1, 2014. Salary is based upon CSEA Contract, Level XVI, Step 1.” (SA) (ENC)

3. **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)

4. **Appoint Board of Education Subcommittees.** **RECOMMENDED MOTION:** “that the following subcommittees of the Board of Education be established for the 2013-2014 school year:
Personnel, Curriculum, Policy, Technology, Facilities, Negotiations, Audit, DSDMT.” (SA)

5. **Appoint Summer Bus Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed as Summer Bus Cleaners effective July 2, 2013 through August 31, 2013 or until 98.5 hours have been reached:
Juliann Blencowe
Dale Blanar.” (SA) (ENC)

C. **Approve Athletic Trainer Services:** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Athletic Trainer Services for the 2013-2014 school year be awarded to AthletiCare in the amount of \$21,600.00.” (SA) (ENC)

D. **Award Food Service Management Contract Extension.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the food service contract with Personal Touch be extended through June 30, 2014.” (SA)

- E. **Approve Change in Summer Bus Driver and Attendant Start/End Dates.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, summer bus driver and attendant start and end dates be adjusted as follows:
- | <u>Name</u> | <u>Effective</u> | |
|---------------------|--|------------|
| 1. Marg Skura | July 3, 2013 through August 16, 2013 | |
| 2. Mary Tarasiewicz | July 3, 2013 through August 16, 2013 | |
| 3. Vincent Vacco | July 1, 2013 through August 16, 2013 | |
| 4. Kathy Keller | July 1, 2013 through August 14, 2013 | |
| 5. Janette Bonczar | July 1, 2013 through August 16, 2013 | |
| 6. Ellen Pulinski | July 1, 2013 through August 16, 2013.” | (SA) (ENC) |
- F. **Approve Technology Plan.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the three-year Technology Plan be approved as presented.” (SA)
- G. **Approve Excessing of Special Education Books.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the attached list of Special Education books be deemed excess and disposed of as the District deems necessary.” (SA) (ENC)
- H. **Approve Memorandum of Agreement with Assistant Principal.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Memorandum of Agreement with Patricia Menkiena allowing her to work 15 days in advance of September 4, 2013 be approved as presented.” (SA) (ENC)
- I. **Approve Increase in Lunch Prices.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the school lunch prices increase by .05 at the Eden Jr./Sr. High School and by .10 at the GLP and Eden Elementary School effective September 4, 2013.” (TM) (ENC)
- J. **Approve 105H Memorandum of Agreement with Excessed ETA Employees.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 105H Memorandum of Agreement between the excessed teachers and the District be approved as presented.” (SA) (ENC)
- K. **Approve 105H Memorandum of Agreement with Excessed CSEA Employees.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the 105H Memorandum of Agreement between the support staff and the District be approved as presented.” (SA) (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.

VIII. Information and Proposals. RECOMMENDED MOTIONS:

- A. From Administration and Staff
1. Code of Conduct Summary – Pat Menkiena (ENC)
 2. Safety Plan – Naming Committee (ENC)
- B. Business Report
1. RTTT Grant
 2. Food Service Contract with State

C. Superintendent's Report

1. Marc Graff
2. Jr./Sr. High School Principal Posting
3. Director of Curriculum & Instruction Posting
4. Loran Carter Letter (ENC)
5. Section VI Letter re Class B1 Softball Title (ENC)

D. Board Report

IX. Future Dates

- A. Special Board of Education Meeting – July 24, 2013 at 7:00 p.m. in the Jr./Sr. High School Cafeteria.
- B. Special Board of Education Meeting – TBD – 7:00 p.m. in the Jr./Sr. High School Cafeteria
- C. Next Regular Board of Education Meeting – TBD – 7:00 p.m. in the Jr./Sr. High School Cafeteria.

Adjourn

SA:TM:bjt