

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 AUDITORIUM
JULY 2, 2012

ADMINISTRATIVE STAFF MEMORANDUM

I. Call to Order. Ms. Lisa Almasi, Clerk, 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 Member
- B. Election of Officers
 - 1. Nominations and Balloting for President
 - 2. Nominations and Balloting for Vice-President
- C. Ms. Lisa Almasi 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 & RB)

*The **President** will administer the oath of office to **Ms. Lisa Almasi.**
- 2. **Tax Collector. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Jonica DiMartino** be appointed **Tax Collector** in the Town of Evans.” (Policy & RB)
- 3. **District Treasurer. RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Mrs. Mary Lobosco** be appointed **School District Treasurer** for the 2012-2013 school year.” (Policy & RB)
- 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 2012-2013 school year.” (Policy & RB)
- 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 2012-2013 school year.” (Policy & RB)

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 2012-2013 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 2012-2013 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. **Medicaid Compliance Officer.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Medicaid Compliance Officer for the 2012-2013 school year.”

(RB)

10. **Claims Auditor.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as **Claims Auditor** for the 2012-2013 school year.”

(Policy & RB)

11. **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, 2012 through June 30, 2013, be approved as it appears on their website. Being listed on the New York State Education Department list confirms necessary and required qualifications.”

(SJ)

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 & RB)
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 & RB)
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 2012-2013 school year.” (Policy & LA)
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 **Lisa Almasi, Director of Finance,** be designated as the official signatures for the disbursement of district funds.” (Policy & RB)
5. **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 & RB)
6. **Certify Payroll.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the **Director of Finance,** or her designee, be authorized to certify payrolls.” (Policy & RB)
7. **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, 2012.” (Policy & RB)
8. **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, 2012.” (Policy & RB)
9. **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, 2012.” (Policy & RB)
10. **Appoint Hearing Official.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Lisa Almasi** be appointed as the Hearing Official for participation in the federal Child Nutrition Program effective July 1, 2012.” (Policy & RB)
11. **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, Richard Schaefer, Eden Elementary School and Loran Carter, GLP Primary School.” (RB)

C. Authorizations

1. **Field Trip Requests.** RECOMMENDED MOTION: “that the Superintendent or his Designee be authorized to approve non-overnight field trip requests.” (Policy & RB)
2. **Budget Transfers.** RECOMMENDED MOTION: “that the Superintendent or his designee be authorized to approve budget transfers under \$10,000 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 & RB)
3. **Authorize Superintendent to Apply for Grants in Aid.** RECOMMENDED MOTION: “that the Superintendent be authorized to apply for Grants in State Aid (State and Federal) as appropriate.” (Policy & RB)
4. **Mileage Reimbursement.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the mileage rate for the 2012-2013 school year will be the current IRS rate per mile for use of personal vehicle for school business purposes.” (Policy & RB)

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.” (LA)
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.” (LA)
3. **Others.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, **Mary Lobosco** and **Jennifer Soule**, Co-Central Treasurers for the Extraclassroom Activity Account, **Lisa Almasi**, District Clerk, **Jennifer Soule**, Assistant District Clerk and **DianaRae Walker**, Claims Auditor, be bonded under the blanket bond of the District.” (LA)

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 2011- 2012 school year be in effect for the 2012-2013 school year.” (RB)

◆◆◆*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-H.” (RB)
 - A. **Approval of the Revenue Report.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the Revenue Report for the period ending May 31, 2012 be approved.” (LA) (ENC)
 - B. **Approval of the Treasurer’s Report.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the Treasurer’s Report for the period ending May 31, 2012 be approved.” (LA) (ENC)
 - C. **Approval of the Extraclassroom Activities Fund Report.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the Extraclassroom Activities Fund Report for the period ending May 31, 2011 be approved.” (LA) (ENC)
 - D. **Approve CSE & CPSE Recommendations.** RECOMMENDED MOTION: “that upon the recommendation of the Superintendent, the CSE & CPSE recommendations be approved as presented.” (RB) (ENC)

- E. **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>	
James White	Cleaner	July 3, 2012	None	
Robin Ralph	Cleaner	July 3, 2012	None.”	(RB) (ENC)

- F. **Appoint Individuals for Supplemental Activities.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following personnel be appointed to Supplemental Activities positions for the 2012-2013 school year as presented:

1. See attached list.”

(RB) (ENC)

- G. **Approve Policies.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following policies be approved:

1. #3410 Code of Conduct
2. #7314 Student Use of Computerized Information Resources
3. #7554 Dignity for All Students Act
4. #8242 Civility, Citizenship & Character Ed
5. #8271 Internet Safety-Internet Content Filtering.”

(RB) (ENC)

- H. **Approve First Reading of Policies.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the first reading of the following policies be approved:

1. #1335 Appointment and Duties of the Claims Auditor
2. #3310 Public Access to Records
3. #5632 Energy Conservation in the Schools
4. #7240 Student Records: Access and Challenge
5. #7243 Student Directory Information
6. #7513 Administration of Medication
7. #7515 Pediculosis (Head Lice)
8. #8110 Curriculum Development, Resources and Evaluation.”

(RB) (ENC)

VII. **New Business**

A. **From Delegations**

1. Emergency Masonry Restoration at Eden Elementary – Richard Gehring, Trautman Associates

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

1. **Appoint Principal.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the Memorandum of Agreement appointing **Loran Carter** as GLP Principal effective September 17, 2012 be approved as presented.”

(RB) (ENC)

2. **Appoint School Nurse.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Susan White**, who is a Registered Professional Nurse, be appointed on probation as a School Nurse effective September 4, 2012 through March 3, 2013. Salary is based upon **CSEA Contract, Level 12, Step 1.**”

(RB) (ENC)

3. **Extend Appointment of Long-Term Substitute Physical Education Teacher.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the appointment of Long-Term Substitute Physical Education Teacher, **Rachel Covey** be extended effective September 1, 2012 through June 30, 2013. Salary is based upon **Bachelor’s, Step 2.**”

(RB) (ENC)

4. **Appoint Summer School Substitute Teacher Aides.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the following be appointed as Summer School Substitute Teacher Aides effective July 2, 2012 through August 10, 2012:

- a. **Kara Korhummel**
b. **Elaine Funch.”**

(RB) (ENC)

5. **Appoint Summer Bus Cleaner.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, **Dale Blanar** be appointed as a Summer Bus Cleaner effective July 5, 2012 through August 31, 2012 or until 98.5 hours have been reached.”

(RB) (ENC)

- C. **Approve Athletic Trainer Services:** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, Athletic Trainer Services for the 2012-2013 school year be awarded to AthletiCare in the amount of \$20,967.20.”

(RB) (ENC)

- D. **Award Food Service Management Company Bid.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the food service contract with Personal Touch be approved for the period July 1, 2012 – June 30 2013 as presented.”

(LA) (ENC)

- E. **Award General Construction Contract for Emergency Masonry Repairs at Eden Elementary.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the General Construction Contract for Emergency Masonry Repairs at Eden Elementary in the amount of \$61,240 be awarded to Morris Masonry Restoration, LLC.”

(LA) (ENC)

- F. **Approve Resolution Authorizing the Transfer of Funds to Capital Fund.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, \$72,591 be transferred from 2011-12 Unassigned Fund Balance to the Capital Fund. These funds are needed to finance the Emergency Masonry Repair Project which the Board approved on February 13, 2012.”

(LA) (ENC)

- G. **Approve Excessing of Books.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, the attached list of books located in the JSHS Library be deemed excess and disposed of as the District deems necessary.”

(RB) (ENC)

- H. **Approve Excessing of Equipment.** **RECOMMENDED MOTION:** “that upon the recommendation of the Superintendent, one Schwinn Deluxe Treadmill (A00068258) be deemed excess and disposed of as the District deems necessary.”

(LA)

Note: This treadmill is not in working condition and beyond repair.

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. Business Report
B. Superintendent’s Report
C. Board Report

IX. Future Dates

- A. Next Board of Education Meeting – August 6th– 7:00 p.m. in the Jr./Sr. High School Aud.

Adjourn
RB:LA:bjt