

RE-ORGANIZATION MEETING – BOARD OF EDUCATION
JR./SR. HIGH SCHOOL CAFETERIA
JULY 5, 2017

MEMBERS PRESENT: Ms. Cheryl Carpenter, Mr. Jack Cuddihy, Mrs. Marlene Grunder, Mrs. Jennifer Horschel, Mrs. Ellen Kindley, Mr. Donald Sutfin

ABSENT: Mr. Paul Shephard

OFFICIALS PRESENT: Mrs. Sandra Anzalone, Superintendent; Mrs. Laura Feldman, Director of Finance; Mrs. Barbara Thomasulo, District Clerk

ALSO PRESENT: Mrs. Lucinda Karstedt, Director of Information Technology; Ms. Patricia Menkiena, JSBS Principal

At 7:04 p.m., Mrs. Thomasulo called the meeting to order and asked those present to join in the Pledge of Allegiance.

Called to Order

Mrs. Horschel nominated Paul Shephard for President. Mr. Sutfin seconded. There were no other nominations. Mr. Shephard was elected President of the Board of Education by unanimous vote.

**Nominations
& Vote for President**

Mr. Cuddihy nominated Jennifer Horschel for Vice President. Mr. Sutfin seconded. There were no other nominations. Mrs. Horschel was elected Vice-President of the Board of Education by unanimous vote.

**Nominations
& Vote for V. President**

Mr. Shephard, who was elected President, was not present. The oath will be administered at a later date.

**Oath of Office
- President**

Mrs. Thomasulo administered the Oath of Office to Mrs. Horschel, who was elected Vice-President.

**Oath of Office
- V. President**

Mrs. Thomasulo turned the meeting over to Mrs. Horschel.

**Mrs. Horschel
presided**

Mrs. Horschel asked if there were any requests to remove items from consensus items. There were no requests.

**Request to
withdraw**

Mrs. Horschel made a motion, seconded by Mr. Sutfin to approve the following consensus items IV. A-E:

**Approved
consensus
Items**

Appointments

that **Barbara Thomasulo** be appointed **District Clerk of the Board** for the 2017-2018 school year.

**Appointed B.
Thomasulo,
District Clerk**

*The oath of office was previously administered to Mrs. Thomasulo.

- Appointed M. Lobosco, Treasurer** that upon the recommendation of the Superintendent, **Mary Lobosco** be appointed **School District Treasurer** for the 2017-2018 school year.
- Appointed Tax Collectors** that upon the recommendation of the Superintendent, **Mary Jo Hultquist** be appointed **Tax Collector** in the towns of Eden, Concord, North Collins and Boston and **Lynn Krajacic** be appointed **Tax Collector** in the Town of Evans.
- Appointed central Treasurer** that upon the recommendation of the Superintendent, **Mary Lobosco** be appointed as Central Treasurer for the Extraclassroom Activity Account for the 2017-2018 school year.
- Appointed Faculty Counselors** that upon the recommendation of the Superintendent, the JSHS Principal, the Eden Elementary Principal and the GLP Principal be appointed as the Extraclassroom Activities Chief Faculty Counselors for the 2017-2018 school year.
- Appointed purchasing agent** that upon the recommendation of the Superintendent, the **Director of Finance** be appointed as **Purchasing Agent** for the 2017-2018 school year and that the Superintendent be authorized to function as Purchasing Agent in the absence of the Director of Finance.
- Appointed physician** that upon the recommendation of the Superintendent, **Joan Calkins, MD** be appointed as School Physician for the 2017-2018 school year.
- Appointed committee on Special Education** 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 2017-2018 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.**

that upon the recommendation of the Superintendent, the following persons be appointed to serve on the Committee on Preschool Special Education for the 2017-2018 school year:

Shawn Johnson

Chairperson

Joseph Weis

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.

**Appointed
Committee
on Pre-
School
Special
Education**

that upon the recommendation of the Superintendent, **Trish Kuest** be appointed as **Surrogate Parent**.

**Appointed T.
Kuest,
surrogate
parent**

that upon the recommendation of the Superintendent, the firm of **Ferrara Fiorenza, P.C.** be appointed as School Board Attorneys for Eden Central School District for 2017-2018.

**Appointed
Ferrara
Fiorenza, PC**

that upon the recommendation of the Superintendent, the firm of **Harris Beach** be appointed School Board Attorneys for Special Education for the 2017-2018 school year.

**Appointed
Harris Beach**

that upon the recommendation of the Superintendent, the firm of **Hodgson Russ LLP** be appointed School Board Attorneys for Bonding for the 2017-2018 school year.

**Appointed
Hodgson
Russ LLP**

that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the **Medicaid Compliance Officer** for the 2017-2018 school year.

**Appointed S.
Johnson,
Medicaid
compliance
officer**

that upon the recommendation of the Superintendent, **DianaRae Walker** be appointed as **Claims Auditor** for the 2017-2018 school year.

**Appointed
D. Walker,
claims auditor**

that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as Attendance Officer for the 2017-2018 school year.

**Appointed P.
Menkiena,
attendance
officer**

that upon the recommendation of the Superintendent, **Lucinda Karstedt and Laura Feldman** be appointed as Records Access/Management Co-Officers for the 2017-2018 school year.

**Appointed L.
Karstedt &
L. Feldman,
records
officer**

- Appointed impartial hearing officers** 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, 2017 through June 30, 2018, be approved as it appears on their website. Being listed on the New York State Education Department list confirms necessary and required qualifications.
- Appointed D. Martin, asbestos ed. agency** that upon the recommendation of the Superintendent, **David Martin** be appointed as the Asbestos Hazard Emergency Response Act Local Educational Agency for the 2017-2018 school year.
- Appointed P. Menkiena, Title 9 coordinator** that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as Title IX Coordinator for the 2017-2018 school year.
- Appointed P. Menkiena, P.E./Health/Athletics adm.** that upon the recommendation of the Superintendent, **Patricia Menkiena** be appointed as the K-12 PE/Health & Athletics Administrator for the 2017-2018 school year.
- Appointed S. Johnson, 504/ADA Officer** that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Section 504/ADA Compliance Officer for the 2017-2018 school year.
- Appointed S. Johnson, liaison for homeless** that upon the recommendation of the Superintendent, **Shawn Johnson** be appointed as the Liaison for Homeless Children and Youth for the 2017-2018 school year.
- Appointed E. Cooper, chemical hygiene officer** that upon the recommendation of the Superintendent, **Eric Cooper** be appointed as Chemical Hygiene Officer for the 2017-2018 school year.
- Appointed external auditor** that upon the recommendation of the audit committee, **Drescher & Malecki LLP** be appointed as the External Auditor for the 2017-2018 school year.

Designations

- Authorized petty cash accounts** 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 |

that upon the recommendation of the Superintendent, the Orchard Park Bee and Business First be designated as the official newspapers for the District through February 16, 2018, and the Hamburg SUN , and the Springville Journal be designated as the official newspapers for the District beginning February 17, 2018.	Designated newspapers
that upon the recommendation of the Superintendent, all depositories as listed in the District's investment policy be designated as depositories for the 2017-2018 school year.	Designated depositories
that upon the recommendation of the Superintendent, the signatures both manual and/or reproduced by machine, of Mary Lobosco, Treasurer , and Laura Feldman, Director of Finance , be designated as official signatures for the disbursement of district funds.	Designated signatures
that upon the recommendation of the Superintendent, the Regular Monthly Meetings generally be held on the third Wednesday at 7:00 p.m. in the Jr./Sr. High School Cafeteria with some exceptions.	Designated board meeting nights
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.	Designated purchasing agent
that upon the recommendation of the Superintendent, the Director of Finance , or his/her designee, be authorized to certify payrolls.	Authorized DF to certify payrolls
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, 2017.	Appointed P. Menkiena, educational officer
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, 2017.	Appointed D. Martin, pesticide representative
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, 2017.	Appointed S. Johnson, reviewing & verification official

Appointed L. Feldman, Hearing Official that upon the recommendation of the Superintendent, **Laura Feldman** be appointed as the Hearing Official for participation in the Federal Child Nutrition Program effective July 1, 2017.

Appointed DASA bldg. coordinators 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, **Kelly Morgan-LaRosa**, Eden Elementary School and **Loran Carter**, GLP Primary School.

Authorizations

Authorized field trip requests that the Superintendent or his/her Designee be authorized to approve non-overnight field trip requests.

Authorized budget transfers under \$10,000 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.

Authorized Supt for grants in aid that the Superintendent or Director of Finance and/or his/her designee be authorized to apply for Grants in Aid (State and Federal) as appropriate.

Authorized conference attendance approval that the Superintendent be authorized to approve conference attendance for all employees.

Approved Board & District memberships 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, Erie County Association of School Boards, and Western New York Educational Service Council.

Adopted revenue anticipation note 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.

Adopted tax anticipation note 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.

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.

**Adopted bond
anticipation
note**

that upon the recommendation of the Superintendent, the mileage rate for the 2017-2018 school year will be the current IRS rate per mile for use of personal vehicle for school business purposes.

**Approved
mileage rate**

Bonding

that upon the recommendation of the Superintendent, **Mary Lobosco**, District Treasurer, be bonded for \$50,000.

**Bonded
treasurer**

that upon the recommendation of the Superintendent, **Mary Jo Hultquist** and **Lynn Krajacic**, District Tax Collectors, be bonded for \$50,000 each.

**Bonded tax
collectors**

that upon the recommendation of the Superintendent, **Laura Feldman**, Director of Finance; **Sandra Anzalone**, Superintendent; **Mary Lobosco** Central Treasurer for the Extraclassroom Activity Account; **Barbara Thomasulo**, District Clerk; **Kathy McCarthy**, Assistant District Clerk; **DianaRae Walker**, Claims Auditor; **Robert Henry** and **Randy Cornell**, Laborers, be bonded under the blanket bond of the District.

**Bonded
personnel**

Misc. items

that upon the recommendation of the Superintendent, all policies and Code of Ethics in effect in the 2016-2017 school year be in effect for the 2017-2018 school year.

**Readopted
policies**

All consensus items V. A.-E. carried unanimously.

At 7:11 p.m., The Board moved to the regular meeting.

**Moved to
regular
meeting**

Miss Menkiena presented a second hearing of the District Code of Conduct due to some changes in the student dress code portion. Some students approached the Shared Decision Making Team, because they were not happy with the current language, due to inconsistencies. Together, they re-wrote the student dress code. Mrs. Klopp assisted in this endeavor. Some of the changes highlighted were: A student's cleavage, front, back and side midriff and buttocks, including boxers, should be covered with clothing; tube tops, halter tops, backless tops are not allowed; one-shoulder tops, strapless tops and low cut tops that show cleavage are not allowed; each building will use age appropriate discretion with tops; string backpacks are allowed to be carried during school hours, but they must be able to hang on the back of the chair or under the desk; however, large sport bags will not be allowed to be carried during school hours. The dress code will be reevaluated at the end of the school year.

**From admin
and staff**

- Request to withdraw from consensus** Mrs. Horschel asked if anyone wished to remove any items from the Consensus Items. There were no requests.
- Approved consensus items** Mrs. Horschel made a motion, seconded by Mr. Cuddihy that the following consensus items be approved as listed in the Administrative Memorandum (VI. A- D):
- Budget transfers** the budget transfers over \$10,000 be approved as presented.
- Claims auditor report** the May 2017 Claims Auditor Report.
- CSE recom.** the CSE recommendations be approved as presented.
- Appointed substitutes** 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>
Kara Mrugala	Smr Schl TA	July 5, 2017	NA
Shannon Hennigan	Counselor -10 days	July 6, 2017	CE, Counseling
Jennifer Soule	Clerk Typist	July 6, 2017	None

Consensus items VI. A-D carried unanimously.

- Appointed K. Gage, MCR Tech.** Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, **Kathleen Gage** be appointed on probation as a Microcomputer Repair Technician effective August 1, 2017 through January 31, 2018. **Salary is based upon CSEA Contract, Level IX, Step 1.** Discussion ensued. Carried unanimously.
- Appointed summer laborers** Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent the following be appointed as Summer Laborers effective June 26, 2017 through no later than September 5. 2017. Salary is \$9.70 per hour:
- a. **John Millson**
 - b. **Jamie Rockwood**
 - c. **Nicholas Bauman**
- Discussion ensued. Carried unanimously.

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, **Peter Beljan** be appointed as a Summer Bus Cleaner effective July 5, 2017 and ending August 31, 2017. Salary is \$9.75 per hour with CDL or \$9.70 per hour without CDL. Maximum hours at 128 with two cleaners or 256 with one cleaner. Carried unanimously.

**Appointed
summer bus
cleaner**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, **Kelley M. Salerno** be appointed as an unpaid School Counselor Intern effective August 25, 2017 through May 10, 2018. Carried unanimously.

**Appointed
K. Salerno –
counselor
intern**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, **Susan Schnaufer** shall remain on the Preferred Eligible list in the tenure area of business education for a period of seven years, computed from June 30, 2017, the effective date of the reduction. Discussion ensued. Carried unanimously.

**Approved
PEL – S.
Schnaufer**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, a Memorandum of Understanding for a Field Hockey Aide Position for the 2017-2018 school year be approved. Discussion ensued. Carried unanimously.

**Approved
MOU for
field hockey
aide**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, a Memorandum of Understanding for a Soccer Aide Position for the 2017-2018 school year be approved. Carried unanimously.

**Approved
MOU for
soccer aide**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, the .5 FTE Special Education Teacher Aide position be abolished effective June 30, 2017. Discussion ensued. Carried unanimously.

**Abolished .5
FTE Special
Education
Aide**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, an Audiometer, asset tag #203071, that is no longer working be excessed and disposed of as the District deems appropriate. Carried unanimously.

**Approved
excessing of
audiometer**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, a transfer from the Capital Vehicle Reserve Fund to the general fund to allow for use of capital reserves in the amount of \$450,000 be approved. Carried unanimously.

**Approved
transfer
from capital
reserve**

Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, an overnight trip for the Cheerleaders to attend Cheer Camp in Honesdale, PA from August 21 – 24, 2017 be approved. Carried unanimously.

**Approved
overnight
trip to cheer
camp**

Accepted 3D printer kit Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, a 3D Printer Kit, valued at \$305.24, which was donated to the Technology Education Department, be accepted from David & Cheryl Johnson. Discussion ensued. Carried unanimously.

Approved appropriations increase Mrs. Horschel made a motion, seconded by Mr. Cuddihy that upon the recommendation of the Superintendent, the 2017-2018 appropriations be increased by \$5,621.96 to \$29,023,354.96 to account for increased revenues. Carried unanimously.

Note: The District received \$298.96 for Eden Elementary from Terracycle US and \$5,323.00 for musical instruments from Eden Elementary drama club.

Comments At 7:45 p.m., Mrs. Horschel asked for comments from the public. There were no comments.

Supt. report Mrs. Anzalone reported on the following:

- ◆ Laura Feldman, the new Director of Finance was introduced. Mrs. Feldman is a Certified Public Accountant and School Business Administrator. Her previous position was in Perry Central. Prior to that, she was the District Treasurer at Hamburg. She has an impressive financial background and was also an auditor. Mrs. Feldman has seven horses at home in Arcade.
- ◆ Official Move of Business & District Offices – the move begins Thursday, July 6th. Technology will get the offices up and running, and the maintenance staff will be moving all the furniture and boxes. It has been a daunting task. Teachers cannot be in the buildings this summer.
- ◆ 2017-2018 Calendar Update – Questar responded to our question about the calendar. It appeared from the State Education Department document that Full-day Kindergarten programs will not be aided for half days. Questar sent something in writing indicating that the days would count. An updated calendar will be presented for approval at the August 23rd meeting.
- ◆ Capital Project Update – a septic tank has been found under the loading dock at the High School. It was emptied and capped. Concrete was added to stabilize the soil. A kitchen grease pipe was also moved. National Grid will not cut trees on the other side of Schoolview. Easement papers were signed before the meeting for National Grid's underground power lines. The work on the track began today.
- ◆ District Goals/Board Goals – Goals will be discussed at the retreat August 16th. Board members should give their input on anything they feel is a priority by August 15th. The retreat will be from 3 pm – 8 pm.
- ◆ Committees and sub-committees – the policy sub-committee needs to review the field trip policy and tuition policy for non-residents asking for a second child discount. The negotiations sub-committee will have to negotiate with both ETA and CSEA, as contracts expire June 30, 2018. Other committees include curriculum, facilities, District Shared Decision Making Team and any others the Board would like to address.

Mrs. Horschel would like to be on the negotiations sub-committee and the District Shared Decision Making Team, if the timing works out. Committees will be appointed at the August meeting.

- ◆ The Board has been invited to take a tour with Chad Bliss from Campus Construction. Hard hats must be worn. Mr. Sutfin and Mr. Cuddihy would like to tour the Elementary School and the fields on July 14th. Mr. Sutfin would like to see snap shots every two weeks on capital project updates.
- ◆ Mrs. Grunder said the recreation program for 3-6 year olds is going well. Mrs. Anzalone stated that the Eden Town Recreation program at GLP has 120 students enrolled.
- ◆ Mrs. Horschel added that parents are looking for a survey that is closed on the web. Only 29 people completed it, a 16% average return. A few years ago, David Woodworth asked for a late bus. It is possible that more people would respond to a survey if there were more items on it. Adding sixth grade would likely generate more interest in a late bus. The Board would have to approve an additional \$20,000 for it to work out. Mrs. Kindley said there were not that many students from Eden Elementary using late buses. Mr. Cuddihy added that some practices are in the evening and use of the turf field would be staggered. Traditionally, most students went home after practice on the 5 pm late bus. Ms. Fallacaro said teams will want to use the turf to practice every day. Mr. Sutfin said that due to rotation, the bus would sometimes be empty and other times not. Mr. Cuddihy said some students may end up going home and returning for practice later. Miss Menkiena stated that the hall monitor leaves at 3:45 p.m. Several coaches are hired from outside the District, so they cannot be here at 2:30 for practices immediately after school.

Board report

- ◆ Regular Board of Education Meeting – August 23, 2017 at 7:00 p.m. in the Jr./Sr. High School Cafeteria.

Future dates

At 8:43 p.m., Mr. Sutfin made a motion, seconded by Mr. Cuddihy to adjourn the meeting. Carried unanimously.

Adjourn

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Barbara J. Thomasulo

Barbara J. Thomasulo
District Clerk