

**WYOMING CENTRAL SCHOOL
WYOMING, NEW YORK**

**BOARD OF EDUCATION
REORGANIZATION MEETING
6:00 PM
JULY 8, 2024**

1. Call to Order by the District Clerk at 6:00 pm
2. Pledge of Allegiance
3. Oath Administered to new Board of Education Members
4. Board of Education Operating Protocol
5. Oath Administered to Superintendent of Schools
6. Nomination and Election of Board Officers for 2024-2025 school year:
 - A. President _____
 - B. Vice President _____

Oath to Officers

(The District Clerk turns the meeting over to the new Board President.)

7. Recommend that the Board approve the following appointments to District Offices for 2024- 2025 school year:

A.	District Clerk	Nancy Norton	\$8,684/yr
B.	District Treasurer	Joelle Stroud	
C.	District Tax Collector	Rachael Hinz	
D.	Student Accounts Treasurer	Rachael Hinz	
E.	Claims Auditor	Karen Green	\$ 29.85 /hr
F.	Frontline	Karen Green	\$ 15.50/hr

Oath to District Clerk/Tax Collector & District Treasurer

8. Recommend that the Board approve appointments for the following District Positions for the 2024-2025 school year:

A.	School Nurse Practitioner	Mary Richards, FNP, Warsaw NY
----	------------------------------	-------------------------------

- B. Transportation Staff Workplace Health, Warsaw, NY
Physicals/Testing
- C. District Lumsden & McCormick, Buffalo, NY
Auditor(External)
- D. School Attorney Harris Beach, PLLC, Attorneys at Law
Bond, Schoeneck & King, Attorneys at Law
- E. School Attorney for Harris Beach, PLLC, Attorneys at Law
Capital Projects Bond, Schoeneck & King, Attorneys at Law
- F. Records Access Rachael Hinz
Officer
- G. Records Emily Herman
Management
Officer
- H. Attendance Officer Maria Herman
- I. GVSBA _____
Representative
- J. GVSBA Alt. _____
Representative
- K. Asbestos Designee Timothy Anderson
- L. Purchasing Agent Emily Herman
- M. Wyo. Cty. Workers Joelle Stroud
Comp Rep
- N. Wyo. Cty. Workers Emily Herman
Comp Alt. Rep
- O. Emergency School Safety Team:
 - Superintendent of Schools Emily Heman
 - Secretary to the Superintendent Michele Pearce
 - Director of Student Services Sherrilyn Bartz
 - School Secretary Mary Daniel
 - School Resource Officer Tim McGinnis
 - School Nurse Maria Herman
 - Supervisor of Buildings and Grounds Timothy Anderson
 - Teacher TBD
 - Transportation Director Mark Bissell

- P.
1. GAHP Representative Joelle Stroud
 2. GAHP Alternate Representative Emily Herman

9. Recommend that the Board approve the following designations for the 2024-2025 school year:

- A. Five Star Bank, Bank of Castile, JP Morgan Chase Bank, and NYCLASS as Official Depositories of School District Funds
- B. Official newspaper as The Daily News, Batavia, NY with appropriate items also placed in the Warsaw PennySaver.
- C. Official Radio and TV stations for the District as WCJW, WHAM, WBTA, WGR, WYRK, TV Channels 2, 4, 7, 8, 10 & 13
- D. Payroll Certification Officer as Emily Herman
- E. Board of Education meetings or work sessions on the 2nd Thursday of each month at 6:00 pm, unless dates are altered with notice by the Board
- F. Superintendent of Schools as the Title IX Hearing Officer
- G. Superintendent of Schools as the Federal Funds Assistance Program Hearing Officer
- H. Chief Emergency Officer as Emily Herman

10. Recommend that the Board approve the following authorizations for 2024-2025 school year:

- A. In conformance with the Commercial Crime Coverage, each employee of the district will be bonded up to \$100,000 and the Treasurer and Tax Collector for \$1,000,000
- B. President of the School Board to sign official documents as needed
- C. Superintendent of School and/or the District Treasurer to sign all Central Treasurer account checks
- D. Superintendent to approve all budget transfers in accordance with the laws and board policy
- E. Superintendent to approve the attendance at conferences, conventions, workshops, etc. per Board policy #6160 Professional Growth Staff Development.
- F. Joelle Stroud, Treasurer, to establish and maintain all accounts necessary for the official transactions of the District business affairs
- G. Attendance at conferences and conventions for Board of Education

members "with expenses."

- H. Re-Establishment of a \$100 Petty Cash Fund administered by Joelle Stroud

- I. A Revenue Anticipation Note Resolution delegating power to the President of the Board of Education of Wyoming Central School District of Wyoming and Genesee Counties, New York to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Wyoming Central School District, New York, in anticipation of the collection of revenues to be received as State Aid by the school district from the State of New York. The Vice President of the Board of Education or the District Clerk may execute such notes in place of the Board President if the Board President shall so designate. It is hereby determined and declared that it is the intent of this Board of Education that this resolution remain in full force and effect in perpetuity for the issuance of the aforesaid notes from year to year, until this resolution is modified, amended, rescinded, revoked or repealed by this Board. This resolution shall take effect immediately upon its adoptions

11 Cooperative Purchasing

A. **Best Value**

WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;

WHEREAS, General Municipal Law 103(16) allows the District, as a municipal entity, to purchase certain materials and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;

WHEREAS, "best value" is defined by New York State Finance Law 163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offers. Such basis shall reflect, wherever possible, objective and quantifiable factors for offerers that are small businesses, certified minority - or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section three hundred sixty-nine of the executive law to be used in evaluation of offers for awarding of contracts for services.

WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal law 103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school districts; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through the New York State Office of General Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Wyoming Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal Law 103(16), and in compliance with all District purchasing policies and procedures, with Board approval;

BE IT FURTHER RESOLVED, that this resolution shall take effect

immediately on adoption.

B. Specific Cooperatives

WHEREAS, the Wyoming Central School District (School District) pursuant to the authority granted in General Municipal Law, Article 5A (Public Contracts), Section 103 desires to participate in the following purchasing cooperatives: Choice Partners National Purchasing Cooperative, Omnia Partners Purchasing Alliance, Cooperative Purchasing Network (TCPN), Keystone Purchasing Network, Sourcewell Purchasing Network, TIPS-USA (The Interlocal Purchasing System), Premier, Inc.; and

WHEREAS, Section 103 of the General Municipal Law permits the School District to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may make such purchases, or may contract for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by the school District therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS, the School District desires to participate for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS, the School District has reviewed the benefits of participating in these programs and based on this review has concluded the programs will provide the best value to taxpayers of this School District through the anticipated savings to be realized.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Wyoming Central School District authorizes the School District's participation in the following purchasing cooperatives: Choice Partners National Purchasing Cooperative, Omnia Partners Purchasing Alliance, Cooperative Purchasing Network (TCPN), Keystone Purchasing Network, Sourcewell Purchasing Network, TIPS-USA (The Interlocal Purchasing System), Premier, Inc. and authorizes the District Treasurer and/or the Purchasing Agent to register for these purchasing programs on behalf of the School District.

1____ 2____

12 Recommend that the Board approve other items for the 2024-2025 school year:

- A. Mileage reimbursement rate for approved District travel at IRS designated rate.
- B. Day rate of \$130/day for day to day certified substitute teachers/assistants
- C. Day rate of \$120/day for day to day uncertified substitute

teachers/assistants

D. Rates for the following substitute positions:

	NYS Minimum Wage
1. Substitute Cleaner/Monitor/TA	
2. Substitute Bus Driver	\$25.00
3. Substitute Bus Aide	\$15.79
4. Substitute Transportation Supervisor	\$27.86
5. Substitute School Nurse	\$130/day

1___ 2___

E. Set 2024-2025 school breakfast price at \$1.75, and 2024-2025 school lunch price at \$2.50.

1___ 2___

F. Approve Standard Work Day Resolution For Employees

1___ 2___

G. Adoption of all Policies and Code of Ethics in effect during the previous school year

1___ 2___

WYOMING CENTRAL SCHOOL

BOARD OPERATING PROTOCOL

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the Wyoming Central School Board, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Don't spring surprises on other board members or the Superintendent.** Surprises to the Board or the Superintendent will be the exception, not the rule. There should be no surprises at a board meeting. We agree to ask the Board President or Superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
2. **Communication between staff and the Board is encouraged as long as it follows board policy.** The Board recognizes that "good," timely," "open," and "constant" communication regarding school district issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders.
3. **Follow the chain of command.** The last stop, not the first, will be the Board. We agree to follow the chain of command and insist that others do so. While the Board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the Superintendent. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
4. **Own the collective decision making process.** The Board will support decisions made by the Board once a decision is made. We will support the majority decision(s).
5. **Exemplify the governance role.** The Board will support the policies our district currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply district policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.
6. **Annually conduct a self-assessment/evaluation.** The Board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or leaks of confidential information.
7. **Clearly state goals.** The Board will set clear goals for themselves and the Superintendent. The Board and Superintendent will set clear goals for the district.
8. **Utilize CEO input.** The Superintendent is the Chief Executive Officer of the district and should make recommendations, proposals or suggestions on most matters that come before the Board.
9. **Board acts only as a body.** Individual Board members do not have authority. Only the Board as a whole has authority. We agree that an individual Board member will not take unilateral action. The Board President will communicate the position(s) of the Board on controversial issues. When Board members serve on various school committees their role shall be defined by the Board as silent observer or active participant.

10. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the Board or the district. We will be open minded and willing to “deeply listen” to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow up.
11. **Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal. If a Board member believes she/he doesn’t have enough information or has questions, either the Superintendent or Board President is to be called before the meeting.
12. **Practice efficient decision making.** Board meetings are for decision-making and votes, not endless discussion. We agree to move the question when discussion is repetitive.
13. **Speak to agenda issues.** The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the Superintendent.
14. **Executive/closed sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
15. **Children’s interests come first.** The Board will represent the needs and interests of all the children in our district.

Signature

Date

Annual Notice of District Appointed Genesee Area Healthcare Plan Board Member

At the Wyoming Central School Board of Education meeting held on 07/08/24,
Joelle Stroud was appointed as the Genesee Area
Healthcare Plan (GAHP) Primary Board Member for the 2024-25 school year.

In the absence of the Primary GAHP Board member, the Wyoming Central School
Board of Education, has appointed Emily Herman, as the first
alternate GAHP Board member for the 2024-25 school year.

In the absence of the Primary GAHP Board member and the first alternate, the
N/A Board of Education, has appointed
N/A, as the second alternate GAHP Board member for the
2024-25 school year.

*In witness whereof, the Genesee Area Healthcare Plan Board Member(s) is hereby
appointed this*

By _____
Clerk of the Board

_____ day of _____, 20____

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

7
5
6
0
3

See Instructions for completing form on reverse side

RS 2418

(Rev. 05/22)

BE IT RESOLVED, that the Wyoming Central School District, Location code 75603, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Account Clerk	8
District Treasurer	8
Director of Technology	8
District Clerk	8
Confidential Secretary to the Superintendent	8
Frontline	8
Claims Auditor	8
Maintenance Supervisor	8

On this _____ day of _____, 20____

Date enacted: _____

(Signature of Clerk)

I, Nancy Norton, clerk of the governing board of the Wyoming Central School
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Wyoming Central School
(Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page

Title	Stand Work Day (Hrs/day)
Senior Custodial Worker	8
Building Maintenance Worker	8
Cleaner	8
Summer Cleaner	8
Substitute Cleaner	8
Senior Automotive Repairman	8
Substitute Transportation Supervisor	8
Bus Driver	6
Bus Aide	6
Substitute Bus Driver	6
Substitute Bus Aide	6
Typist	8
Sub Clerk	8
Teacher Aide	7
Substitute Teacher Aide	7
School Monitor	7
Substitute School Monitor	7
School Nurse	7
Substitute School Nurse	7