

**MANCHESTER–SHORTSVILLE CENTRAL SCHOOL DISTRICT
REORGANIZATIONAL MEETING
July 12, 2023**

Members Present:

Chelsea Carter
Barbara Gardner
Lisa Lombardi
Matt Schaertl
James Simmons
Scott Van Aken
Amy Walton

Others Present:

Christopher Barnard, Superintendent
Kimberly Brown, Board Clerk

Members Absent:

None

I. Call to order:

District Clerk, Kimberly Brown, called the meeting to order at 6:30 p.m. in the elementary school cafeteria.

Amendment of agenda:

EXECUTIVE SESSION:

Moved by Lisa Lombardi, seconded by Matt Schaertl, and carried unanimously:
RESOLVED, that the Board hereby enter Executive Session in accordance to the open meeting law at 6:31 p.m. to discuss:

Employment of a particular person

District Clerk Brown moved the Board back into public session at 7:00 p.m.

II. Pledge to the American flag:

III. Oath of Office:

District Clerk, Kimberly Brown, administered the Oath of Office to newly elected Board of Education member, Chelsea Carter.

IV. Election of Board Officers:

a. A motion was made by Lisa Lombardi, seconded by Scott Van Aken: RESOLVED, that the Board hereby elect Barbara Gardner as Board President. (B. Gardner, L. Lombardi & S. Van Aken – Yay) (J. Simmons, A. Walton, M. Schaertl & C. Carter – Abstained)

b. A motion was made by Matt Schaertl, seconded by Amy Walton: RESOLVED, that the Board hereby elect James Simmons as Board President. (J. Simmons, A. Walton, M. Schaertl & C. Carter – Yay) (L. Lombardi, S. Van Aken & B. Gardner – Abstained)

James Simmons is the 2023-2024 President of the Board of Education with (4) votes; Barbara Gardner had (3) votes.

c. A motion was made by Lisa Lombardi, seconded by Barbara Gardner: RESOLVED, that the Board hereby elect Scott Van Aken as Board Vice President. (B. Gardner, L. Lombardi & S. Van Aken – Yay) (J. Simmons, A. Walton, M. Schaertl & C. Carter – Abstained)

- d. A motion was made by James Simmons, seconded by Matt Schaertl: RESOLVED, that the Board hereby elect Amy Walton as Board Vice President. (J. Simmons, A. Walton, M. Schaertl & C. Carter – Yay) (L. Lombardi, S. Van Aken & B. Gardner - Abstained)

Amy Walton is the 2023-2024 Vice-President of the Board of Education with four (4) votes; Scott Van Aken had three (3) votes.

V. Oath of Office to President and Vice President:

(NYS Constitution, Article XIII-1; Public Officers Law 10.30)

District Clerk, Kimberly Brown, administered the Oath of Office to the newly-elected President and Vice President. Clerk Brown then turned the meeting over to President Simmons at 7:05 p.m.

VI. Appointments:

A motion was made by Lisa Lombardi, seconded by Barbara Gardner, and unanimously approved: RESOLVED that the Board hereby accepts the recommendation of the Superintendent to make appointments as per the consensus agenda items 1-38.

- 1. **District Clerk:** (Ed. Law 2114, 2130, 2503; Comm’s Reg. 170.2)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Kimberly Brown as District Clerk.
- 2. **District Treasurer:** (Ed. Law 2114, 2130, 2503; Comm’s Reg. 170.2)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Mark Socola as School Treasurer.
- 3. **Claims Auditor:** (Ed. Law 1709-20a, 2526; Comm’s Reg. 170.2)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Barbara Hansen as Claims Auditor at a salary of \$1,875(Yearly stipend)
- 4. **Superintendent Designees:**
RESOLVED, that the Board of Education approve the following recommendation of the Superintendent for the following designees and appointments:

Position	Designee/Appointee	Stipend
Health Co-op	Timothy Burns	N/A
Deputy Treasurer	Kimberly Brown	N/A
Worker’s Comp Co-op	Timothy Burns	N/A
District Clerk Pro-tem	Timothy Burns	N/A
Superintendent Absent	Director of TLA	N/A
Deputy Purchasing Agent	Kimberly Brown	N/A
Civil Rights Compliance	Christopher Barnard	N/A
Liaison for Homeless Children and Youth	Director of TLA	N/A
Chemical Hygiene Officer	Karen Hall	N/A
ADA Coordinator	Jeffrey McCarthy	N/A
Director of Guidance	Emily Lampley	Per RJFA Contract
Director of Physical Education	Shannon Bodine	Per RJFA Contract
Emergency Preparedness/Safety Coordinator	Karen Hall	N/A
Asbestos Monitor	Kathleen Haas	N/A
School Pesticide Representative	Kathleen Haas	N/A
Wellness Co-Coordinator	Tracy Snieszko	\$1,500
Healthy Rewards Ambassador		\$300

Records Management Officer	Kimberly Brown	N/A
Regional Instruction Council	Director of TLA	N/A
504 Coordinators	Building Principals	N/A
Board Secretary	Kimberly Brown	\$3,777
Civil Service Appointing Officer	Timothy Burns	N/A
Fixed Assets Manager	Kimberly Brown	N/A
Anti-Bully Coordinator	Karen Hall	N/A
Central Treasurer Extra Classroom A/C	Kimberly Brown	\$1,607
Medicaid Compliance Officer	Timothy Burns	N/A
Concussion Management Team	Julia Brown	N/A
Dignity for All Coordinator – Elementary	Jeffrey McCarthy	N/A
Dignity for All Coordinator – Middle	Theresa Febrey	N/A
Dignity for All Coordinator – High	Bryon George	N/A
Data Protection Officer	Christopher Barnard	N/A
Registrar	Sue Burnett	\$4,265

5. School Attorney:

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint: Ferrara Fiorenza, P.C. (Council on Education Law); and the Cayuga BOCES Labor Relations Specialist as school attorneys. Ferrara Fiorenza PC is to be paid on an hourly basis.

6. School Physician: (Ed. Law 902, 1709–21; Comm's Reg. 136.2)

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint F. F. Thompson Hospital Group as School Physician for the 2023–2024 school year.

7. Depository for School Funds:

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint the following banks with their limits as School Depository Banks for the 2023–2024 school year.

Canandaigua National Bank	\$15,000,000
Chase Manhattan Bank	\$15,000,000
Five Star Bank (National Bank of Geneva)	\$15,000,000
NYCLASS	\$15,000,000

8. Petty Cash Funds: (Ed. Law 1709–29; Comm's reg. 170.4)

RESOLVED, that the Board of Education approve the recommendation of the Superintendent that Petty Cash Funds be established and authorized as follows:

SCHOOL/DEPARTMENT	AMOUNT	RESPONSIBLE PERSON
School Lunch Starting Fund	\$ 250.00	School Lunch Manager
Athletic Activity Starting Fund	\$ 200.00	Athletic Director

9. Auditor:

External School Auditor: (Ed. Law 2116–a; Comm's Reg. 170.2)

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Mengel Metzger Barr and Co., LLP, as External Independent School Auditor per RFP dated January 2021.

10. Financial Advisors:

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Fiscal Advisors and Marketing Inc. as Financial Advisors for Capital Projects.

11. Bond Council:

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Harris Beach Associates for Bond Council.

12. Monthly Meeting Dates: (Ed. Law 1708 – at least once in each quarter, 2504)

RESOLVED, that the Board of Education approves the recommendations of the Superintendent that the Board maintain the current, regular monthly meeting date (the second Wednesday of the month, with the exception of May, at 6:00 p.m.)* Board work sessions will be scheduled for the fourth Wednesday of the month, if necessary, as recommended by the Superintendent.

BOE Meeting Dates
July 12, 2023
August 9, 2023
September 13, 2023
September 27, 2023 – Work Session
October 11, 2023
October 25, 2023 – Work Session
November 8, 2023
December 13, 2023
January 10, 2024
January 24, 2024 – Work Session
February 14, 2024
March 13, 2024
March 27, 2024 – Work Session
April 10, 2024
May 8, 2024*
May 21, 2024 – Budget Vote
June 12, 2024
July 10, 2024 Reorg Meeting

13. Substitute & Contractual Rates:

RESOLVED, that the Board of Education approve the recommendations of the Superintendent to establish the following rate schedule for substitutes and contractual service providers:

	2023–2024
Certified Teachers	\$140.00/day
Non-Certified Teachers	\$120.00/day
Retired Red Jacket Teachers	\$160.00/day
Certified Substitute Teacher > 20 consecutive days anticipated in the same assignment	\$222.00/day
Substitute Nurse	\$140.00/day

Retired Red Jacket Nurses	\$160.00/day
Cleaners	\$15.00/hr
Clerical	\$15.75/hr
Food Service	\$15.00/hr
Bus Drivers	\$21.00/hr
Bus Mechanic	\$21.50/hr
Aides	\$15.00/hr
Groundskeeper	\$15.00/hr
Maintenance	\$15.75/hr
Monitors	\$15.00/hr
Bus Cleaners	\$15.55/hr
Summer Student Helper	\$14.20/hr
Police Protection	\$100.00/event
New Hire Teacher Training	\$222/day
Non-Certified Sports Officials	\$60.00/game

14. Special Education Committee Members:

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Coordinator of Special Services as Chairperson of the Committee on Special Education, and that the following personnel be appointed as members of the Special Education Committees as listed below:

COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION	
Karen Hall	Chairperson
Jodi Roberts Elise Wardhaugh Director of TLA Jeffrey McCarthy	LEA Representatives
Kim Morreale	Parent Representative (Parents with students who have a disability)
Jodi Roberts Elise Wardhaugh	Psychologists
Katie Mosher Emily Deporter-Brodman Robert Reed Rebecca Ikewood	General Education Teachers
COMMITTEE ON SPECIAL EDUCATION	
Karen Hall	Chairperson

Sara Wright	Parent Representative (Parents with students who have a disability)
Jodi Roberts Elise Wardhaugh	Psychologists
Jodi Roberts Jeffrey McCarthy Bryon George Theresa Febrey Elise Wardhaugh Director of TLA Christopher Barnard	LEA Representatives
Teacher of the Child	Special Ed Teacher General Ed Teacher

15. **Impartial Hearing Officer:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to empower the Board President to appoint an Impartial Hearing Officer from the State approved list in the event there is a need for an impartial hearing.
16. **Emergency Special Education Placements:**
RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to grant Karen Hall authority to make temporary emergency placements.
17. **Designation of School Purchasing Agent:** (Comm's Reg. 170.2)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Timothy Burns as School Purchasing Agent.
18. **GASB #54:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to follow the Accounting and Reporting Procedures for GASB#54.
19. **Official School Newspaper:** (Ed. Law 2004; General Municipal Law 103)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to designate the Messenger Post as the official school newspaper.
20. **Tax Collector:**
(Ed. Law 2101, 2114, 2130, 2506; Comm's Reg. 170.2; Town Law 37)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Kimberly Brown as School Tax Collector.
21. **Staff Development Conference Attendance & Expenses:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Superintendent or his designee authority to approve the attendance and payment of approved expenses for such attendance of professional and support staff at conferences for the 2023–2024 school year.
22. **Payroll Certification:** (Ed. Law 1720, 2523; Comm's Reg. 170.2)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Timothy Burns, School Business Administrator, to have the authority to certify the payroll.
23. **Purchase of Security Bonds:**

District Treasurer: (Ed. Law 2122, 2130, 2527; Comm's Reg. 170.2)

District Tax Collector: (Ed. Law 2124, 2527; Comm's Reg. 170.2)

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to purchase the following bonds:

District Treasurer	\$25,000
District Tax Collector	To the extent of the tax levy

*Bonds are included in the base policy.

- 24. **Attendance Officer:** (Ed. Law 3213)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent that Timothy Burns be designated as Attendance Officer for the District.
- 25. **Appointment of Sick Bank Representative for 2023–2024:**
August Meeting
- 26. **Check Signers:** (Ed. Law 1720, 2523)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the following as check signers:

General Fund Checking	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
General Fund Tax	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Trust and Agency	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Unemployment Reserve	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Food Service	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Federal Funds	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Capital Building Renovation	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Capital Business/Liability Reserve	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
RJ–BOCES Project	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Capital Fund Money Market	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Payroll	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer
Scholarship Fund	Mark Socola & Phyllis Moore, District Treasurers Kimberly Brown, Deputy Treasurer

Extra Classroom	Bryon George, High School Principal Theresa Febrey, Middle School Principal Jeffrey McCarthy, Elementary School Principal
-----------------	---

27. **Board Policies:** (Implied in Ed. Law 1709, 2503)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to re-adopt all policies of the Board of Education and records as maintained by the District Clerk and the Superintendent in effect during the previous year (2022–2023).

28. **Capital Project and Repair Reserve Change Orders:**
RESOLVED, that the Board of Education approves the Superintendent and Board President to approve Capital Project field change orders and Repair Reserve change orders that exceed \$35,000.

29. **Transportation and Health Contracts:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Board Officers to sign Transportation and Health Contracts.

30. **Authorization to Participate:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent for the District to participate in:

BOCES Co-Operative Bidding
Free and Reduced Breakfast, Lunch, and Milk Programs

31. **Federal Eligibility Guidelines for National Reduced/Free Meal Program:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to adopt the Federal Eligibility Guidelines set forth by the Federal Government for the National Reduced/Free Meal/Milk Programs effective July 1, 2023 through June 30, 2024.

32. **School Breakfast and Lunch Prices:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to set school breakfast and lunch prices for the 2023–2024 school year beginning September 1st at:

Breakfast		2023–2024
Elementary Grades K–5	Reduced	\$0.00
	Full	\$0.00
High School Grades 6–12	Reduced	\$0.00
	Full	\$0.00
Adult	Full	\$2.95

Lunch		2023–2024
Elementary Grades K–5	Reduced	\$0.00
	Full	\$0.00
High School Grades 6–12	Reduced	\$0.00
	Full	\$0.00
Adult – Adult Meal	Full	\$5.45

- 33. Mileage Reimbursement Rate:** (Ed. Law 2118)
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to reimburse approved mileage at the IRS approved rate.
- 34. Exchange Student Lunches:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to fund school breakfast and lunches for exchange students as a "good will" gesture.
- 35. Drug & Alcohol Testing Contract:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent that the District enter into a contract with the Health Works for purposes of mandated drug and alcohol testing of staff.
- 36. Technology Permissions:**
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize Susan Bailey, Senior Computer Services Assistant, and Nathani Grant, Network Engineer I, to authorize and monitor the Computer Permissions for the District's Software Programs.
- 37. Employee Retirement System Standard Work Hours:**

Title	Standard Work Day (Hours/Day)
Nurse	7.50
Board Clerk	6.00
District Treasurer	8.00
Claims Auditor	6.00
Summer Bus Cleaner	6.00
Senior Computer Services Assistant	8.00
Cook Manager	7.50
Account Clerk Typist	8.00
Bus Driver	6.00
Cleaner	8.00
Office Specialist I & II	8.00
Food Service Helper	6.00
Maintenance Mechanic Helper	8.00
Mechanic	8.00
Bus Monitor	6.00
Teacher Aide	7.50
Groundskeeper	8.00
Network Engineer I	8.00
Director of Transportation	8.00

38. Emergency Response Committee Members:

Resolve, that the Board of Education approve the recommendation by the Emergency Preparedness/Safety Coordinator to appoint the following personnel as members of the Emergency Response Committee Members as listed below.

Name	Position	Agency
Christopher Barnard	Superintendent	Manchester–Shortsville
Timothy Burns	School Business Administrator	Manchester–Shortsville
TBD	Director of TLA	Manchester–Shortsville
Karen Hall	Coordinator of Special Services	Manchester–Shortsville
Jeffrey McCarthy	Elementary Principal	Manchester–Shortsville
Theresa Febrey	Middle School Principal	Manchester–Shortsville
Bryon George	High School Principal	Manchester–Shortsville
Keith Green	Ontario County Sheriff	Ontario County Sheriff
Jason Wagner	Parent and Fire Chief	Shortsville Fire Dept
Ed Ruthven	Fire Chief	Manchester Fire Dept
Sue Bailey	Sr. Computer Services Assistant	Manchester–Shortsville
Colleen Joy	Middle School Teacher	Manchester–Shortsville
Erin Gerbasi	High School Teacher	Manchester–Shortsville
Shannon Bodine	Athletic Director	Manchester–Shortsville
Chris Bennett	RJEC WFL BOCES Principal	WFL BOCES
Chris Singer	RJEC WFL BOCES Asst. Principal	WFL BOCES
John Kelly	Coordinator of Security	WFL BOCES

Kimberly Brown, Board Clerk