

**WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION - REORGANIZATION MEETING**

**JULY 8, 2019  
Board Conference Room, TJC 3<sup>rd</sup> Floor**

Members Present:

Cindy Dawson  
Shanna Fraser  
James Musshafen  
Beth Nolan  
Kim Snyder

Others Present:

Deborah Leh, Superintendent  
Judith Cianciola, District Clerk

Members Absent:

Gregory Berl  
Courtney Panek

CALL TO ORDER – Superintendent Deborah Leh called the Reorganization Meeting to order at 7:02 p.m.

The *Pledge of Allegiance* was led by the superintendent.

I. Administration of Oath to Newly Elected Board Members

The Oath of Office was administered to Trustee Cindy Dawson.

II. Election of Officers

a. President of the Board

Trustee S. Fraser moved, seconded by Trustee B. Nolan, to nominate J. Musshafen for Board President.

Votes for President of the Board:

J. Musshafen was declared President of the Board with 5 votes.

The Oath of Office was administered to J. Musshafen, President.

b. Vice-President of the Board

Trustee K. Snyder moved, seconded by Trustee B. Nolan, to nominate S. Fraser for Board Vice President.

Votes for Vice President of the Board:

S. Fraser was declared Vice President of the Board with 5 votes.

The Oath of Office was administered to S. Fraser, Vice President.

III. Approval of Agenda

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the agenda.

Motion 5-0.

IV. Appointment of Other District Officers

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following Items a-c:

- a. District Treasurer – Donna Longhini (no stipend)
- b. Purchasing Agent – Donna Longhini (no stipend)
- c. Clerk of the Board – Judith Cianciola (no stipend)

Motion 5-0.

V. Other Appointments

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following Items a-r:

- a. School Physician – WorkFit \$15,504

- b. School Attorney
  - BOCES II Legal Services \$171/hour
  - Harris Beach Partner \$262/hour
  - Associate \$242/hour
  - Educational Consultant \$262/hour
- c. Claims Auditor/Faculty Auditor– Vicki Amoroso \$2,765 (\$33.33/hour for work other than claims auditor)
- d. External Auditor – Raymond F. Wager, CPA, PC, a Division of Mengel Metzger Barr & Co., LLP \$19,000
- e. Internal Auditor – EFP Rotenberg, CPA up to \$ 7,650
- f. Rochester Area School Health Plan Representatives – Dr. Deborah Leh, Ms. Jessica Jackson (no stipend)
- g. Records Management Officer – Judith Cianciola (no stipend)
- h. Records Access Officer – Judith Cianciola (no stipend)
- i. Asbestos (LEA) Designee – Dr. Deborah Leh (no stipend)
- j. Health and Safety Officer – Dr. Deborah Leh (no stipend)
- k. Title IX/Section 504/ADA Compliance Officer – Dr. Deborah Leh
- l. Non-Discrimination/Anti-Harassment Compliance Officer – Dr. Deborah Leh
- m. Dignity for All Students Coordinators – Tracy Pasquantonio, Dalit Spindel (no stipend)
- n. Central Treasurer – Extra-classroom Activity Account – Todd Shero (no stipend)
- o. Deputy Treasurer – Extra-classroom Activity Account – Cynthia Rhoda (no stipend)
- p. Tax Collector – Jennifer Adrian (no stipend)
- q. Recording Secretary – Jessica Jackson (no stipend)
- r. Committee on Special Education and Committee on Preschool Special Education

**2019-2020 Committee on Preschool Special Education Membership**

<u>Position:</u>	<u>Person/Provider:</u>
LEA Representative	Mary Vito
School Psychologist	Dalit Spindel and Karen Adams
Special Education Teacher	SE Teacher/Program Manager SE Dept.
Monroe County Representative	Bill Hawkins
Parent	Parent/Guardian of student being discussed
Additional Parent Member*	Sarah Salamone
Related Service Provider(s)**	Determined prior to each meeting
Other Evaluator(s)**	Determined prior to each meeting
Other Certified Professional(s)**	Determined prior to each meeting

\*When requested in writing at least 72 hours prior to the meeting

\*\*Appropriate individuals are selected based on their knowledge of the student and/or program

**Committee on Special Education or CSE Sub-Committee Membership**

<u>Position:</u>	<u>Person/Provider:</u>
Chairperson	Mary Vito
School Psychologist	Dalit Spindel and Karen Adams
Special Education Teacher**	Varies by child
General Education Teacher**	Varies by child
Parent(s)	Parent(s)/Guardian of student being discussed
Additional Parent Member*	Sarah Salamone
School Physician	C. Jay Ellie, Jr. MD
Other Certified Professional(s)**	Determined prior to each meeting
Student	If Appropriate

\*When requested in writing at least 72 hours prior to the meeting

\*\*Appropriate individuals are selected based on their knowledge of the student and/or program

Motion 5-0.

**VI. Designations**

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following Items a-b:

a. Official Bank Depositories:

- |                       |  |   |
|-----------------------|--|---|
| Checking:             | JP Morgan Chase  |   |
| Money Market/Savings: | JP Morgan Chase  |   |
| Investments:          | JP Morgan Chase, HSBC, Bank of America, Key Bank, First Niagara, & T | M |

The maximum amount of funds that may be deposited in any one institution is established and limited to 75% of the combined total of district's annual operating budget and the special revenue and capital funds.

b. Official Newspaper – Daily Record

Motion 5-0.

**VII. Authorizations**

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following Items a-i:

- a. Payroll Officer – Superintendent
- b. Purchasing Agent – District Treasurer (all prior approved items not to exceed budgetary limits, Superintendent in absence of District Treasurer)
- c. Conference, Convention, Workshop Attendance Approval – Superintendent
- d. Interfund Transfers – Superintendent (maximum of \$10,000 without prior Board authorization)
- e. Investment of Funds – District Treasurer
- f. Authorized Check Signatures – District Treasurer
- g. Authorization of Cell Phone Amounts \$39.99/month
- h. Authorization for Board President or Superintendent to Sign Various Contracts During the Year
- i. Establishment of Petty Cash Funds
  - Dana Boldt, Food Service - \$100
  - Jennifer Adrian, Tax Collector - \$50
  - Cynthia Kwiatkowski, Facilities - \$100
  - Todd Grimes, Athletics - \$50

Motion 5-0.

**VIII. Bonding of Personnel**

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following Items a-e:

- a. School Business Official (under Public Officials Bond) \$1,000,000
- b. District Treasurer (under Public Officials Bond) \$1,000,000
- c. District Tax Collector (under Public Officials Bond) \$1,000,000
- d. Claims Auditor (under Public Officials Bond) \$1,000,000
- e. Public Employee Dishonesty Coverage - \$100,000/employee

Motion 5-0.

**IX. Other Items and Organization**

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following Items a-h.:

- a. Readoption of Board Policies in effect on June 30, 2019
- b. Reaffirm Compliance with Board Policy 6110 Code of Ethics for Board Members and All District Personnel
- c. Mileage Reimbursement Rate – Current IRS Rate
- d. Fees for Use of Buildings

<b>T. J. Connor - Per Hour Use Cost*</b>		
		<b>2019-20</b>
Classroom		\$2.99
Cafetorium		\$11.95
Gym		\$13.02
Kitchen**		\$4.57
Library		\$4.58
Board Room		\$8.97
Hallway		\$1.16
Multipurpose Room		\$8.97
Historic Schoolhouse		\$4.47

<b>Middle/High School - Per Hour Use Cost*</b>		
		<b>2019-20</b>
Pool		\$23.08
Classroom		\$2.99
Gym		\$13.02
Auditorium		\$16.76
Dining Room		\$6.56
Kitchen**		\$6.56
Library		\$12.07
Hallway		\$1.16
Board Room		\$3.34
Concession**		\$4.57

\*Additional charges applied for custodial services and use of school equipment.

\*\*Utilization of the kitchen facility requires approval from Food Service Manager and arrangement of properly certified food handler staff.

e. Procurement Requirements

Guidelines for Purchasing Supplies and Equipment when Competitive Bidding is not Required by Law

<u>For Purchases of:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$2,500	Supporting information attached with requisition; comparison pricing if available.	Obtained by the originator
\$2,500 to less than \$5,000	Two verbal or written quotes; Documented on page 2 of purchase requisition.	Obtained by the originator. The originator shall indicate the basis for the determination that the suggested vendor be used if not the lowest quote.
\$5,000 to less than \$20,000	Written quotes from minimum of 3 vendors, each attached requisition. official.	Obtained by the originator or the school business
\$20,000 and over	Formal bidding required.	Obtained by the school business official.

Guidelines for Professional Service Contract when Competitive Bidding is not Required by Law

<u>For Contracts:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$5,000	Supporting information describing work to be performed, value of contract, attached to requisition.	Obtained by the originator.
\$5,000 to less than \$20,000	Written quotes from minimum of 2 vendors. Supporting information describing work to be performed, and value of contract, attached to requisition.	Obtained by the originator.
\$20,000 and over	Formal Request for Proposal	Obtained by the Purchasing Agent or School Business Official

Professional services and other procurements are not required by law to be competitively bid. The District purchasing agent may require additional quotes or information to determine that the expenditure of funds under the contract constitutes a prudent and economical use of public moneys.

Guidelines for Public Works Projects when Competitive Bidding is Not Required by Law

<u>For Purchases of:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$2,500	Supporting information attached with requisition; comparison pricing if available.	Obtained by the originator
\$2,500 to less than \$5,000	Two verbal or written quotes; Documented on page 2 of purchase requisition.	Obtained by the originator. The originator shall indicate the basis for the determination that the suggested vendor be used if not the lowest quote.
\$5,000 to less than \$20,000	Written quotes from minimum of vendors, each attached requisition	Obtained by the originator 3 or the school business official.
\$20,000 and over	Formal bidding required	Obtained by the school business official.

Public works contracts for \$35,000 and over require formal bidding.

District purchasing agent may require additional quotes or information when it is in the best interest of the school district.

f. Association Memberships:

Monroe County School Boards Association

Committee Appointments:

Legislative – C. Dawson

Information Exchange – C. Panek, C. Dawson

Labor Relations – B. Nolan  
Executive – J. Musshafen, S. Fraser

New York State School Boards Association

g. Board Committees:

- Audit Committee – K. Snyder, J. Musshafen
- Board Policy Committee – C. Dawson
- Etta Fraser Miller Scholarship Committee – B. Nolan, C. Panek, G. Berl
- Financial Committee – J. Musshafen, K. Snyder, C. Dawson
- Communications and Engagement Committee – K. Snyder, C. Panek
- Monroe 2-Orleans BOCES Special Education Advisory Council – S. Fraser
- Safety Committee – B. Nolan
- Wellness Committee – J. Musshafen, G. Berl

h. Substitute Rates:

- Teachers: \$120/day; Long-term Daily \$135/day (with a 20+ day appointment to one position);  
Contract Substitute daily rate \$150/day; Teacher Immersion Fellow rate \$100/day.  
Long-term Substitute (40 wks.) \$207.69/\$218.78 per day (pending negotiations) based on  
Bachelor's or Master's Degree, respectively.
- Non-Instructional: Base rate for position in which substitute served except as follows:  
Bus Driver - \$15.50/hour; Office Clerk/Secretary - \$11.66/hour.

i. Out of District Tutor Rate: \$46/hr.

Motion 4-0. S. Fraser abstained.

Trustee G. Berl arrived at 7:27 p.m.

The Oath of Office was administered to Trustee Gregory Berl.

**X. Other Business**

a. Superintendent's Report – Dr. D. Leh

A separate Superintendent's Report was posted for community information on updates as follows: updates from the June 24, 2019 Board meeting, a preliminary discussion of the Superintendent's Goals for 2019-2020, and the NYSSBA Annual Convention.

b. Board Member Communication

1. Recipients of the Etta Fraser Miller Scholarships:

Janae Hooker	Rachel Lynch
Erik Schroeder	Destiney Stephany

- 2. MCSBA Request for Topic Suggestions for 2019-2020 – The Board members reviewed suggested topics.
- 3. Other Items of Information – The Board members commented on the recent Graduation ceremony.

c. New Business

1. Approval of Minutes of Meeting held on June 24, 2019

Trustee K. Snyder moved, seconded by Trustee G. Berl, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the minutes of the meeting held on June 24, 2019.

Motion 6-0.

2. Approval of Recommendations of Committee on Special Education

Trustee G. Berl moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District has met and will implement the recommendations of the Committee on Special Education for meetings held on 6/13/19, 6/18/19, and 6/24/19.

Motion 6-0.

3. Adoption of 2019-2020 School Lunch Prices

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the following 2019-2020 School Lunch Prices:

Breakfast (Elementary) - \$1.65

Breakfast (Secondary) - \$1.65

Lunch (Elementary) - \$2.75

Lunch (Secondary) - \$2.75

Motion 6-0.

4. Approval of Waiver of Facility Use Fees for Not-for-Profit Organizations

Trustee G. Berl moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby waives the facility use fee during regular hours that the buildings are open for the Wheatland-Chili Recreation Continuing Education Program, Scottsville Athletic Association, and the YMCA.

Motion 5-0. S. Fraser abstained.

5. Approval of Cooperative Bids with Monroe 2-Orleans BOCES

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby authorizes the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all cooperative bidding ventures to be conducted during the 2019-2020 school year and to award such bids to the lowest responsive and responsible bidder that meets all required bid specifications if such award is in the best interest of the school district.

Including, but not limited to:

Audiovisual Equipment

Athletic & PE Supplies

Fine Paper Supplies

Electricity

Natural Gas

Food

Fresh Produce

Plumbing Services

Food Service Equipment Repair and Maintenance

Bread Products

Milk and Juice

Ice Cream

School Lunch Paper

Statewide School Finance Consortium

HVAC Services

Musical Equipment

Electrical Services

Beverages

Motion 6-0.

6. Approval of Authorization of Payment of Fingerprinting Fees

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the authorization of payment of fees to the State Education Department for criminal history checks on behalf of prospective employees seeking classified staff positions in the District.

Motion 6-0.

7. Approval of Agreement with Contract Substitute Teacher

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the form of agreement with contract substitute teachers.

Motion 6-0.

8. Approval of Athletic Training Services Agreement

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the agreement with Strong Memorial Hospital/UR Medicine Sports Medicine.

Motion 6-0.

9. Approval of Standard Work Day Resolution for Employees

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Be it resolved, that the Wheatland-Chili Central School District, Location code 72622, 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:

<b>Standard Work Day - NYSLRS - WCCSD</b>	
<b>Position</b>	<b>Hours per Day</b>
Bus Attendant	6.00
Bus Driver	6.00
Cleaner	8.00
Computer Support Assistant	7.00
Cook/Line Server	6.00
Counseling Secretary	8.00
Counseling Secretary - Summer	6.00
Custodial Assistant	8.00
District Treasurer	8.00
Facilities/Transportation Assistant	7.00
Food Service Manager	6.00
Food Service Worker	6.00
Head Auto Mechanic	8.00



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Head Custodian	8.00
LPN	7.00
Maintenance Mechanic I	8.00
Maintenance Mechanic III	8.00
Office Account Clerk	8.00
Office Account Clerk - Summer	6.00
Office Clerk III	8.00
Office Clerk III - Summer	6.00
Office Clerk IV	7.00
Payroll Clerk	8.00
Payroll Clerk - Summer	7.00
School Nurse	8.00
School Secretary	8.00
School Secretary - Summer	6.00
Security Worker	8.00
Teacher Aide	6.00
Clerical Substitute	7.00
Office Clerk On Call	6.00
School Nurse Summer	7.00
Secretary to the Superintendent	8.00
Student Behavior Assistant	7.00
Facilities/Transportation Director	8.00
Lifeguard	6.00
Custodian	8.00
Custodian Night	8.00

Motion 6-0.

10. Approval of Second Reading and Adoption of Board of Education Policies

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the second reading and adoption of the following Board of Education policies:

**Board Policy #5323 Reimbursement for Meals/Refreshments**

**Board Policy #6161 Conference/Travel Expense Reimbursement**

Motion 6-0.

11. Approval of First Reading of Board of Education Policy

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the first reading of the following Board of Education policy:

**Board Policy # 4212 District Organization Chart**

Motion 6-0.

12. Approval of Student Field Trip

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the Grade 5-7 Marching Band field trip to Sea Breeze planned to occur on June 19, 2020.

Motion 6-0.

13. Approval of Items for Excess

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the following items for excess:

Assorted high school Health books

Motion 6-0.

14. Acceptance of Donation

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the donation of a piano valued at \$1200 to be used at the middle/high school.

Motion 6-0.

15. Personnel Actions

a. Approval of Superintendent's Salary for 2019-2020

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the salary in the amount of \$178,047 for Superintendent Deborah Leh for the 2019-2020 school year.

Motion 6-0.

b. Acceptance of Resignation – Classified Staff

Trustee K. Snyder moved, seconded by Trustee S. Fraser, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby accepts the following resignation:

<u>Name</u>	<u>Area</u>	<u>Effective Date</u>
Peter Nenni	Bus Driver	June 30, 2019

Motion 6-0.

c. Approval of Additional Summer Hours for Extended School Year

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the additional summer hours for the Extended School Year Program as follows:

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<u>Name</u>	<u>Amount</u>
Kaylee Mitchell	from 72 to 84 hours
Kristen Snyder	from 72 to 84 hours
Scott Melville	from 72 to 84 hours (as needed)
Bonnie Casagrande	from 72 to 84 hours

Motion 6-0.

ADJOURNMENT

Trustee S. Fraser moved, seconded by Trustee K. Snyder, to adjourn the meeting at 8:00 p.m.

Motion carried 6-0.