

Minutes of the Board of Education Reorganizational Meeting
July 9, 2012

The Webutuck Board of Education held their July 9, 2012 meeting at 7:30 p.m. in the Webutuck High School Library.

The following Board members were present:

William McGhee, President

Joanne Boyd

Judy Moran

Kristen Panzer

John Perotti

Robert Trotta

Judy Westfall

Also Present:

James Gratto Jr., Superintendent

Mary Grden, School Business Manager

Therese Trotter, District Clerk

Margaret Runge

Rose Mary Lloyd

Jon Zenz

Jerry Heiser

Barbara Riley

Whitney Joseph

Absent:

1. CALL TO ORDER

Mrs. Trotter called the Reorganizational meeting of July 9, 2012 to order at 7:32p.m.

ADMINISTRATION OF OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS

Mrs. Trotter administered the Oath of Office to John Perotti and Judy Westfall.

ELECTION OF BOARD OFFICERS

Board President

Mrs. Trotter asked for nominations for the Office of President of the Board of Education.

Mr. Perotti made and Mr. Trotta seconded a nomination for Bill McGhee for President.

Mrs. Boyd made and Mrs. Panzer seconded a nomination for Judy Moran for President

Mr. Trotta made and Mr. Perotti seconded a motion to close the nominations.

Ayes 7 Nays 0 The motion carried.

Mrs. Panzer asked each nominee if they wanted the position. Ms. Moren stated she would be more comfortable with the Vice-President position because Mr. McGhee, as President, has more past history with the Board. Discussion ensued.

Mrs. Trotter asked for a roll call for Bill McGhee for President of the Board of Education. The vote was as follows:

Joanne Boyd	Y	John Perotti	Y
Judy Moran	Y	Robert Trotta	Y
Kristen Panzer	Y	Judy Westfall	Y
		William McGhee	Y

The motion to Bill McGhee President of the Board of Education passes.

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Board Vice-President

Mrs. Trotter asked for nominations for the Office of Vice-President of the Board of Education. Mr. Trotta made and Mrs. Panzer seconded a nomination for Judy Moran for Vice-President. Mr. Perotti made and Mr. Trotta seconded a motion to close the nominations.

Ayes 7 Nays 0 The motion carried.

Mrs. Trotter asked for a roll call for Judy Moran for Vice-President of the Board of Education. The vote was as follows:

Joanne Boyd	Y	John Perotti	Y
William McGhee	Y	Robert Trotta	Y
Kristen Panzer	Y	Judy Westfall	Y
		Judy Moran	Y

The motion to declare Judy Moran Vice-President of the Board of Education passes.

Administration of Oath of Office to Board Officers

Mrs. Trotter administered the Oath of Office to the President and the Vice-President of the Board of Education.

ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT

Mrs. Trotter administered the Oath of Office to Superintendent James Gratto, Jr.

Mr. Perotti made and Mr. Trotta seconded a motion to follow Robert's Rules of Order as the governance of the Board of Education meetings.

Ayes 7 Nays 0 The motion carried.

CONSENT AGENDA VOTE

Mr. Perotti made and Mrs. Boyd seconded the following motion to approve the consent agenda (as amended). The following asterisked items can be consent agenda items. A consent agenda is a single vote, which approves all asterisked items. Board policy (#008a) prohibits discussion of consent agenda items. Asterisked items can be pulled from the consent agenda for discussion by any one Board member. The amendments by Mrs. Boyd and Mrs. Westfall called for removing D.3 and A.8 respectively.

Ayes 7 Nays 0 The motion carried.

BOARD OF EDUCATION REORGANIZATION

APPOINTMENTS 2012-2013

***1. Appointment of Officers**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that for the school year 2012-13, the following individuals shall be appointed as officers of the School District to serve at the pleasure of the Board in the following positions:

<u>Position</u>	<u>Nominee</u>	<u>2012-2013 Salary/Stipend</u>
District Clerk	Therese Trotter	\$ 8,518
Treasurer	Valerie Burdick	\$59,686
Deputy Treasurer	Mary Clinton	\$43,680
Tax Collector	Emma Jaromin	\$ 5,068
Claims Auditor/ Property Control Manager	Lorinda Coulthard	\$ 8,423
Attendance Officer	Sally Chamberlain (included in salary)	
Ayes 7	Nays 0	The motion carried.

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2. Positions of Legal Advisor, School Physician and Independent Auditor

Mrs. Boyd made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that for the school year 2012-2013, the following individuals shall be appointed to serve in the following positions, for compensation as indicated:

		<u>2012-2013</u>
Legal Advisor	Girvin & Ferlazzo	\$ 14,000
School Physician	The Workplace	\$ 9,040
Independent Auditor	Sickler, Torchia, Allen & Churchill	\$ 18,200
Architect	Rhinebeck Arch. & Planning	see attached
Internal Auditors	Ray Preusser	\$ 3,500
Bond Counsel	Hiscock & Barclay	see attached
Fiscal Advisors	Fiscal Advisors, Inc.	\$155/Hr., Continuing Disclosure \$1,800, BANs \$1,500

BE IT FURTHER RESOLVED, that the Board President be authorized to execute a contract with the Legal Advisor, School Physician, and Independent Auditor.

Ayes 7 Nays 0 The motion carried.

***3. Position of Transportation Department Physician**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that for the school year 2012-2013, the following designee shall be appointed to serve in the following position.

Transportation Department Physician	The Workplace
Ayes 7 Nays 0	The motion carried.

***4. Insurance Reciprocal Authorization**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District desires to participate in the New York Schools Insurance Reciprocal (NYSIR); that the President of the Board of Education is authorized to sign the Subscribers Agreement; that upon signing the Subscriber's Agreement, it is the understanding of the Board of Education that Webutuck Central School will become a Subscriber to NYSIR and be afforded the insurance coverage underwritten by NYSIR for the policy period beginning July 1, 2012.

Ayes 7 Nays 0 The motion carried.

5. Appointments of Members of the Committee on Special Education and Pre-School Special Education

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that for the school year 2012-2013 the following individuals shall be appointed to the positions as indicated and they shall be authorized to act on the Board's behalf in said positions:

Director of Special Education/ CSE Chairperson:	Katy McEnroe \$3,500
Alternates:	
CSE Chairperson –	Cara Tomasetti, Jay Curtis, Kenneth Sauer
CPSE Chairperson –	Cara Tomasetti
School Physician:	The Workplace (as needed)
School Psychologist:	Cara Tomasetti
Random Moment Time Study (RMTS) Coordinator	Mary Grden
Parent Members:	To Be Decided (TBD)
All District Certified Personnel	To Be Decided (TBD)
Ayes 7 Nays 0	The motion carried.

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6. Standing Committees - Board Members Assignments

Facilities Review Committee
Audit and Finance Committee
Policy Review Committee
CSE/CPSE Liasion
DCSBA Executive Committee
Emergency Planning
Negotiations Committee
Albany Connection
Cafeteria Committee
WFFEE Committee

The Board President will announce Committee members in the near future.

7. Emergency Planning Committee

Mrs. Boyd made and Mrs. Panzer seconded the following motion:

BE IT RESOLVED, that for the school year 2012-2013 the following individuals shall be appointed to the positions as indicated and they shall be authorized to act on the Board's behalf in said positions:

Emergency Coordinator	Business Official
Superintendent	Superintendent
Board Member	Board Member
Webutuck High School Principal (Gr. 9-12)	High School Principal
Eugene Brooks Intermediate Principal (Gr. 4-8)	Intermediate Principal
Webutuck Elementary Program Principal (K-3)	Elementary Principal
Faculty Representative	WTA Union Representative
Transportation Representative	Head Bus Driver
Building and Grounds	Supervisor of Maint. & Operations
Health Services	School Nurse
Food Services	Business Official
Ayes 7 Nays 0	The motion carried.

8. Consultant Appointments

This item was removed from the consent agenda.

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District agrees to employ the following consultant:

Complete OT/PT/SLP Services, PLLC

Mrs. Westfall spoke about the history of Margaret Runge, Inc. services with the School District. She questioned how the Teaching Assistants would be used. It was decided that further discussion take place in Executive Session.

Mrs. Boyd made and Ms. Moran seconded the following motion:

Ayes 7 Nays 0 The motion carried.

***9. DEHIC District Representatives Authorization**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the position indicated, at no additional compensation, as recommended by the Superintendent of Schools.

District DEHIC Trustee	Business Official
District DEHIC Trustee Alternate	Superintendent
Ayes 7 Nays 0	The motion carried.

***10. IMPARTIAL HEARING OFFICERS**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the individuals on the NYS Education Department list be appointed to serve as impartial hearing officers in accordance with 200.2(3) (1) of the Regulations of the Commissioner of Education, on a rotating basis, for the purposes of conducting impartial hearings pursuant to 200.5 of the

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Commissioner's Regulations. Ayes 7 Nays 0 The motion carried.

***11. Approval of Omni Group as 403b Administrator**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Webutuck Board of Education approves Omni Group as the 403b Administrator, as recommended by the Superintendent of Schools.

BE IT ALSO RESOLVED, Upon the recommendation of the Superintendent, WHEREAS, the Board of Education desires to readopt 403b eligible vendor list to include: Caderet, Grant & Co., Equitable, ING, Legend Group, Lincoln Investment Planning , Vanguard Group, Oppenheimer Funds, Inc.

Ayes 7 Nays 0 The motion carried.

B. DESIGNATIONS FOR 2012-2013

***1. Official Bank Depositories:**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that M & T Bank, Bank of Millbrook, Key Bank, Fleet Bank, Citizens Bank, Bank of New York, HSBC, Confidential Planning/Smart Choice, JP Morgan Chase and Bankers Trust Company (NYLAF *New York Liquid Asset Fund*), Salisbury Bank be designated as the Official Bank Depositories for the Webutuck Central School District.

Ayes 7 Nays 0 The motion carried.

***2. Official Newspaper:**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that the The Millerton News be designated as the official newspaper of the district for the 2012-2013 school year.

Ayes 7 Nays 0 The motion carried.

C. AUTHORIZATIONS

***1. Petty Cash Accounts**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that petty cash and change fund accounts be established in the following amounts at the designated locations and under the custody of the following individuals:

Webutuck Elementary	Building Secretary	\$ 50.00
Eugene Brooks Intermediate School (Gr. 4-6)	Building Secretary	\$ 50.00
WHS (Gr. 7-12), & District Office	Deputy Treasurer	\$100.00

Ayes 7 Nays 0 The motion carried.

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***2. Position Authorizations**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the positions indicated, at no additional compensation:

Check Signatory	M. Clinton, Deputy Treas.
	V. Burdick, Treasurer/Superintendent
Payroll Certification	J. Gratto, Jr., Superintendent
School Purchasing Agent	M. Grden, Business Manager, J. Gratto, Jr., Supt.
Central Treasurer	M. Clinton, Deputy Treasurer
Asbestos Designee	M. Lounsbury, Supv. of Facilities
Records Access Officer	T. Trotter, District Clerk
FOIL Officer	T. Trotter, District Clerk
Records Management Officer	M. Clinton, Deputy Treasurer
Records Appeal Officer	J. Gratto Jr., Superintendent
Title VI Compliance Officer	J. Merwin, Teacher /C. Tomasetti, Psychologist,
	M. Grden, Business Manager
Title IX Coordinator	C. Tomasetti, Psychologist
	M. Grden, Business Manager
Title IX Investigative Officer	J. Merwin, Teacher
	M. Grden, Business Manager
Title IX Investigative Officer	C. Tomasetti, Psychologist
	M. Grden, Business Manager
EEOC	M. Grden, Business Manager
504/ADA Coordinator	K. Sauer , J. Curtis, K. McEnroe
504 Compliance Officer	J. Gratto, Jr., Superintendent
OSHA Coordinator	M. Lounsbury, Supv. of Facilities
Civil Service Section 75 Hearing Officer	M. Grden, Business Manager, J. Gratto, Jr., Supt.
Title I Coordinator	J. Curtis, EBIS Principal
Title I – Homeless Liaison	J. Curtis, EBIS Principal
Title I – Committee Chair	J. Curtis, EBIS Principal
Residency Hearing Officer	M. Grden, Business Manager
WTA Sick Bank Committee	M. Grden, Business Mgr., J. Curtis, EBIS Principal, M. Clinton, Deputy Treasurer
CSEA Sick Bank Committee	M. Grden, Business Mgr., J. Curtis, EBIS Principal, M. Clinton, Deputy Treasurer
Director of Physical Education	K. Sauer, Dir. of Physical Education
Ayes 7 Nays 0	The motion carried.

3. Budget Transfers

Ms. Moran made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve budget transfers below \$5,000. The Superintendent informs the Board of Education of all such transfers through presentation of the monthly Comprehensive Budget Status Report.

Mr. Trotta questioned if the amount was reasonable. It was noted that the amount was much higher in previous years and that it was reasonable.

Ayes 7 Nays 0 The motion carried.

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4. CSE/CPSE Contract Authorization

Mrs. Boyd made and Ms. Moran seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to execute contracts to provide services for CSE/CPSE students, as recommended by the Committees on CSE/CSPE. Any expenditure over the amount of \$10,000 must be approved in advance by the Board of Education.

Ayes 7 Nays 0 The motion carried.

5. Authorization to Execute Contracts

Mr. Trotta made and Ms. Moran seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Superintendent and/or Board President to execute contracts for the 2012-2013 school year upon approval of the Board of Education.

Ayes 7 Nays 0 The motion carried.

***6. Conference Attendance**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve administrative and teacher requests to attend conferences, conventions and workshops within the limit of the 2012-2013 budget appropriations.

Ayes 7 Nays 0 The motion carried.

***7. Authorization to Approve In-Service Participation**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve in-service participation for faculty and staff within the limit of the 2012-2013 budget appropriations.

Ayes 7 Nays 0 The motion carried.

D. OTHER ITEMS

***1. Readoption of Policies**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

WHEREAS, the Board of Education of the Webutuck Central School District is desirous of continuing to operate under the existing Board policies,

NOW THEREFORE BE IT RESOLVED, that the existing Board policies, as contained in the School District "Policy Handbook" be re-adopted for the 2012-2013 school year.

Ayes 7 Nays 0 The motion carried.

***2. Readoption of Webutuck Operating Principals**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

Upon the recommendation of Superintendent of Schools, **BE IT RESOLVED** that the Board of Education approves of the 2012-2013 Webutuck Operating Principles.

Ayes 7 Nays 0 The motion carried.

3. Recognition of the District's Code of Conduct

This item was removed from the Consent Agenda.

WHEREAS, the Board of Education of the Webutuck Central School District recognizes the existing District's Code of Conduct for the 2012-2013 school year.

Mrs. Boyd stated that the Code of Conduct given to the Board members was not the same as what had been revised in the Policy Committee meeting. She requested that it be one in the same in both our Policy and the Student Handbook. It was decided to approve the motion with the understanding that both documents be worded exactly the same going forward. Discussion ensued.

Mrs. Boyd made and Ms. Moran seconded the motion:

Ayes 7 Nays 0 The motion carried.

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***4. Establishment of Mileage Reimbursement**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District, approves the established Mileage Reimbursement Rate as established by the IRS.

Ayes 7 Nays 0 The motion carried.

5. Establishment of Short-term Substitute Rates

Mrs. Panzer made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Short-term Substitute Rate for the 2012-2013 school year and that Policy #402 be amended accordingly:

<u>Substitute Teachers</u>	<u>First 20 Days</u>	<u>Days 21-90</u>
Certified Teachers	\$ 100	\$125
Non Certified Teachers	\$ 95	\$105

Substitute School Nurse (RN) \$125/day

New Fingerprint Reimbursement: Reimbursement after ten (10) days of work.

Mr. Gratto spoke about the history of the substitute pay rate. He commented on the area schools substitute rates which were lower. Mr. Perotti commented that the District should stay close to the other area schools for rates. Mr. Gratto recommended reducing the rate of pay of a substitute certified teacher and substitute non certified teachers to reflect ten dollars less across the board. Discussion took place on fingerprinting cost.

<u>Substitute Teachers</u>	<u>First 20 Days</u>	<u>Days 21-90</u>
Certified Teachers	\$ 90	\$115
Non Certified Teachers	\$ 85	\$ 95

Substitute School Nurse (RN) \$125/day

New Fingerprint Reimbursement: Reimbursement after ten (10) days of work.

Mrs. Panzer made and Mr. Perotti seconded the motion as amended.

Ayes 7 Nays 0 The motion carried.

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***6. Establishment of Temporary and Substitute Support Employee Rates**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Temporary and Substitute Support Employee Rates for the 2012-2013 school year. Temporary and substitute support employees shall be paid as follows:

<u>Classification</u>	<u>Hourly Rate</u>	<u>Minimum</u>		
Seasonal Cleaner	\$10.08			
Seasonal Grounds Worker	\$10.08			
Substitute Bus Driver	\$16.80			
Substitute Bus Monitor	\$11.29			
Substitute Custodial	\$13.36			
Substitute Courier	\$13.36			
Substitute Cleaner	\$13.36			
Substitute Food Service Helper	\$10.69			
Substitute Clerical Worker	\$12.85			
Substitute Teacher Aide	\$11.96			
Substitute Mechanic	\$17.86			
Substitute Maintenance	\$13.50			
Substitute Bus Mechanic Helper	\$12.00			
<u>Substitute Cook</u>	<u>\$12.43</u>			
Ayes	7	Nays	0	The motion carried.

***7. Establishment of Standard Work Day**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, **BE IT RESOLVED**, that the Board of Education adopts the standard work day for ERS (Employees Retirement System) as six (6) hours per day for reporting purposes only.

Ayes 7 Nays 0 The motion carried.

***8. Blanket Bond**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, by the Board of Education that the following personnel required by Law or Regulation shall be covered by faithful performance blanket bonds in accordance with Public Officers Law Section 11 in the amounts specified:

Central Treasurer	\$ 300,000	Internal Claims Auditor	\$ 300,000	
Treasurer	\$1,000,000	Tax Collector	\$1,000,000	
Deputy Treasurer	\$ 300,000	Independent Auditor	\$ 200,000	
Ayes	7	Nays	0	The motion carried.

***9. Adoption of 2012-2013 Board Meeting Calendar (as presented)**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the 2012-2013 Board Meeting Calendar (as presented), as recommended by the Superintendent of Schools.

Ayes 7 Nays 0 The motion carried.

***10. Authorization for Annual Renewal of School Lunch, Milk, and/or Breakfast Program**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Board President to execute the 2012-2013 Annual Renewal School Lunch, Milk, and/or Breakfast Agreement, as recommended by the Superintendent of Schools.

Ayes 7 Nays 0 The motion carried.

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***11. Establishment of School Lunch Rates**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the following proposed school breakfast/lunch rates for the 2012-2013 school year:

**** PRICES TO BE DETERMINED IN AUGUST**

Breakfast program:

Full price (all schools)

Reduced Price (all schools)

Free

Adults (all schools)

Lunch

Primary - full price

All Other Students - full price

Reduced Price (all schools)

Free

Adults

Ayes 7 Nays 0 The motion carried.

***12. Establishment of 2012-2013 Non-Resident Tuition Rates**

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the Estimated Non-Resident Tuition Rate consistent with Policy #507b for the 2012-2013 school year. They are as follows:

Full-Day K-6 Tuition \$10,013

Grades 7-12 Tuition \$12,689

Ayes 7 Nays 0 The motion carried.

ADJOURNMENT

There being no further business, Ms. Moran made and Mr. Perotti seconded a motion to adjourn the meeting of July 9, 2012 at 8:20 pm.

Ayes 7 Nays 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk