

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

The Webutuck Board of Education held their July 7, 2014 Reorganizational meeting at 6:30 p.m. in the Webutuck High School Library.

The following Board members were present:

William McGhee, President
Erin Bailey
Christopher Mayville
Judy Moran
Kristen Panzer
John Perotti

Also Present:

James Gratto Jr., Superintendent
Therese Trotter, District Clerk
Jon Zenz
Kim Helmstetter
Mark Lousnbury
Kimberly Helmstetter
Mary Grden
Cynthia Hawthorne
Gabe Napoleon

Absent:

Judy Westfall

1. CALL TO ORDER

Mrs. Trotter called the business meeting of July 7, 2014 to order at 6:34 p.m.

INTRODUCE KIM HELMSTETTER

Mr. Gratto introduced Kim Helmstetter who thanked the Board of Education for the opportunity to teach at Webutuck and recited her background. She was looking forward to continuing the program and visiting France with students. Board members welcomed Ms. Helmstetter.

Mr. Gratto introduced Cynthia Hawthorne who will be our new part-time school business manager. She will work with Mary Grden three days a week for several months learning the job.

ADMINISTRATION OF OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS

Mrs. Trotter administered the Oath of Office to Judy Moran and Kristen Panzer. Mrs. Trotter administered the Oath of Office to Erin Bailey at a previous Board meeting.

ELECTION OF BOARD OFFICERS

Board President

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

Mr. Perotti nominated William McGhee for President and Mrs. Panzer seconded the motion. There were no other nominations.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

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

William McGhee	Aye	Judy Moran	Aye
Erin Bailey	Aye	Kristen Panzer	Aye
Christopher Mayville	Aye	John Perotti	Aye

The motion to elect William McGhee President of the Board of Education passes.

Mrs. Trotter administered the Oath of Office to President William McGhee.

Board Vice-President

President McGhee asked for nominations for the Office of Vice-President of the Board of Education.

Mrs. Panzer nominated Judy Moran for Vice-President and Mr. Perotti seconded the motion. There were no other nominations.

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

William McGhee	Aye	Judy Moran	Aye
Erin Bailey	Aye	Kristen Panzer	Aye
Christopher Mayville	Aye	John Perotti	Aye

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

Mrs. Trotter administered the Oath of Office to the Vice-President Judy Moran.

ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT

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

EXECUTIVE SESSION

Mr. Mayville made and Mr. Perotti seconded a motion to adjourn to executive session at 6:48 pm for the purpose of discussing the employment history of a particular person or persons.

Ayes 6 Nays 0 The motion carried.

RECONVENE PUBLIC SESSION

Ms. Moran made and Mr. Perotti seconded a motion to adjourn the executive session and to reconvene the public session at 7:20 pm.

Ayes 6 Nays 0 The motion carried.

CONSENT AGENDA VOTE

Mrs. Panzer made and Mr. Perotti 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 called for removing A.2. Legal Advisor only from the consent agenda. Ms. Moran questioned seeing the contracts for the attorney and auditors. Ms. Grden provided the contracts. She stated attorney rates did go up. Amendments also included: B.2 – the Poughkeepsie Journal was added to the list; C5 - Superintendent was removed from persons to execute contracts; and D1 –addition shall read Board of Education meetings shall be conducted using Roberts Rules of Orders. Mr. Perotti questioned the cafeteria bidding particularly the milk bid. Discussion ensued.

Ayes 6 Nays 0 The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

BOARD OF EDUCATION REORGANIZATION

A. APPOINTMENTS 2014-2015

***1. Appointment of Officers**

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

BE IT RESOLVED, that for the school year 2014-15, 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>2014-2015 Salary/Stipend</u>
District Clerk	Therese Trotter	per contract
Treasurer	Valerie Burdick	per contract
Deputy Treasurer	Mary Clinton	per contract
Tax Collector	Emma Jaromin	\$5,144
Claims Auditor/ Property Control Manager	Lorinda Coulthard	\$2,808
Attendance Officer	Lisa Cancel	(included in salary)
Ayes 6	Nays 0	The motion carried.

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

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

BE IT RESOLVED, that for the school year 2014-2015, the following individuals shall be appointed to serve in the following positions:

School Physician	The Workplace
Independent Auditor	Sickler, Torchia, Allen & Churchill
Architect	Rhinebeck Arch. & Planning
Bond Counsel	Hiscock & Barclay
Fiscal Advisors	Fiscal Advisors, Inc.

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

Ayes 6 Nays 0 The motion carried.

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

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

BE IT RESOLVED, that for the school year 2014-2015, the following designee shall be appointed to serve in the following position.

Transportation Department Physician	The Workplace
Ayes 6	Nays 0
The motion carried.	

***4. Insurance Reciprocal Authorization**

Mrs. Panzer made and Mr. Perotti 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, 2014.

Ayes 6 Nays 0 The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

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

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

BE IT RESOLVED, that for the school year 2014-2015 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, Katy McEnroe	
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	6	Nays 0 The motion carried.

6. Standing Committees - Board Members Assignments

President McGhee will decide Committee assignments at his earliest convenience.

Facilities Review Committee				
Audit and Finance Committee				
Policy Review Committee				
CSE/CPSE Liasion Ad Hoc				
DCSBA Executive Committee				
Emergency Planning				
Negotiations Committee				
Albany Connection				
Cafeteria Committee				
WFFEE Committee				
Millerton Elementary School (MES) Committee				
Ayes	6	Nays	0	The motion carried.

***7. Emergency Planning Committee**

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

BE IT RESOLVED, that for the school year 2014-2015 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	6	Nays	0	The motion carried.

***8. Consultant Appointments**

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

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				
Ayes	6	Nays	0	The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

***9. DEHIC District Representatives Authorization**

Mrs. Panzer made and Mr. Perotti 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 6	Nays 0
The motion carried.	

***10. IMPARTIAL HEARING OFFICERS**

Mrs. Panzer made and Mr. Perotti 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 Commissioner's Regulations.

Ayes 6 Nays 0 The motion carried.

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

Mrs. Panzer made and Mr. Perotti 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., Confidential Planning/Smart Choice.

Ayes 6 Nays 0 The motion carried.

B. DESIGNATIONS FOR 2014-2015

***1. Official Bank Depositories:**

Mrs. Panzer made and Mr. Perotti 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, JP Morgan Chase and M&T Bank (NYLAF *New York Liquid Asset Fund*), Salisbury Bank be designated as the Official Bank Depositories for the Webutuck Central School District.

Ayes 6 Nays 0 The motion carried.

***2. Official Newspaper:**

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

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that the The Millerton News and Poughkeepsie Journal be designated as the official newspaper of the district for the 2014-2015 school year.

Ayes 6 Nays 0 The motion carried.

C. AUTHORIZATIONS

***1. Petty Cash Accounts**

Mrs. Panzer made and Mr. Perotti 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 6	Nays 0	The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

***2. Position Authorizations**

Mrs. Panzer made and Mr. Perotti 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 Treasurer/ V. Burdick, Treasurer/Superintendent
Payroll Certification	J. Gratto, Jr., Superintendent
School Purchasing Agent	M. Grden, Business Manager
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 , 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	EBIS Principal
Title I – Homeless Liaison	EBIS Principal
Title I – Committee Chair	EBIS Principal
Residency Hearing Officer	M. Grden, Business Manager
WTA Sick Bank Committee	M. Grden, Business Mgr., EBIS Principal, M. Clinton, Deputy Treasurer
	M. Grden, Business Mgr., EBIS Principal, M. Clinton, Deputy Treasurer
CSEA Sick Bank Committee	K. Sauer, Director of Physical Education
Director of Physical Education	M. Grden, Business Manager
Medicaid Compliance Officer	Building Principals
Dignity for all Students Coordinator	M. Grden
Workers Compensation Trustee	
Ayes 6 Nays 0 The motion carried.	

***3. Budget Transfers**

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.

Ayes 6 Nays 0 The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

***4. CSE/CPSE Contract Authorization**

Mrs. Panzer made and Mr. Perotti 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 6 Nays 0 The motion carried.

***5. Authorization to Execute Contracts**

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

BE IT RESOLVED, that the Board of Education authorizes the Board President to execute contracts for the 2014-2015 school year upon approval of the Board of Education.

Ayes 6 Nays 0 The motion carried.

***6. Conference Attendance**

Mrs. Panzer made and Mr. Perotti 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 2014-2015 budget appropriations.

Ayes 6 Nays 0 The motion carried.

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

Mrs. Panzer made and Mr. Perotti 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 2014-2015 budget appropriations.

Ayes 6 Nays 0 The motion carried.

D. OTHER ITEMS

***1. Readoption of Policies**

Mrs. Panzer made and Mr. Perotti 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 2014-2015 school year and,

WHEREAS, the Board of Education shall conduct their meetings using Roberts Rules of Order.

Ayes 6 Nays 0 The motion carried.

***2. Readoption of Webutuck Operating Principles**

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

Upon the recommendation of Superintendent of Schools, **BE IT RESOLVED** that the Board of Education approves of the 2014-2015 Webutuck Operating Principles.

Ayes 6 Nays 0 The motion carried.

***3. Recognition of the District's Code of Conduct**

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

WHEREAS, the Board of Education of the Webutuck Central School District recognizes the existing District's Code of Conduct for the 2014-2015 school year.

Ayes 6 Nays 0 The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

***4. Establishment of Mileage Reimbursement**

Mrs. Panzer made and Mr. Perotti 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 6 Nays 0 The motion carried.

***5. Establishment of Short-term Substitute Rates**

Mrs. Panzer made and Mr. Perotti 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 2014-2015 school year as follows:

<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.	
Criminal Background Reimbursement	Reimbursement after ten (10) days of work for certified substitute teachers.	
	District will pay for criminal background checks for all other hires.	

Ayes 6 Nays 0 The motion carried.

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

Mrs. Panzer made and Mr. Perotti 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 2014-2015 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
Substitute Cook	\$12.43

Ayes 6 Nays 0 The motion carried.

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

Mrs. Panzer made and Mr. Perotti 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 6 Nays 0 The motion carried.

Minutes of the Reorganizational
Board of Education Meeting
July 7, 2014

***8. Blanket Bond**

Mrs. Panzer made and Mr. Perotti 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 6	Nays 0	The motion carried.	

***9. Adoption of 2014-2015 Board Meeting Calendar (as presented)**

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

BE IT RESOLVED, that the Board of Education hereby approves the 2014-2015 Board Meeting Calendar (as presented), as recommended by the Superintendent of Schools.

Ayes 6 Nays 0 The motion carried.

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

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

RESOLVED, that the Board of Education authorizes the Board President to execute the 2014-2015 Annual Renewal School Lunch, Milk, and/or Breakfast Agreement, as recommended by the Superintendent of Schools.

Ayes 6 Nays 0 The motion carried.

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

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

BE IT RESOLVED, that the Board of Education hereby approves the following proposed school breakfast/lunch rates for the 2014-2015 school year:

Ayes 6 Nays 0 The motion carried.

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

***12. Establishment of 2014-2015 Non-Resident Tuition Rates**

Mrs. Panzer made and Mr. Perotti 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 2014-2015 school year. They are as follows:

Full-Day K-6 Tuition	\$ 9,437
Grades 7-12 Tuition	\$13,677

Ayes 6 Nays 0 The motion carried.

11. PUBLIC COMMENT

There were no comments from the public.

The Board of Education went immediately into the Business Meeting.

Respectfully submitted,

Therese M. Trotter
District Clerk