

**WEBUTUCK CENTRAL SCHOOL DISTRICT
ANNUAL ORGANIZATION MEETING NOTICE**

**JULY 5, 2011
7:30 P.M.**

WEBUTUCK HIGH SCHOOL LIBRARY

AGENDA

CALL TO ORDER

**I. ADMINISTRATION OF OATH OF OFFICE
FOR NEWLY ELECTED BOARD MEMBERS**

II. ELECTION OF BOARD OFFICERS

- a. Board President
- b. Board Vice-president
- c. Administration of Oath of Office to Board Officers

III. ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT

IV. CONSENT AGENDA VOTE

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.

V. BOARD OF EDUCATION REORGANIZATION

A. APPOINTMENTS 2011-2012

***1. Appointment of Officers**

BE IT RESOLVED, that for the school year 2011-12, the following individuals shall be appointed as officers of the School District to serve at the pleasure of the Board in the following positions, for compensation as indicated:

<u>Position</u>	<u>Nominee</u>
District Clerk	Therese Trotter
Treasurer	Valerie Burdick
Deputy Treasurer	Mary Clinton
Tax Collector	Emma Jaromin
Claims Auditor/ Property Control Manager	Lorinda Coulthard
Attendance Officer	Sally Chamberlain (included in salary)

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

BE IT RESOLVED, that for the school year 2011-2012, the following individuals shall be appointed to serve in the following positions, for compensation as indicated:

		<u>2011-2012</u>
Legal Advisor	Girvin & Ferlazzo	\$ 14,000
School Physician	The Workplace	\$ 8,864
Independent Auditor	Sickler, Torchia, Allen & Churchill	\$ 17,600

Architect	Rhinebeck Arch. & Planning	Time & Materials
Internal Auditors	Ray Preusser	\$3,500
Bond Counsel	Hiscock & Barclay	Time & Materials
Fiscal Advisors	Fiscal Advisors, Inc.	Time & Materials

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

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

BE IT RESOLVED, that for the school year 2011-2012, the following designee shall be appointed to serve in the following position.

Transportation Department Physician	The Workplace
-------------------------------------	---------------

***4. Insurance Reciprocal Authorization**

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, 2011.

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

BE IT RESOLVED, that for the school year 2011-2012 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:

Chairperson CSE:	Robert Wood
Chairperson CPSE	Katy McEnroe
Alternates:	
CSE Chairperson –	Katy McEnroe
CPSE Chairperson –	Robert Wood
School Physician:	The Workplace (as needed)
School Psychologist:	Cara Tomasetti
Parent Members:	To Be Decided (TBD)
	To Be Decided (TBD)
All District Certified Personnel	

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

7. Emergency Planning Committee

BE IT RESOLVED, that for the school year 2011-2012 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:

School Resource Officer
Emergency Coordinator
Superintendent
Board Member

Webutuck Jr./Sr. High School Principal (Gr. 7-12)
Webutuck Elementary Program Principal
Faculty Representative
Transportation Representative
Building and Grounds
Health Services
Food Services

Mary Grden (Chairperson)
Business Official
Superintendent
Board Member
Jr./Sr. High School Principal
Elementary Principal
WTA Union Representative
Head Bus Driver
Supervisor of Maint. & Operations
School Nurse
Business Official

***8. Consultant Appointments**

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

Karen Finnerty Occupational Therapy
Margaret Runge Physical Therapy

***9. DEHIC District Representatives Authorization**

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

***10. IMPARTIAL HEARING OFFICERS**

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.

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

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.

B. DESIGNATIONS FOR 2011-2012

***1. Official Bank Depositories:**

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 Bankers Trust Company (NYLAF *New York Liquid Asset Fund*) be designated as the Official Bank Depositories for the Webutuck Central School District.

***2. Official Newspaper:**

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 2011-2012 school year.

C. AUTHORIZATIONS

***1. Petty Cash Accounts**

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

***2. Position Authorizations**

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	Superintendent
School Purchasing Agent	Mary Grden, Bus. Mgr./Superintendent
Central Treasurer	Mary Clinton, Deputy Treasurer
Asbestos Designee	Mark Lounsbury, Dir. of Facilities
Records Access Officer	Therese Trotter, District Clerk
FOIL Officer	Therese Trotter, District Clerk
Records Management Officer	Mary Clinton, Deputy Treasurer
Records Appeal Officer	Superintendent
Title VI Compliance Officer	John Merwin, Teacher /Cara Tomasetti, Psychologist
Title IX Coordinator	Cara Tomasetti, Psychologist
Title IX Investigative Officer	John Merwin, Teacher
Title IX Investigative Officer	Cara Tomasetti, Psychologist
EEOC	Mary Grden, Business Manager
504/ADA Coordinator	Each Building Principal
504 Compliance Officer	Superintendent
OSHA Coordinator	Mark Lounsbury, Dir. of Facilities
Civil Service Section 75 Hearing Officer	Mary Grden, Business Mgr./Superintendent
Title I Coordinator	Katy McEnroe, Elementary Principal
Title I – Homeless Liaison	Katy McEnroe, Elementary Principal
Title I – Committee Chair	Katy McEnroe, Elementary Principal
Residency Hearing Officer	Mary Grden, Business Manager
WTA Sick Bank Committee	Bus. Official, WHS Principal, Dpty Treas.
CSEA Sick Bank Committee	Bus. Official, WES Principal, Dpty Treas.
Director of Physical Education	Robert Wood, Dir. Of Physical Education

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.

4. CSE/CPSE Contract Authorization

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.

5. Authorization to Execute Contracts

BE IT RESOLVED, that the Board of Education authorizes the Superintendent and/or Board President to execute contracts for the 2011-2012 school year upon approval of the Board of Education.

***6. Conference Attendance**

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 2011-2012 budget appropriations.

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

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 2011-2012 budget appropriations.

D. OTHER ITEMS

***1. Readoption of Policies**

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 2011-2012 school year.

***2. Recognition of the District's Code of Conduct (Approved @ 6/21/10 Board meeting)**

WHEREAS, the Board of Education of the Webutuck Central School District recognizes the existing District's Code of Conduct for the 2011-2012 school year.

***3. Establishment of Mileage Reimbursement**

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.

4. Establishment of Short-term Substitute Rates

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Short-term Substitute Rate for the 2011-2012 school year and that Policy #402 be amended accordingly:

	<u>First 15 days</u>	<u>Days 16-30</u>	<u>Days 31 over</u>
Substitute Teachers			
Certified Teachers	\$ 90	\$ 95	\$ 100
Bachelor Degree College Graduates	\$ 85	\$ 90	\$ 95
Associate Degree School Graduates	\$ 80	\$ 85	\$ 90
High School Graduates	\$ 75	\$ 80	\$ 85
Substitute School Nurse (RN)	\$ 80	\$ 85	\$ 90

5. Establishment of Temporary and Substitute Support Employee Rates

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 2011-2012 school year.

Temporary and substitute support employees shall be paid as follows:

<u>Classification</u>	<u>Hourly Rate Minimum</u>	<u>Hourly Rate Maximum</u>
Seasonal Cleaner	\$10.08	\$12.31
Seasonal Grounds Worker	\$10.08	\$12.31
Substitute Bus Driver	\$16.80	\$19.26
Substitute Bus Monitor	\$11.29	\$12.69
Substitute Custodial	\$13.36	\$15.01
Substitute Courier	\$13.36	\$15.01
Substitute Cleaner	\$13.36	\$15.01
Substitute Food Service Helper	\$10.69	\$12.69
Substitute Clerical Worker	\$12.85	\$14.45
Substitute Teacher Aide	\$11.96	\$13.46
Substitute Mechanic	\$17.86	\$20.10

Substitute School Nurse \$82.80 1st 15 days \$87.98 16-30 days \$93.15 31st day

***6. Establishment of Standard Work Day**

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.

***7. Blanket Bond**

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

***8. Adoption of 2011-2012 Board Meeting Calendar (as presented)**

BE IT RESOLVED, that the Board of Education hereby approves the 2011-2012 Board Meeting Calendar (as presented), as recommended by the Superintendent of Schools.

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

BE IT RESOLVED, that the Board of Education authorizes the Board President to execute the 2011-2012 Annual Renewal School Lunch, Milk, and/or Breakfast Agreement, as recommended by the Superintendent of Schools.

***10. Establishment of School Lunch Rates**

BE IT RESOLVED, that the Board of Education hereby approves the following proposed school breakfast/lunch rates for the 2011-2012 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

***11. Establishment of 2011-2012 Non-Resident Tuition Rates**

BE IT RESOLVED, that the Board of Education hereby approves the Estimated Non-Resident Tuition Rate consistent with Policy #507b for the 2011-2012 school year. They are as follows:

Full-Day K-6 Tuition	\$ 9,478
Grades 7-12 Tuition	\$12,547

VI. ADJOURNMENT