

**MINUTES OF THE REORGANIZATION MEETING  
OF THE BARKER CENTRAL SCHOOL BOARD OF EDUCATION  
HELD ON MONDAY, JULY 11, 2012  
AT 7:00 P.M. IN THE BOARD MEETING ROOM**

**PRESENT** R. Atwater, R. Clemens, G. Kenyon, L. Mead, W. Smith, J. Sweeney

**EXCUSED** A. Moeller

**ALSO PRESENT** R. Klatt, A. Brady, L. Trakas,  
Public 0

**CALL TO ORDER** The meeting was called to order by District Clerk Lisa Trakas at 7:00 p.m.

**OATHS GIVEN** District Clerk Trakas administered the oath to reelected members Randall Atwater, Ronald Clemens and Gordon Kenyon. District Clerk Trakas administered the oath of allegiance to Superintendent Klatt.

**NOMINATIONS FOR PRESIDENT** District Clerk Trakas called for nominations for President of the Board Education for the 2012-2013 school year.  
Motion by R. Atwater, seconded by W. Smith, to nominate Gordon Kenyon.  
Yes: 6, No: 0. Motion carried

**KENYON NAMED PRESIDENT** District Clerk Trakas declared Gordon Kenyon President of the Board of Education for the 2012- 2013 school year. District Clerk Trakas then administered the oath, and turned the meeting over to President Kenyon.

**NOMINATIONS FOR VICE PRESIDENT** President Kenyon called for nominations for Vice President of the Board for the 2012-2013 school year.  
Motion by L. Mead seconded by J. Sweeney, to nominate William Smith.  
Yes: 6, No: 0. Motion carried.

**SMITH ELECTED VICE-PRES** President Kenyon declared William Smith Vice-President of the Board of Education for the 2012-2013 school year. District Clerk Trakas administered the oath to Vice-President Smith.  
Yes: 6, No: 0. Motion carried.

**OFFICERS APPOINTED** Motion by W. Smith, seconded by L. Mead, to appoint the following officers of the Board for the 2012-2013 school year:

Name	Position	Stipend
District Clerk	Lisa Trakas	\$4200
Treasurer	Colleen Padilla	\$3640
Tax Collector	Janice Stoll	\$ 0
Records Management Officer	Bonita Wintersteen	\$ 0
Extra-Class Activity Treasurer	Raffaella Clemens	\$ 0
Attendance Officer	Sarah McKee	\$ 0
Claims Auditor	Raffaella Clemens	\$ 563
Records Access Officer	Dr. Roger Klatt	\$ 0
Transportation Director	Allison Brady	\$ 0
Asbestos (LEA) Designee	Gerhard Leuer	\$ 0

R. Clemens abstained  
Yes: 5, No: 0. Motion carried.

**TREASURER TO  
KEEP ACCOUNTS**

Motion by R. Atwater, seconded by J. Sweeney, that the School District Treasurer be and hereby is authorized to open and keep an account of deposit and discount with the official depositories to be named by this Board of Education in the name of and for the use of the Barker Central School District, Niagara County, Barker, New York, and the purpose to execute any depositories' signature cards, deposit agreements, and other documents requested by said depositories, to deposit with them all monies, drafts, checks, acceptances and other evidences of indebtedness which may now or hereinafter come into the Treasurer's possession, and the said depositories are hereby authorized to make payment from funds of the Barker Central School District on deposit with them, and upon and according to the check draft, note, or other acceptances of this district, signed by the Officers of the School District as designated by the Board of Education.  
Yes: 6, No: 0. Motion carried.

**AUDITORS**

Motion by R. Atwater, seconded by J. Sweeney, that the External Auditing Firm of Lumsden and McCormick be appointed by the Board of Education to conduct the annual audit for the fiscal year ending June 30, 2013, at a fee not to exceed \$15,500.  
Yes: 6, No: 0. Motion carried.

Motion by R. Atwater, seconded by J. Sweeney, that the Internal Auditing Firm of Raymond F. Wager, CPA, PC. be appointed by the Board of Education to conduct the annual audit for the fiscal year ending June 30, 2013, at a fee not to exceed \$9,270.  
Yes: 6, No: 0. Motion carried.

**SCHOOL PHYSICIAN**

Motion by W. Smith, seconded by L. Mead, that Dr. Margaret Libby is appointed as District Physician for the 2012-2013 school year at a stipend of \$10,159.  
Yes: 6, No: 0. Motion carried.

**SCHOOL ATTORNEY**

Motion by W. Smith, seconded by L. Mead, that the Board of Education approve the appointment of David Lippitt, Esq., of Counsel, Osborn, Reed & Burke, LLP as the School Attorney for the 2012/2013 school year at a billing rate of \$165 per hour.  
Yes: 6, No: 0. Motion carried.

**NOSBA  
REPRESENTATIVES**

Motion by R. Clemens, seconded by L. Mead, to appoint the following Board of Education members to the Niagara-Orleans School Boards Association representatives for the 2012-2013 school year:

<u>Representative</u>	<u>Alternate</u>
A. Moeller	R. Clemens

Yes: 6, No: 0. Motion carried.

**NYSSBA**

Motion by R. Clemens, seconded by G. Kenyon, to appoint the following Board of Education member as the New York State School Boards Association Legislative Liaison for the 2012-2013 school year: R. Clemens.  
Yes: 6, No: 0. Motion carried.

**HEALTH  
CONSORTIUM  
BOARD**

Motion by W. Smith, seconded by R. Atwater, to appoint Allison Brady, School Business Administrator, as the district's representative to the Niagara-Orleans Health Consortium Board of Directors and Niagara-Orleans Workers' Compensation Consortium for the 2012-2013 school year.  
Yes: 6, No: 0. Motion carried.

**SPECIAL  
EDUCATION  
COMMITTEE**

Motion by W. Smith, seconded by L. Mead, to appoint the following members to the Committee on Special Education and Committee on Preschool Special Education for the 2012/2013 school year. The Committees shall include, but not be limited to:

Committee on Special Education Chairperson	Barbara Wright
Committee on Preschool SE Chairperson	Barbara Wright
Substitute CSE/CPSE Chairperson	Gail Upton
	Darnise Annable
School Psychologist	Darnise Annable
School Physician	Dr. Margaret Libby
School Nurse	Sarah McKee
Parent Representatives	Terrie Schultz
	Jeanette Carey
	Erin Goodlander
	Jennifer Gregoire
	Debra Jackson & Kirsty Pierce
Special Education Teacher	Case Specific for CSE/CPSE
Regular Education Teacher	Case Specific for CSE/CPSE
Related Service Providers	Case Specific for CSE/CPSE
Student Evaluator	Case Specific for CSE/CPSE
County Representative	CPSE Only
Parent of Student	
Student, if appropriate	CSE Only
Surrogate Parent	Jennifer Haag

Motion by W. Smith, seconded by L. Mead, that the Board of Education approves the appointment of Hodson Russ and Harris Beach, as the Special Education Attorneys for the 2012/2013 school year.

Yes: 6, No: 0. Motion carried.

**FERPA  
OFFICER**

Motion by W. Smith, seconded by L. Mead that the Superintendent of Schools shall act as FERPA Officer for the District.

Yes: 6, No: 0. Motion carried.

**FEDERAL  
GRANT  
PROGRAMS**

Motion by W. Smith, seconded by L. Mead, to appoint the following administrator of the Federal Grant Program:

Consolidated Federal Program	Allison Brady, Business Administrator
	Barbara Wright, Director of Special Education
	Deborah Sinnott, Director of Curriculum and Instruction and Assessment

“No Child Left Behind”

Title I

Title II, Part A Teacher and Principal Training & Recruiting Fund

Title II, Part D Enhancing Education through Technology

Title IV, Part A Safe & Drug-Free Schools & Community

Title V, Part A Innovative Programs

Federal Funding for the Education Students with Disabilities I.D.E.A.

Barbara Wright

Services Section 504 Compliance Officer Barbara Wright

Yes: 6, No: 0. Motion carried.

**IMPARTIAL  
HEARING  
OFFICER**

Motion by W. Smith, seconded by L. Mead, that the Board of Education, upon recommendation of the Superintendent, approves the following resolution for the list of Impartial Hearing Officers for Special Education:

IT IS RESOLVED, that the Board of Education hereby adopts the list of Impartial Hearing Officers who have been duly certified by the New York State Education Department as having satisfied the training and examination requirements for certification prescribed by the State Education Department for children with disabilities and whose names appear on the SED Updated List of Impartial Hearing Officers effective July 1, 2012.

Yes: 6, No: 0. Motion carried.

Motion by W. Smith, seconded by L. Mead, that the Board of Education, upon recommendation of the Superintendent, approves the following resolution for appointment of Impartial Hearing Officers for Special Education:

IT IS RESOLVED, that the Board of Education shall appoint on a rotational basis the first available Impartial Hearing Officer from its list of Impartial Hearing Officers who have been duly certified by the State of New York in accordance with Education Law Section 4404(1) to serve as the Impartial Hearing Officer in each proceeding in which such an Impartial Hearing Officer is required to be appointed pursuant to the Education Law and the Regulations of the Commissioner of Education.

IT IS FURTHER RESOLVED, that the District Clerk and Superintendent or the Superintendent's designee are authorized to contact the Impartial Hearing Officers from the District's list of Impartial Hearing Officers on a rotational basis to determine their availability, and to carry out all ministerial actions necessary to determine the first available Impartial Hearing Officer. Where an Impartial Hearing Officer is to be appointed at a time when the Board of Education is not in session or between Board meetings, the District Clerk, the Superintendent or Superintendent's designee are authorized to designate and appoint the first available Impartial Hearing Officer from the District's list of Impartial Hearing Officers, and shall report to the Board promptly thereafter the name of the Impartial Hearing Officer so appointed.

Yes: 6, No: 0. Motion carried.

**COMPENSATION  
FOR IMPARTIAL  
HEARING**

Motion by W. Smith, seconded by L. Mead, that the following resolution for compensation of the Impartial Hearing Officer:

IT IS RESOLVED, that the Board of Education shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 NYCRR Section 200.1(x), at the rate of one hundred dollars (\$100) per hour for time spent in pre-hearing, hearing, and post-hearing activities. In addition, Impartial Hearing Officers may be reimbursed for automobile travel at the then-current IRS per diem rate and receipted tolls. Meals and consecutive overnight lodging will be reimbursed in accordance with the current U.S. General Services Administration (GSA) reimbursement rates for Niagara County, New York. Travel by airplane or train will be reimbursed at the lower of the mileage cost (if travel had been by automobile) or the airplane/train ticket. Mailing costs associated with the hearing will also be reimbursed.

Yes: 6, No: 0. Motion carried.

**MEETING  
DATES**

Motion by W. Smith, seconded by L. Mead that work sessions of the Board of Education be held at 7:00 p.m. on the following dates:

September 10, 2012	March 4, 2013
November 5, 2012	April 8, 2013
	May 13, 2013

Yes: 6, No: 0. Motion carried.

Motion by W. Smith, seconded by L. Mead, that regular monthly public meetings of the Board of Education be held at 7:00 p.m. on the following dates:

August 20, 2012	January 14, 2013
September 17, 2012	February 11, 2013
October 15, 2012	March 18, 2013
November 19, 2012	April 22, 2013
December 10, 2012	May 20, 2013
	June 17, 2013

Yes: 6, No: 0. Motion carried.

**BANK  
DEPOSITORIES**

Motion by W. Smith, seconded by L. Mead that the following banks be named depositories for the 2012- 2013 school year:

Key Bank  
JP Morgan Chase  
First Niagara Commercial Bank

Yes: 6, No: 0. Motion carried.

**US & J  
NEWSPAPER**

Motion by W. Smith, seconded by L. Mead, that the Lockport Union-Sun & Journal be named the official newspaper of the Barker Central School District for the 2012-2013 school year.

Yes: 6, No: 0. Motion carried.

**SBA CERT.  
PAYROLL**

Motion by W. Smith, seconded by L. Mead, authorizing the School Business Administrator to certify payrolls.

Yes: 6, No: 0. Motion carried.

**SBA PURCHASING  
AGENT**

Motion by W. Smith, seconded by L. Mead, authorizing the School Business Administrator to act as purchasing agent.

Yes 6, No: 0. Motion carried.

**SUPT. TO SIGN  
PURCHASE**

Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent to sign purchase orders in the absence of the School Business Administrator.

Yes: 6, No: 0. Motion carried.

**SUPT. TO APPLY  
FOR GRANTS**

Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent to apply for state and federal grants in aid.

Yes: 6, No: 0. Motion carried.

**SUPT. TO APPROVE  
CONFERENCES**

Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent of Schools to approve attendance of staff at conferences.

Yes: 6, No: 0. Motion carried.

<b>SUPT. TO APPROVE BUDGET TRANSFERS</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent of Schools to approve budget transfers. Yes: 6, No: 0. Motion carried.</p>
<b>SUPT. TO AUTH. REASONABLE ASSURANCE LETTERS</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent of Schools/School Business Administrator to send reasonable assurance letters to all ten-month employees of the district stating the district's intent to continue their employment during the 2012- 2013 school year. Yes: 6, No: 0. Motion carried.</p>
<b>SUPT. &amp; SBA TO ADMIN. PETTY CASH</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the Superintendent of Schools/School Business Administrator to establish and administer Petty Cash Funds, \$50 for the Business Office, and \$60 for Sports Admissions, and \$100 Varsity Club. Yes: 6, No: 0. Motion carried.</p>
<b>TREASURERS TO SIGN CHECKS</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the District Treasurer and Business Administrator to sign checks. Yes: 6, No: 0. Motion carried.</p>
<b>TREAS. TO CORRECT TAX PAYMENTS/BILLS</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the District Treasurer to correct errors in real property tax payments or billings: WHEREAS, New York State Real Property Tax Law, Section 554 and Section 556, provides for an administrative correction of error process that assists property owners in obtaining refunds and/or corrections for real property tax payments or billings, and WHEREAS, certain clerical errors, unlawful entries and errors in essential fact, as defined in the New York State Real Property Tax Law, are permitted to be corrected by a taxing jurisdiction which can delegate, by resolution, on an annual basis, to an official who is empowered to authorize payment of bills without prior audit, the authority to perform the duties of the tax levying body in regard to Real Property Tax Law, Section 554 and 556, NOW THEREFORE BE IT RESOLVED, that the Barker Central School District Treasurer is hereby delegated the authority to perform the duties of the tax levying body during 2012 when the Real Property Tax Director's recommended refund and/or correction is twenty-five hundred dollars or less, and BE IT FURTHER RESOLVED, that on or before the regular monthly Board of Education meeting, the Treasurer shall submit a report to the Board of Education of the refunds and or corrections processed during the preceding month, containing the name of each recipient, the location of the property, and the amount of the refund. Yes: 6, No: 0. Motion carried.</p>
<b>BOCES COOP. BID</b>	<p>Motion by W. Smith, seconded by L. Mead, authorizing the Barker Central School District to participate in a regional cooperative purchasing program coordinated by any BOCES: WHEREAS, it is the plan of a number of public school districts in Orleans and Niagara Counties, New York to bid jointly: art, general office supplies, physical education and athletic supplies and equipment; chlorine-swimming pool supplies; custodial supplies; paper, duplicating and data processing supplies and paper; fuel oil and gasoline; natural gas, cafeteria products and other supplies bid cooperatively through BOCES, and WHEREAS, the Barker Central School District wishes to participate in the cooperative bidding program through the BOCES that will be drafting specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education and making recommendations thereon; therefore,</p>

BE IT FURTHER RESOLVED, that the Barker Central School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that the Barker Central School District Board of Education agrees (1) to abide by majority decision of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the group; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

Yes: 6, No: 0. Motion carried.

**BLANKET BOND**

Motion by W. Smith, seconded by L. Mead, that the Superintendent of Schools, School Business Administrator, District Tax Collector, and District Treasurer and District Clerk be covered under a blanket position bond to the limit of \$10,000,000.

Yes: 6, No: 0. Motion carried.

**POLICIES, CODE OF ETHICS ADOPTED**

Motion by W. Smith, seconded by L. Mead, to readopt all Policies, including the Transportation Policy, also including the Code of Ethics, the Code of Conduct and the Dignities for All Students Act in effect during the 2012/2013 school year.

Yes: 6, No: 0. Motion carried.

**FUNDS INVESTED**

Motion by W. Smith, seconded by L. Mead, authorizing the District Treasurer to invest funds at the discretion of the Superintendent of Schools/School Business Administrator.

Yes: 6, No: 0. Motion carried.

**MILEAGE REIMBURSEMENT**

Motion by W. Smith, seconded by L. Mead, establishing mileage reimbursement at the I.R.S. standard rate for authorized district business, except where otherwise specified in negotiated agreements.

Yes: 6, No: 0. Motion carried.

**ADJOURNMENT**

Motion by R. Atwater, seconded by L. Mead to adjourn the meeting at 7:07 p.m.

Yes: 6, No: 0. Motion carried.

Respectfully submitted,

Lisa A. Trakas  
District Clerk