

CATSKILL CENTRAL SCHOOL DISTRICT
Catskill, New York 12414

BOARD OF EDUCATION AGENDA
Annual Organizational/Regular Meeting

Tuesday, July 5, 2016

6:00 P.M.

CHS Library

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BOARD MEMBERS PRESENT: W. Fiske, T. Darling, K. Lyles, R. Osswald, J. Nearey, J. Shah

BOARD MEMBERS ABSENT:

OTHERS IN ATTENDANCE: A. Barkman,

(A) OPENING OF MEETING; DESIGNATION OF EMERGENCY EXITS; PLEDGE; ROLL CALL

A.1. The meeting is called to order at _____ by District Clerk Pro Tem, _____ and the Pledge of Allegiance recited.

I. ADMINISTRATION OF OATH

DISTRICT CLERK PRO TEM TO ADMINISTER THE OATH OF OFFICE TO THE RECENTLY RE-ELECTED BOARD MEMBERS: A. Jones, C. Kirch, S. Kubicek

II. DISTRICT CLERK PRO TEM TO CONDUCT THE ELECTION OF OFFICERS

1. President

Motion by _____ to nominate _____ for Board President

Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

2. Vice President

Motion by _____ to nominate _____ for Board Vice President

Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

ADMINISTRATION OF OATH

3. Oath of Office to President and Vice President

The Superintendent and the Board of Education President recommend the following annual appointments for consent agenda, according to Board Policy: (III-VII)

Motion by _____, second by _____ to approve the following annual appointments as listed below.

Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

III. 2016-2017 ANNUAL APPOINTMENTS - Resolutions

1. Resolved: From July 1, 2016 through June 30, 2017, the Board of Education authorizes the use of the impartial hearing officers list, on a rotating basis, approved by SED and in accordance with SED Regulations.
2. Resolved: That the following annual appointments be approved effective July 1, 2016, through June 30, 2017:
 - a. District Treasurer – Amanda McCabe
 - b. Claims Auditor – ONC BOCES Shared Business Office
 - c. School District Tax Collector – Nyrelle Colon at a stipend of \$5,000/yr.
 - d. District Clerk – TBD
 - e. Dignity for All Coordinators- Jennifer Osswald, Ela Kessel, Kim Bushane, Heather Zacchio, Sue Sorkin

IV. OTHER APPOINTMENTS - Resolutions

- a. School Physician – Columbia Memorial Hospital
- b. School Attorneys – Hogan, Sarzynski, Lynch, DeWind, & Gregory, LLP., Hiscock & Barklay, P.C. for Bond Counsel, and Girvin & Ferlazzo, for Construction
- c. Attendance Officers-Maryanne Templeton, Marybeth Favicchio, Alexa Ocasio
- d. District External Independent Auditor – TBD
- e. Internal Auditor – Sickler, Torchia, Allen, & Churchill, CPA's, PC
- f. Records Access Officer/Records Management Officer – TBD
- g. Records Appeals Officer – TBD
- h. Asbestos Designee – John Willabay
- i. Purchasing Agent – Christine Abrahamsen
- j. Title VII/IX Officer – Lisa Schlenker
- k. Title VI Officer – Primary – Annemarie Barkman
- l. EEO Officer – Annemarie Barkman
- m. Section 504 Coordinator – Annemarie Barkman
- n. District Fiscal Advisor – Fiscal Advisors
- o. Compliance Officer for Americans with Disabilities Act (employment/public/facilities)

- accommodations requirements) – Annemarie Barkman
- p. Student Residency Determination Designee – Central Registrar
- q. McKinney-Vento Liason – Central Registrar
- r. Designee for determining decisions regarding retroactive retirement system memberships – Amanda McCabe
- s. Emergency Management/Safety Coordinators – John Willabay/William Muirhead
- t. Chemical Hygiene Officer (OSHA)/School Pesticide Representative – John Willabay
- u. Inventory Control for Technology – Don Marino
- v. Inventory Control for Property, Equipment & Furniture – John Willabay
- w. Extra-Classroom Activities Account Treasurer – Account Clerk Typist/CHS
- x. Extra-Classroom Activities Account Comptroller – High School Principal
- y. The continuation of Professional Practices Committees
- aa. Board Sub-Committees:
 - Buildings & Grounds Committee
 - Finance/Audit Committee
 - Health & Safety Committee
 - Policy Committee
 - Clarke Scholarship Committee
- bb. CSE/CPSE Committee:
 - Chairpersons - TBD
 - Psychologists - Vanessa Perkins
 - Bettina Young
 - School Physician - TBD
 - Parent Members - Diane Wamsley

The child's Special Education and/or Regular Education teacher as defined by Federal regulations.

- cc. CSE Sub-Committees:
 - Chairpersons - Yvonne Waters
 - TBD

The child's Special Education teacher as defined by Federal regulations.

The child's Regular Education teacher as defined by Federal regulations.

A school psychologist as defined by Federal regulations.

V. DESIGNATIONS – Resolution

1. Resolved: That the Board of Education approves the following designations effective July 1, 2016:

- a. Official Bank Depositories and Banks Authorized for Accounts:

First Niagara	JPMorgan Chase Bank – Albany
Trustco Bank	The Bank of Greene County

- b. Banks Authorized for Investments:

First Niagara	JP Morgan Chase
Trustco	The Bank of Greene County
Bank of America	HSBC
Bank of New York	Columbia Greene Federal Credit Union

- c. Official Newspapers: The Daily Mail and Daily Freeman
- d. Certification of Payrolls: Amanda McCabe, District Treasurer
- e. Bonding of Employees:
Employee Theft: \$1,000,000 for Treasurer, Deputy Treasurer, School Tax Collector, and; \$700,000 for the District Clerk, and \$200,000 for the Claims Auditor, the Treasurer of the Extra-classroom Activities Account and District Courier.
- f. Petty Cash Funds:
RESOLVED, that the Board of Education hereby authorizes the establishments of petty cash funds in the amounts listed and appoint the designated positions as custodians of the funds:

High School	Principal	\$100
Middle School	Principal	\$100
Elementary	Principal	\$100
Superintendent’s Office	Secretary	\$100
Business Office	Treasurer	\$100
School Lunch Program	School Lunch Director	\$100
- g. Authorized Signatures:
 - 1. General Fund, Trust & Agency Fund, Capital Fund, School Lunch Fund, and Special Aid Fund, Debt Service Fund checks, and Private Purpose Trust Fund checks:
One of the following signatures required: District Treasurer or Deputy Treasurer in the Treasurer’s absence.
 - 2. Borrowing in Anticipation of Revenues or Taxes through the use of Revenue Anticipation Notes and/or Tax Anticipation Notes as pursuant to Sections 24.00 and 25.00 of the Local Finance Law.
Two of the following signatures required: President, Vice President, and the District Clerk
 - 3. Extra-Classroom Activities Account checks:
One of the following signatures is required: Comptroller or District Treasurer
- h. Radio/TV Stations/Internet for Emergency Closing/Delayed Openings/Early Dismissals:

WCTW	-	98.5	WYJB	-	95.5
WGY	-	810	WNYT TV	-	Channel 13
WFLY	-	Fly 92	WRGB	-	Channel 6
WPDH	-	101.5	WTEN	-	Channel 10
			WXXA	-	Channel 23

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VI AUTHORIZATIONS

- a. Authorize Superintendent of Schools to approve attendance of District employees at meetings, conferences, conventions, and workshops at District expense and to approve related expenses.
- b. Establish reimbursement rate for authorized travel on school business according to the

IRS Code.

- c. Authorize Treasurer to transfer funds among banks and bank accounts as required.
- d. Authorize Superintendent of Schools to approve appropriation transfers among budget account codes.
- e. Authorize the Superintendent to prepare and sign any documents involving resolutions to participate in cooperative bids with BOCES, school districts, and other agencies.
- f. Authorize Superintendent of Schools or his/her designee to apply for Federal, State, private, or other Grants.
- g. Authorize members of the Board of Education with Board approval to attend conferences and conventions with expenses approvable by District guidelines to be reimbursed by the District.
- h. Authorize Superintendent of Schools to hire short-term (day to day) substitute teachers and present to the Board of Education periodically the names of those substitute teachers whose day to day employment has been approved.
- i. Authorize the solicitation of class ring vendors and photographic services for student school pictures.
- j. Authorize the Superintendent to accept donations up to \$5,000.
- k. Authorize the District Treasurer to be the Superintendent's designee for FS-25 (request for quarterly payment); FS-10A (requests for amendments and carry forward).
- l. Authorize the District Treasurer, upon written request, to hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

VII. OTHER ITEMS

1. Annual Items – Resolution

Resolved: That the following 2016-2017 annual items be approved:

- a. Re-adoption of existing Code of Conduct, By-Laws, and Board Policies.
- b. Adoption of existing Building and District Safety Plans.
- c. Resolution to Appoint Catskill Public Library Board of Trustees
RESOLVED, that the Catskill Central School District Board of Education appoint the following individuals, for the terms indicated, as members of the Catskill Public Library Board of Trustees:

<u>Trustee</u>	<u>Term</u>
Gil Bagnell, President	7/1/16 to 6/30/17
Janet Del Vecchio, Vice President	7/1/16 to 6/30/17
Susan Schamerhorn, Treasurer	7/1/16 to 6/30/17
Helene Tieger, Secretary	7/1/16 to 6/30/17
Michael Maloney, Trustee	7/1/16 to 6/30/19

- e. Resolution to Approve Clarke Scholarship Appointments
RESOLVED, that the Catskill Central School District Board of Education hereby approves the following Clarke Scholarship appointments for the 2016-17 school year:
Kerry Overbaugh, High School Administrator
Joannie DiPerna, Secretary
Joel Phelps, Confidential/Financial Secretary

- f. Substitute Rates
Teaching Assistants \$12.00 per hour
Teacher Aides \$ 11.00 per hour

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Monitors/Cafeteria	\$10.00 per hour
Operations and Maintenance	\$12.00 per hour
Clerical	\$10.00 per hour
Computer Technicians	\$20.00 per hour
Nurses	\$16.00 per hour
Non-certified Teachers	\$75.00 per day
Certified Teachers	\$98.00 per day
Certified Administrators	\$200.00 per day

2. Health Services Contracts – Resolution

Resolved: That the President of the Board of Education, District Clerk, and/or the Superintendent of Schools are authorized to sign contracts with districts for the provision of 2016-2017 Health and Welfare services to pupils attending non-public schools located in other districts.

3. Non-Resident Special Education Tuition Students – Resolution

Resolved: That the Superintendent of Schools is authorized to admit non-resident Special Education tuition students placed by area school districts into appropriate Catskill Central School District programs on a space available basis so long as there are no additional unreimbursed expenses to the District.

END OF ORGANIZATIONAL MEETING_____

REGULAR MEETING – July 5, 2016

(B) ANTICIPATED EXECUTIVE SESSION (Subject to Board approval)

For the matters leading to the employment of a particular individual(s), Employment of particular individual(s), and review of programs and placements of students with disabilities. Collective bargaining under the Taylor Law CAA, CTA, CSEA.

Motion by _____, second by _____ to go in to Executive Session at _____.

Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah

Aye ___ Nay ___ Abstain ___ Absent ___

(C) RETURN TO PUBLIC SESSION

Motion by _____, second by _____ to return to Public Session at _____.

Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah

Aye ___ Nay ___ Abstain ___ Absent ___

(D) VISITOR RECOGNITION ON AGENDA ITEMS (Maximum Fifteen Minute Period)

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(E) SUPERINTENDENT'S REPORT

(F) BOARD REPORT

The Interim Superintendent and the Board of Education President recommend the following items for consent agenda, according to Board Policy: G-H10

Motion by _____, second by _____ to approve the recommendation as stated above.
Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

(G) APPROVAL OF MINUTES

The Board of Education hereby approves the June 22, 2016 Board of Education meeting minutes.

(H) PERSONNEL –INSTRUCTIONAL/ NON INSTRUCTIONAL

H. Resignations

H.1.a Resignation of Heather Jenner, Teaching Assistant, CES

Upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts the resignation of Heather Jenner, Teaching Assistant, CES, effective June 24, 2016, for personal reasons.

H.1.b Resignation of Mary Alice Hipwell, Supervisor of CSE/CPSE (P-12)

Upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts the resignation of Alice Hipwell, Supervisor of CSE/CPSE (P-12), effective June 30, 2016, for personal reasons.

H.2 Acceptance of Transfer/Reassignment Recommendations

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby accepts the Transfer/Reassignment Recommendations for the 2016-2017 school year, to be incorporated by reference within the minutes of this meeting.

H.3 Approval of the Time reporting Requirements for Appointed Officials

BE IT RESOLVED, that the Board of Education of the Catskill Central School District hereby establishes the following as standard work days for appointed officials and its employees and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

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<u>Title</u>	<u>Standard Work Day</u>	
	<u>(Hrs/Day)</u>	<u>Term</u>
District Clerk	8	7/01/16-6/30/17
District Treasurer	8	7/01/16-6/30/17
Deputy Treasurer	8	7/01/16-6/30/17
Tax Collector	8	7/01/16-6/30/17
Account Clerk	8	N/A
Clerk Typist	8	N/A
Computer Technician	8	N/A
Receiving Clerk	8	N/A
Head Grounds Person	8	N/A
General Mechanic	8	N/A
Administrative Assistant	8	N/A
Instructional Substitutes	7.5	N/A
Non-Instructional Substitutes	7	N/A

H.4 Acceptance of the Claims Audit Reports

BE IT RESOLVED, the Board of Education hereby accepts the 6/20/16 and 6/24/16 Claims Audit Reports, as submitted by the Claims Auditor.

H.5 Acceptance of Extra-Classroom Activities Accounts Update

BE IT RESOLVED, the Board of Education hereby accepts the Extra-Classroom Activities Accounts update through May 31, 2016, as submitted by the Extra-Classroom Activities Account Treasurer.

H.6 Declaration of Obsolete/Surplus Books and Equipment

WHEREAS, the District owns books and equipment, which are no longer useful or necessary for school District purposes, and is of no value to the School District, as indicated on the (list attached) and made a part of this resolution,

THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares such books and equipment to be Surplus/obsolete property and of no value to the School District and authorizes the disposal of such obsolete books and equipment.

H.7 Increase to Price of Paid School Lunches

BE IT RESOLVED, the Board of Education hereby approves the increase of \$.05 to the school lunch price for the 2016-17 school year.

H.8 Resolution for Abolishment of Position

BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the following resolution of abolishment was presented to the Board of Education for action:

- a. Position is abolished for reasons of economy, effective July 1, 2016, in the tenure area of Supervisor of CSE/CPSE (P-12);

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- b. No individual will be occupying this position at the time the position is abolished.

H.9 Adoption of New Policy

BE IT RESOLVED, the Board of Education hereby adopts the following new policy:

- #4532 – School Volunteers

H.10 Adoption of Revisions to Policies

BE IT RESOLVED, the Board of Education hereby adopts the revisions to the following policies:

- #0100 – Anti-Discrimination/Harassment of Employees and Students (replaces #0100/5040)
- #1120 – School District Records
- #2270 – School Attorney
- #4710 – Grading Systems
- #6900 – Disposal of District Property
- #8110 – School Building Safety
- #8112 – Health and Safety Committee
- #8220 – Buildings and Grounds Maintenance and Inspection
- #8520 – Free and Reduced Price Food Services

END OF CONSENT AGENDA

(I) BOARD ACTION/DISCUSSION ITEMS

(J) COMMITTEE REPORTS AND OTHER MATTERS

(K) FUTURE BOARD MEETINGS

1. July 5, 2016 – CHS Library – 6:00 PM - Annual Reorganizational/Regular Business
2. August 24, 2016- CHS Library – 7:00 PM – **Regular Business**
3. September 21, 2016 – New Employee Reception 6:30 PM – CHS Library – 7:00 PM – **Regular Business**
4. October 19, 2016 — CHS Library – 7:00 PM – **Regular Business**
5. November 16, 2016 — CHS Library – 7:00 PM – **Regular Business**
6. December 14, 2016 – CHS Library – 7:00 PM – **Regular Business**
7. January 18, 2017 – CHS Library – 7:00 PM – **Regular Business**
8. February 8, 2017 — CHS Library – 7:00 PM – Budget Workshop
9. February 22, 2017— CHS Library – 7:00 PM – **Regular Business**

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10. March 8, 2017 — CHS Library – 7:00 PM – Budget Workshop
11. March 22, 2017 – CHS Library – 7:00 PM – **Regular Business**
12. April 12, 2017 — CHS Library – 7:00 PM – Budget Workshop
13. April 25, 2017 – Tuesday - **Regular Business** - Vote on BOCES Annual Budget & BOCES Board Members – CHS Library– 7:00 PM
14. May 3, 2017 – Public Hearing on Budget 6:00 PM
15. May 16, 2017 – Tuesday - Board Member & Budget/Propositions VOTE 1:00 PM – 9:00 P.M. – CHS Gymnasium
16. May 17, 2017 –CHS Library – 7:00 PM – **Regular Business**
17. June 21, 2017 — CHS Library – 7:00 PM – **Regular Business**

(L) VISITOR RECOGNITION ON SCHOOL RELATED NON-AGENDA ITEMS

(M) POSSIBLE EXECUTIVE SESSION (subject to Board approval)

Motion by _____ , second by _____ to go in to Executive Session at _____.
Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

(N) RETURN TO PUBLIC SESSION

Motion by _____ , second by _____ to return to Public Session at _____.
Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___

(O) ADJOURNMENT

Motion by _____ , second by _____ to adjourn at _____.
Results: W. Fiske, T. Darling, A. Jones, C. Kirch, S. Kubicek, K. Lyles, R. Osswald, J. Nearey, J. Shah
Aye___ Nay___ Abstain___ Absent___