

CATSKILL CENTRAL SCHOOL DISTRICT

Catskill, New York

Annual Organizational/Regular Meeting

Board of Education Minutes

July 5, 2017

CHS Library

6:00 P.M.

BOARD MEMBERS PRESENT: M. Dedrick, D. Johnson, C. Kirch, S. Kubicek,
K. Lyles, J. Nearey, J. Shah, A. Varone

BOARD MEMBERS ABSENT: T. Darling

OTHERS IN ATTENDANCE: R. Cook, J. Enck

**(A) CALL TO ORDER; DESIGNATION OF EMERGENCY EXITS; ROLL
CALL AND PLEDGE OF ALLEGIANCE**

Call to Order

The meeting is called to order by Board Clerk Judy Enck at 6:03 pm, emergency exits designated, the Pledge of Allegiance recited, and roll call taken.

*** Tracy Darling arrived at 6:05**

Administration
of Oath

I. ADMINISTRATION OF OATH

The oath of office was administered to recently elected Board members:

Christine Kirch, Andrew Varone

II. ELECTION OF OFFICERS

Election of
Officers

1. The floor was opened for nominations for Board President.

Deborah Johnson (Dedrick) and Kyle Lyles (Shah) were nominated.

There were no other nominations for Board President. Nominations were closed.

Results of vote:

Kyle Lyles (Nearey, Kubicek, Lyles, Shah, Kirch)

Deborah Johnson (Varone, Darling, Dedrick, Johnson)

VOTE: Kyle Lyles for President

Results: Aye 5 Nay 4 (Varone, Darling, Dedrick, Johnson) Abstain 0 Absent 0. Motion carried.

2. The floor was opened for nominations for Board Vice President.

Deborah Johnson (Dedrick) and Junait Shah (Lyles) were nominated.

There were no other nominations for Board Vice President. Nominations were closed.

Results of vote:

Junait Shah (Kirch, Kubicek, Darling, Shah, Lyles)

Deborah Johnson (Dedrick, Nearey, Johnson, Varone)

VOTE: Junait Shah for Vice President.

Results: Aye 5 Nay 4 (Dedrick, Nearey, Johnson, Varone) Abstain 0 Absent 0. Motion carried.

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3. Administration of Oath

Administration of Oath

Oath of Office was administered to President Lyles, Vice-President Shah by Board Clerk. Meeting turned over to President Lyles.

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

Consent Agenda

Motion by Nearey, seconded by Shah to approve the recommendations as stated below. Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.

III. 2017-2018 ANNUAL APPOINTMENTS - Resolutions

Annual Appointments

1. Resolved: From July 1, 2017 through June 30, 2018, 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, 2017, through June 30, 2018:
 - 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. Board Clerk – Judy Enck at a stipend of \$8,000/yr.
 - e. Purchasing Agent – Account Clerk Typist assigned to the Business Office
 - f. Dignity for All Students Coordinators- Jennifer Osswald, Ela Kessel, Kim Bushane, Heather Zacchio, Sue Sorkin

IV. OTHER APPOINTMENTS - Resolutions

Other Appointments

- a. School Physician –Columbia Memorial Hospital: Dr. Ronald Pope, Dr. Christine Lee
- b. School Attorneys – Hogan, Sarzynski, Lynch, DeWind, & Gregory, LLP, Hiscock & Barklay, P.C. for Bond Counsel, and Girvin & Ferlazzo, for Construction
- c. District External Independent Auditor – Sickler, Torchia, Allen, & Churchill, CPA’s, PC
- d. Internal Auditor – Marvin and Co.
- e. Records Access Officer/Records Management Officer – Judy Enck
- f. Asbestos Designee – TBD
- g. Title VII/IX Officer –Lisa Schlenker, Rochelle Sarikey

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- h. Title VI Officer – Primary – Ronel Cook
- i. Title I Officer- Lisa Schlenker, Rochelle Sarikey
- j. EEO Officer – Ronel Cook
- k. Section 504 Coordinator- Rochelle Sarikey
- l. Medicaid Compliance Officer – Rochelle Sarikey
- m. District Fiscal Advisor – Fiscal Advisors
- n. Compliance Officer for Americans with Disabilities Act
(employment/public/facilities accommodations requirements) – Rochelle Sarikey
- o. Student Residency Determination Designee – Central Registrar
- p. McKinney-Vento Liaison – Central Registrar
- q. Emergency Management/Safety Coordinator – TBD
- r. Chemical Hygiene Officer (OSHA)/School Pesticide Representative –
TBD
- s. Inventory Control for Property, Equipment & Furniture – TBD
- t. Extra-Classroom Activities Account Treasurer – Account Clerk
Typist/CHS
- u. Extra-Classroom Activities Account Comptroller – High School Principal
- v. Claims Auditor- ONC Shared Business Office
- w. Continuation of Professional Practices Committee
- x. Home –School Liaison – Central Registrar

aa. Board Sub-Committees:

- Buildings & Grounds Committee
- Finance/Audit Committee
- Health & Safety Committee
- Policy Committee
- Clarke Scholarship Committee

bb. CSE/CPSE Committee:

- | | | |
|--|---|---|
| Chairperson | - | Rochelle Sarikey |
| School Psychologists/
Alternate Chairpersons- | | Vanessa Adair
Cynthia Nash
Bettina Young
Christie Berard |
| School Physician | - | Dr. Ronald Pope,
Dr. Christine Lee |
| Parent Members | - | Renee Farrell, Alberta Rippey, |

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Christine Murrell, Rebekka
Davies,
Amy Konsul, Diane Wamsley
Alison Davis, Heather Frascello

Surrogate Parents (if needed on a CSE or CPSE meeting):

Christine Murell
Rebekka Davies
Amy Konsul

The child’s Special Education and Regular Education teacher
as defined by Federal regulations.

V. DESIGNATIONS – Resolution

Designations

1. Resolved: That the Board of Education approves the following designations effective July 1, 2017:

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

Key Bank	JP Morgan Chase Bank – Albany
Trustco Bank	The Bank of Greene County

- b. Banks Authorized for Investments:

Key Bank	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, School Tax Collector, and;
\$700,000 for the Board Clerk, and \$200,000 for the Claims Auditor,
the Treasurer of the Extra-classroom Activities Account and District
Courier.

- f. Petty Cash Funds:

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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:

\$100 High School	Principal
\$100 Middle School	Principal
\$100 Elementary	Principal
\$100 Business Office	Treasurer

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:
The following signature required: District Treasurer.
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 Board Clerk
3. Extra-Classroom Activities Account checks:
One of the following signatures is required: High School Principal and Account Clerk

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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- i. Regular Monthly Meetings: Second Wednesday of each month, special meetings as required.

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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. Authorizations
- b. Reimbursement rate for authorized travel on school business pursuant 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 Other Items

Resolved: That the following 2017-2018 annual items be approved:

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a. 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	7/1/17 to 6/30/20
Michael Maloney, Vice President	7/1/16 to 6/30/19
Susan Schamerhorn, Treasurer	7/1/15 to 6/30/18
Helene Tieger, Secretary	7/1/16 to 6/30/18
Open Seat	
Open Seat	

b. 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 2017-18 school year:

- Marielena Hauser, High School Administrator
- Joannie DiPerna, Secretary
- Joel Phelps, Confidential/Financial Secretary

c. Substitute Rates

Teaching Assistants	\$12.00 per hour
Teacher Aides	\$11.00 per hour
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, Board Clerk, and/or the Superintendent of Schools are authorized to sign contracts with districts for the provision of 2017-2018 Health and Welfare services to pupils attending non-public schools located in other districts.

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_____END OF ORGANIZATIONAL MEETING_____

July 5, 2017
Regular
Meeting

REGULAR MEETING – July 5, 2017

(B) EXECUTIVE SESSION N/A

Executive
Session

(C) RETURN TO PUBLIC SESSION N/A

Return to
Public Session

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

Visitor
Recognition

(E) SUPERINTENDENT’S REPORT

Superintendent
Report

Dr. Cook congratulated President Lyles and Vice President Shah. He assured the Board that he takes his role and responsibilities as Superintendent seriously and will do his best to give Catskill students a high quality education.

Dr. Cook gave an overview of this year’s summer programs which include Summer School, Media Camp, Regents Review, Music Camp, Catskill Skills Academy (Middle School) and Catskill Cats Academy (Elementary). Questar also has summer classes at Catskill Academy.

(F) PERSONNEL- INSTRUCTIONAL/NON-INSTRUCTIONAL

Personnel-
Instructional/
Non
Instructional

The Interim Superintendent recommends the following items for consent agenda, according to Board Policy: F.1–F.4

F.1 Approval of the Time Reporting Requirements for Appointed Officials

Time
Reporting
Requirements

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:

<u>Title</u>	<u>Standard Work Day</u>	<u>Term</u>
District Treasurer	8	7/01/17-6/30/18
Administrative Assistant	8	N/A

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CHS Library

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Clerk Typist	8	N/A
Principal Account Clerk	8	N/A
Senior Account Clerk	8	N/A
Account Clerk Typist	8	N/A
Senior Clerk Typist	8	N/A
Custodian (including Day and Night Supervisors)	8	N/A
Head Groundskeeper	8	N/A
Laborer, Cleaner, Courier	8	N/A
Teacher Aide	7	N/A
Cook	7	N/A
School Monitor, Food Service Helper, Clerk-Cashier	7	N/A
Teaching Assistant	7	N/A
IT-1, Network Administrator	8	N/A
IT-2, Computer Technician	8	N/A
MW-1- School Bldg Maintenance	8	N/A
Work Supervisor		
Registered Nurse (RN2,3,4)	7.5	N/A

Appointments

Appointments

F.2 Appointment of Jose Rivera, Cleaner, CHS

J. Rivera

Upon the recommendation of the Superintendent, the Board hereby approves the one year probationary appointment (probation period beginning July 1, 2017 and ending June 30, 2018) of **Jose Rivera** , to the position of Cleaner, 8 hrs per day, effective July 1, 2017.

F.3 Appointment of Ethan Smith, Cleaner, CHS

E. Smith

Upon the recommendation of the Superintendent, the Board hereby approves the one year probationary appointment (probation period beginning July 1, 2017 and ending June 30, 2018) of **Ethan Smith** , to the position of Cleaner, 8 hrs per day, effective July 1, 2017.

F.4. Amendment of Appointment of Assistant Principal, CMS (6/21/17 BOE Meeting, Item F.5.a.)

Amendment
of
Appointment
J. Munroe

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education approves the appointment of **Jacqueline Munroe** as Assistant Principal, assigned to the Middle School (certification: School Building Leader, Initial, exp. 8/31/19), in the Assistant Principal tenure area, for a four-year probationary term, effective July 15, 2017 and terminating July 14, 2021, at an annual salary of \$77,000 (including July 1, 2017 CAA raise), assigned to CMS (original appointment date: July 1, 2017).

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_____END OF CONSENT AGENDA_____

Motion by Kubicek, seconded by Shah to approve the recommendations as stated above .

Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.

(G) BOARD ACTION/DISCUSSION ITEMS

Board Action/
Discussion

The Interim Superintendent and the Board of Education President recommend the following items for consent agenda, according to Board Policy: J.1-J.13

G.1 APPROVAL OF MINUTES

Approval of
Minutes

The Board of Education hereby approves the June 21, 2017 Board of Education meeting minutes.

G.2 Acceptance of the Claims Audit Reports

Acceptance of
Claims Audit
Reports

BE IT RESOLVED, the Board of Education hereby accepts the 6/16/17 (2), and 6/22/17 Claims Audit Reports, as submitted by the Claims Auditor.

G.3 Approval of Contract for Health and Welfare Services

Acceptance of
CSE/CPSE
Recommendati
ons

BE IT RESOLVED, the Board of Education hereby authorizes a Health and Welfare Services contract between Catskill Central School District and City School District of Albany for 2 Catskill students enrolled in Parochial or Private Schools in Albany for the 2016-17 school year in the amount of \$764.13 per pupil

G.4 Approval of Transportation Contract

Approval of
Transportation
Contract

BE IT RESOLVED, the Board of Education hereby authorizes a transportation contract between Catskill Central School District and Michael S. Johnston for student transportation to The School at Northeast beginning 7/10/17 and ending 8/18/17 at the rate of \$245 per day.

G.5 Approval of Transportation Contract

Approval of
Transportation
Contract

BE IT RESOLVED, the Board of Education hereby authorizes a transportation contract between Catskill Central School District and Michael S. Johnston for student transportation to Catskill Middle School beginning 5/23/17 and ending 6/22/17 at the rate of \$290 per day.

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G.6 Approval of Transportation Contract

Approval of
Transportation
Contract

BE IT RESOLVED, the Board of Education hereby authorizes a transportation contract between Catskill Central School District and First Student for student transportation to Catskill Elementary School beginning 5/25/17 and ending 6/24/17 at the rate of \$50 per day.

G.7 Approval of Transportation Contract

Approval of
Transportation
Contract

BE IT RESOLVED, the Board of Education hereby authorizes a transportation contract between Catskill Central School District and Cocksackie Transport for student transportation to Anderson/Astor Schools beginning 7/3/17 and ending 8/18/17 at the rate of \$320 per day.

G.8 Declaration of Obsolete/Surplus Books and Equipment

Approval 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 are of no value to the School District, as indicated on the 6/28/17 Technology Lists (3), 6/15/17 CES Library list and 6/23/17 HS Library list (lists 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.

G.9 Approval of Teacher of the Visually Impaired Contract

Approval of
Teacher of the
Visually
Impaired
Contract

BE IT RESOLVED, that the Board of Education hereby authorizes a contract between Catskill Central School District and Mary Alice McCraith for Teacher of the Visually Impaired services for a Catskill Special Education student in an Out of District placement for the 2017-18 school year at the rate of \$125 per 60 minute session (number of sessions to be provided as per IEP).

G.10 Approval of Lease Agreement

Approval of
Lease
Agreement

BE IT RESOLVED, that the Board of Education hereby authorizes a lease agreement between Catskill Central School District (landlord) and Board of Cooperative Educational

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CHS Library

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Services, Rensselaer, Columbia and Greene Counties (tenant) for the use of Catskill High School Classroom # 162, 163, 164, and 165 beginning July 1, 2017 and ending August 31, 2017 at the rate of \$2800 per month.

G.11 Approval of Clarke Scholarship Recipients

Approval of
Clarke
Scholarship
Recipients

BE IT RESOLVED, the Board of Education hereby approves the following recommendations of the Clarke Scholarship executive committee: Awarding of Clarke Scholarships for the Class of 2017:

Full Clarke Awards: 1001452, 1001474, 1001444, 1001435, 1001482, 1001494

Partial Awards: 1001451

Alternates: 1001487, 1001498, 1001456, 1001507, 1001431, 1001463

_____END OF CONSENT AGENDA_____

Motion by Shah, seconded by Dedrick to approve the recommendations as stated above.

Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.

(H) BOARD REPORT

Board Report

James Nearey, member of the Audit and Finance Committee reported that the audit by the State Comptrollers was complete and the final report has not been received to date.

(I) COMMITTEE REPORTS AND OTHER MATTERS

Committee
Reports
Visitor
Recognition

2017-18 Board Committee Members are as follows:

- **Finance/Audit -Nearey (Chair), Varone, Darling**
- **Health and Safety- Dedrick (Chair), Kirch**
- **Policy- Johnson (Chair), Shah, Kirch, Kubicek**
- **Buildings and Grounds- Lyles (Chair), Nearey, Dedrick**
- **Clarke Scholarship- Shah, Darling, Varone**

(J) FUTURE BOARD MEETINGS

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Future Board Meetings

**CATSKILL CENTRAL SCHOOL DISTRICT
SCHOOL BOARD MEETINGS 2017-2018**

1. July 5, 2017 – CHS Library – 6:00 PM - Annual Reorganizational/Regular Business
2. July 19, 2017 – CHS Library – 7:00 PM – **Regular Business**
3. August 23, 2017- CHS Library – 7:00 PM – **Regular Business**
4. September 20, 2017 – New Employee Reception 6:30 PM – CHS Library – 7:00 PM – **Regular Business**
5. October 18, 2017 — CHS Library – 7:00 PM – **Regular Business**
6. November 15, 2017 — CHS Library – 7:00 PM – **Regular Business**
7. December 13, 2017 – CHS Library – 7:00 PM – **Regular Business**
8. January 17, 2018 – CHS Library – 7:00 PM – **Regular Business**
9. February 7, 2018 — CHS Library – 7:00 PM – Budget Workshop
10. February 14, 2018— CHS Library – 7:00 PM – **Regular Business**
11. March 7, 2018 — CHS Library – 7:00 PM – Budget Workshop
12. March 21, 2018 – CHS Library – 7:00 PM – **Regular Business**
13. April 24, 2018 – Tuesday - **Regular Business** - Vote on BOCES Annual Budget & BOCES Board Members – CHS Library– 7:00 PM
14. May 2, 2018 – Public Hearing on Budget 6:00 PM
15. May 15, 2018 – Tuesday - Board Member & Budget/Propositions VOTE 1:00 PM – 9:00 P.M. – CHS Gymnasium
16. May 16, 2018 –CHS Library – 7:00 PM – **Regular Business**
17. June 20, 2018 — CHS Library – 7:00 PM – **Regular Business**

(K) VISITOR RECOGNITION ON SCHOOL RELATED NON-AGENDA ITEMS
N/A

Visitor Recognition/Non Agenda

(L) APPOINTMENT OF BOARD CLERK PRO-TEM

BE IT RESOLVED, the Board of Education hereby appoints **Ronel Cook** as District Clerk Pro Tem for the remainder of this meeting.

Appointment of Clerk Pro-Tem

Motion by Kubicek, seconded by Nearey to approve the recommendation as stated above.

Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.

(M) EXECUTIVE SESSION

For the matters pertaining to the employment of particular individuals. No action to be taken upon return.

Executive Session

Motion by Darling, seconded by Dedrick to go in to Executive Session at 7:05 pm.

Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.

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(N) RETURN TO PUBLIC SESSION

**Motion by Lyles, seconded by Shah to return to Public Session at 7:57 pm.
Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.**

Return to
Public Session

(O) ADJOURNMENT

**Motion to Adjourn by Lyles, seconded by Shah at 8:00 pm.
Results: Aye 9 Nay 0 Abstain 0 Absent 0 Motion carried.**

Adjournment

Board Clerk

Clerk Pro-Tem