

# SKANEATELES CENTRAL SCHOOL DISTRICT

## Board of Education

Thursday, July 7, 2016 Agenda

Executive Session 6:00 p.m.

## Reorganization Meeting

Carl W. Gerst, Jr. Board of Education Room

7:00 p.m.

Regular Meeting to Immediately Follow

1. Call to Order – Superintendent
2. Pledge of Allegiance
3. Quorum Count
4. Agenda
  - a. Election - President  
The Board will elect one of its members to serve as President for 2016-2017.
  - b. Oath of Office – President of the Board who will then preside over the remainder of the meeting.
  - c. Election - Vice President  
The Board will elect one of its members to serve as Vice President for 2016-2017.
  - d. Oath of Office – Vice president of the Board
  - e. Approval of Board of Education Committees for 2016-2017 including advisory and ad hoc committees
    - Audit Budget and Finance Committee
    - Curriculum, Instruction, and Assessment Committee
    - Strategic Planning Committee
    - Policy Committee
    - Communications Committee
    - Wellness Committee
  - f. 2016-17 Board Meetings - a resolution is needed to establish Board Meetings as per attached schedule. (enclosure)
  - g. NYSSBA
    - i. Attendance at NYSSBA Convention
  - i. Appointments - a resolution is requested to appoint
    - i. Clerk of the Board - Doris Sorendo as Clerk of the Board at a salary of \$4,000
    - ii. Treasurer – Mary Ellen Stevens as School District Treasurer and to be bonded for \$4,775,000.
    - iii. Deputy Treasurer – Barbara Kula as Deputy Treasurer and to be bonded for \$4,775,000.
    - iv. Business Administrator – Joseph Butler and be bonded for \$1,000,000.
    - v. Purchasing Agent – Joseph Butler
    - vi. Deputy Purchasing Agent – Christine DeMass

- vii. Petty Cash Fund - to establish a petty cash fund in the amount of \$100.00 to be administered by Doris Sorendo.
  - viii. Tax Collector - Lori Milne as Tax Collector and be bonded for \$23,850,000.
  - ix. Registrar (Attendance Officer) - Kathleen Sparrow
  - x. District Homeless Liaison – Kathy Sparrow
  - xi. Workers’ Compensation Consortium Board of Directors – Christine DeMass
  - xii. Chief Emergency Officer – (State required for School Safety Plans) – Kenneth Slentz
  - xiii. Extra-classroom Treasurers for the Middle School and High School for the 2016- 2017 school year - Marge Cooter – Middle School; Amy Kimm - High School
  - xiv. Director of Student Athletes and Programming – Michael Major
  - xv. Acting Superintendent (for when the Superintendent is out of state, on vacation, or otherwise incapacitated) – Greg Santoro
  - xvi. Substitute Teachers and Substitute Nurses (attachment)rate for the 2016-2017 school year – a rate of \$95/day for teachers and \$100/day for nurses.
- j. Designation of Official Newspaper  
A resolution is needed to designate the Skaneateles Press, Citizen, Skaneateles Journal and Syracuse Post Standard as the official newspapers.
- k. Designation of Bank Depository(s) (listed alphabetically) First Niagara Bank  
Key Bank of Central New York  
M & T Bank  
Community Bank, NA  
New York Liquid Asset Fund (Formerly CLASS)  
Savannah Bank  
Solvay Bank  
The Chase Manhattan Bank
- l. Service Charges - Returned Checks  
A resolution is needed authorizing the district to charge a \$25.00 fee per check for returned checks.
- m. Travel Rate  
A resolution is needed to set the travel reimbursement rate at \$.54 per mile. (current IRS rate)
- n. School Breakfast and Lunch Prices  
A resolution is needed to set the school breakfast and lunch prices at the current rate of \$1.50 for breakfast, elementary lunch at \$2.65, and HS/MS lunch \$2.85.
- o. Professional Services Appointments: A resolution is needed to appoint
  - i. School Physician – A resolution is needed to appoint Dr. Michael Glowacki as the school physician for the 2016-2017 school year
  - ii. Associate School Physicians – A resolution is needed to appoint the following as associate school physicians
    - Dr. Jeffrey Carlberg
    - Dr. Mary Beth Carlberg
    - Dr. Gail Bilinski-Keenan
  - iii. Internal Claims Auditor - A resolution is needed to appoint Cuddy and Ward as the Internal Claims Auditor.
  - iv. District Counsel  
A resolution is needed to appoint the following as the School District’s Legal Counsel:
    - Milford, Lynch, and Shannon (local issues)
    - Girvin and Ferlazzo, PC (day-to-day operations and educational matters)

- Cayuga-Onondaga BOCES Personnel Relations Services (collective bargaining, personnel, and student discipline matters)
  - O'Hara, O'Connell, & Ciotoli (tax certiorari matters)
- v. District Auditor - A resolution is needed to appoint Raymond F. Wager, CPA, P.C., as District Auditor for the 2016-2017 school year.
- vi. District Financial Advisors - A resolution is needed to appoint Fiscal Advisors & Marketing, Inc. as District Financial Advisors for the 2016-2017 school year.
- vii. Appointment of Bond Counsel - A resolution is needed to appoint Trespasz & Marquardt, LLP as District Bond Counsel for the 2016-2017 school year.
- viii. Appointment of District Insurance Carrier - A resolution is needed to appoint Delmonico Insurance Agency as District Insurance Carrier for the 2016-2017 school year.
- p. Authorizations, Certifications, and Access - resolution(s) are needed to address the following areas:
- i. Payroll Certification - authorizing the Superintendent of Schools to certify the payrolls.
  - ii. Designation of Authorized Signature on Checks - designating Mary Ellen Stevens, Treasurer, as the official signer of district checks and in her absence, Barbara Kula.
  - iii. Attendance at Conferences - permitting the Superintendent of Schools to authorize attendance to conferences, conventions and workshops.
  - iv. Representative to Healthcare Board - designating Christine DeMass as District Representative to the Cayuga-Onondaga Area School Employees' Healthcare Plan's Board of Directors for the 2016-2017 school year.
  - v. Asbestos Designee - approving Elaine MacLachlan as the AHERA Asbestos (LEA) designee for the 2016-2017 school year, per public law 99-519.
  - vi. Records Access Officer - appointing Joseph Butler as Records Access Officer for the 2016-2017 school year, per Public Officer Law 87 (b)(ii).
  - vii. Records Management Officer - appointing Joseph Butler as Records Management Officer for the 2016-2017 school year, per Commissioner Regulations 185.2(a)(1).
  - viii. Medicaid Compliance Officer - appointing Joseph Butler as Medicaid Compliance Officer for the 2016-2017 school year.
  - ix. Authorization of Budgetary Transfers - in accordance with policy 5305, authorizing the Superintendent of Schools to make transfers within and between functions up to but not exceeding \$5,000.
  - x. Employee Examinations - authorizing the Superintendent to require that employees be examined by a physician as designated in accordance with Section 913 of the New York State Education Law.
- q. Readopting of All Board Policies in Effect during the 2015-2016 school year for the 2016-2017 school year. As per Education Law, Section 1709 and 2503, a resolution is needed to readopt all Board Policies that were in effect during the 2015-2016 school year including the School Code of Conduct and Discipline.
- i. Partial Payment of School Taxes
    - *Be it resolved that the Board of Education of the Skaneateles Central School District hereby authorizes the District tax collector to collect taxes in partial payment amounts with appropriate penalties being assessed as allowed by law and regulation.*
- r. Healthcare Plan Municipal Cooperation Agreement - A resolution is needed to adopt the amended Municipal Cooperation Agreement for the Cayuga/Onondaga Area School Employees Healthcare Plan and to authorize the President and Superintendent to sign said agreement on behalf of the district.

- s. Special Education, Dignity Act, and Compliance Responsibilities – a resolution(s) is needed establishing, directing, or authorizing the following:
- i. Committee on Preschool Special Education (CPSE) - to establish a Committee on Preschool Special Education for the 2016-2017 school year in accordance with the provision of Education Law, Section 4410 to implement the provisions of Section 200.16 of the Commissioner’s Regulations.
  - ii. Committee on Special Education (CSE) - to establish a Committee on Special Education (CSE) for the 2016-2017 school year in accordance with the provisions of Education Law, Section 4402, to ensure timely evaluations and placement of student(s).
  - iii. Subcommittees on Special Education - to establish subcommittees for each school for the 2016-2017 school year to perform the function of the Committee on Special Education pursuant to the provision of Education Law, Section 4402, except when a student is considered for initial placement in a special class outside of the student’s school of attendance; or a school primarily serving students with disabilities or a school outside of the student’s district.
  - iv. Appointment of Director of Learning to the following:
    - CSE Chairperson (District)
    - CSE Chairperson (Subcommittee)
    - CPSE Chairperson
    - Section 504 Chairperson
  - v. Appointment of the Primary/Intermediate School Psychologist, to the following:
    - CSE Chairperson (District)
    - CSE Chairperson (Subcommittee)
    - CPSE Chairperson
    - CSE Psychologist
    - CPSE Psychologist
    - Section 504 Chairperson
  - vi. Appointment of the Middle/High School Psychologist, to the following:
    - CSE Chairperson (District)
    - CSE Chairperson (Subcommittee)
    - CPSE Chairperson
    - CSE Psychologist
    - CPSE Psychologist
    - Section 504 Chairperson
  - vii. Appointment of the Business Official to the following:
    - Title IX Officer
  - viii. Appointment of the Superintendent to the following:
    - Title I Coordinator
    - Designated Education Official
    - District-Level Dignity Act Coordinator
- t. School-Level Dignity Act Coordinators – a resolution is needed for the following appointments:
- i. Skaneateles High School – Gregory Santoro
  - ii. Skaneateles Middle School – Gary Gerst
  - iii. State Street Intermediate School – Stephen Widrick
  - iv. Waterman Primary School – Stephen Widrick

5. Approval of Contract Extension for Superintendent

- i. Through July 7, 2019 per terms of current contract. No additional salary.

6. Oath of Office - Superintendent

7. Conflict of Interest – Acknowledgement & Signature

To comply with the recommendation of the District auditors and good practice, the following are directed by the Board to sign a conflict of interest statement to ensure that the District is practicing acceptable methods of protecting itself from potential self-dealing transactions:

- i. Board of Education members
- ii. Superintendent of Schools
- iii. Business Official
- iv. Assistant Business Official
- v. Treasurer

8. Adjourn