

**ROMULUS CENTRAL SCHOOL
ROMULUS, NY 14541**

BOARD OF EDUCATION REORGANIZATION MEETING MINUTES

JULY 2, 2012

6:00 P.M. – BOARD CONFERENCE ROOM

PRESENT: Seth Brandow, Rebecca Jessop, Timothy Kuryla, Robert McCann, Kara Mapstone, James Somerville, Thomas Wilson

OTHERS PRESENT: Michael J. Hoose – Superintendent; Leanne B. Keel – District Clerk; Christopher Puylara – RFA President

OTHERS ABSENT: Robert Boulware – Business Manager

OATH OF OFFICE GIVEN TO NEW AND RE-ELECTED BOE MEMBERS

Ms. Keel called the meeting to order at 6:00 p.m., recited the Pledge of Allegiance, and welcomed guests. She then administered the Oath of Office to Mrs. Mapstone and Mr. Wilson as newly elected Board of Education members, and then to Mr. McCann and Mrs. Jessop as re-elected Board of Education members.

This was followed by a request for nominations to the office of President and Vice President of the Board of Education.

ELECTION OF OFFICERS

1. ELECTION OF OFFICERS

• **President of the Board**

Mr. McCann was nominated by Mr. Brandow, seconded by Mrs. Jessop. No other nominations were made.

Mr. McCann was elected with seven affirmative votes.

• **Vice-President of the Board**

Mr. Brandow was nominated by Mr. McCann, seconded by Mrs. Mapstone. No other nominations were made.

Mr. Brandow was elected with seven affirmative votes.

OATH OF OFFICE GIVEN TO OFFICERS

• **Administration of Oath of Office to Officers by District Clerk**

Ms. Keel administered the Oath to both Mr. McCann and Mr. Brandow as Officers of the Board of Education for the 2012-2013 school year.

APPOINTMENT OF OFFICERS

2. APPOINTMENT OF OFFICERS 2012-13 APPTS.

- | | |
|-----------------------------|------------------------------|
| • District Clerk | Leanne Keel @ \$5,037 |
| • District Treasurer | Mark Socola |

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- **Deputy Treasurer** Phyllis Moore
- **Tax Collector** Linda Wadhams @ \$516
- **Claims Auditor** Alan Corlett @ not to exceed \$5,500
- **Internal Auditor** Management Advisory Group Per Contract(s)

OATH OF OFFICE GIVEN TO OFFICERS

Motion to appoint the Officers listed above, and to authorize the District Clerk to administer the Oath of Office, made by Mr. Kuryla, seconded by Mrs. Jessop, and carried unanimously.

OTHER APPOINTMENTS

3. OTHER APPOINTMENTS 2012-13 APPTS.

- **School Physician** Life Care @ \$9,590
- **School Attorney** Marc Reitz @ \$190/Hr.
(Authorization for the Superintendent to use an attorney that has the expertise in the area where assistance is needed)
- **Central Treasurer, Activity Accounts - Suzanne Nicholson @ \$1,297**
- **Alternate Treasurer, Activity Accounts - Michael Hoose**
- **Attendance Officers** Lynn Rhone
- **Auditor, Activity Accounts - Robert McCann**
- **Alternate Auditor, Activity Accounts - Michael Hoose**
- **Hearing Officer for Fed. Meal Program - Robert McCann**
- **Bank Courier** James Werner
- **Copyright Officer** Lynn Rhone
- **Records Management Officer - Leanne Keel @ \$634**
- **Recording Secretary, BOE Audit Committee - Leanne Keel @ \$348**
- **Public Records Access Officers – Leanne Keel, Michael Hoose, Lynn Rhone**
- **Confidentiality of Computerized Info. Officer – Michael Hoose**
- **LEA Designee** Michael Hoose
- **ADA Coordinator** Michael Hoose
- **Purchasing Agent** Robert Boulware @ \$6,195
- **Independent Auditor** Ray Wager, RFP 5-Year Quote
- **Chemical Hygiene Officer – Elizabeth Caruso**
- **Title IX Coordinator** Michael Hoose
- **Section 504 Coordinator** Mary Jo Shrey
- **Information Officer Volunteer – Mary Lee Sampson**

Motion made by Mr. Brandow, seconded by Mr. Kuryla, and carried unanimously.

DESIGNATIONS

4. DESIGNATIONS

- **Official Bank Depositories – Five Star Bank, Community Bank, N.A., M&T Bank, Savannah Bank, N.A., J. P. Morgan Chase, Lyons National Bank**
- **Official Newspaper – FINGER LAKES TIMES**

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- **BOE Committee Assignments for 2012-13 – TABLED**

MONTHLY MEETINGS

- **Regular monthly meeting dates/times of BOE for 2012-2013**
 - **Regular: 2nd and 4th Tuesdays, Time: 7:00 P.M.**
July, August, 2012 and April, 2013 meetings --TBA
 - **Special, if needed: TBA**

Motion made by Mr. Brandow, seconded by Mr. Kuryla, and carried unanimously.

AUTHORIZATIONS

5. AUTHORIZATIONS 2012-13 APPTS.

- **Payroll Certification Robert Boulware**
- **Alternate Payroll Certification - Michael Hoose**
 - **Use of District Treasurer's signature on all School District checks**
 - **District Treasurer authorized, in an emergency, to issue RCS checks drawn on any Fund up to \$10,000.00**
 - **Superintendent to apply for Grants in Aid, State and Federal**
 - **Sue Nicholson, Ex. Secretary, to establish a General Petty Cash Fund of \$100.00**
 - **Rebecca Elder, Director of Transportation, establishment of Bus Driver Petty Cash Fund of \$100.00**
 - **Establishment of a Cafeteria Petty Cash Fund of \$100.00**
 - **Establishment of startup dollars in the amount of \$200.00 for the School Lunch Program**
 - **Issuance of individual checks not to exceed \$5,000.00 to re-establish credit in the postage meter, purchase of stamps for Tax Collector, etc.**
 - **Superintendent and Business Manager to make budget transfers to a limit of \$10,000**
 - **Superintendent to approve attendance of all Staff to conferences and workshops**
 - **Rate to be charged for requests to copy/reproduce documents for FOIL, FERPA, etc. will be \$.50 per page or the actual direct cost involved.**

Motion made by Mr. Somerville, seconded by Mr. Kuryla, and carried unanimously.

BONDINGS

6. OFFICIAL UNDERTAKINGS (BONDS)

- **District Clerk @ \$1,000,000**
- **District Treasurer @ \$1,000,000**
- **District Tax Collector @ \$1,000,000**
- **Central Treasurer, Activity Accounts @ \$1,000,000**
- **Claims Auditor @ \$1,000,000**

Motion made by Mr. Brandow, seconded by Mr. Kuryla, and carried unanimously.

7. OTHER ITEMS

MISCELLANEOUS ITEMS

- **Readoption of all POLICIES and CODE OF ETHICS in effect during the previous year**

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- Establish mileage reimbursement rate for 2012-2013 at IRS reimbursement rate
- Establish bus mileage reimbursement rate for 2012-13 for Romulus CSD organization, club, class, group trips, including the Romulus Foundation for Educational Opportunities, @ \$2.50 per mile and \$23.00 per hour for the Bus Driver.
- Establish bus mileage reimbursement rate for 2012-13 for the use of a Romulus CSD bus by outside groups @ \$3.50 per mile and \$28.70 per hour for the Bus Driver.

Motion made by Mr. Brandow, seconded by Mrs. Jessop, and carried unanimously.

PUBLIC COMMENTS

• **PUBLIC COMMENTS—**

Mr. Puylara addressed “year end issues”, specifically the Memorandum from the Board of Education sent on June 20, 2012 to all RCS Staff. He spoke on behalf of the Romulus Faculty Association membership explaining their questions and concerns regarding the upcoming search for a new Superintendent, the Merger Study, and internal Leadership--all items that were mentioned in the Memo. The BOE responded to these concerns, answered questions, and also stated that the BOE has no issues with teachers, that there was no intent to make them feel unappreciated, and that the BOE wishes to have everybody pull together as a team. Mr. Brandow apologized for any miscommunication created by the Memo, and Mr. McCann again reiterated that “we need a shared vision and a team effort.”

CLERK’S REPORT:

1.1M Approval of Minutes of June 26, 2012

Motion made by Mr. Kuryla, seconded by Mr. Somerville, and carried unanimously.

1.2M Approval of Payroll for June, 2012

Motion made by Mr. Somerville, seconded by Mr. Brandow, and carried unanimously.

1.3 Discussion regarding July and August, 2012 BOE meetings.

It was decided that July 31, 2012 and August 14, 2012 BOE meetings will be held at 7:00 p.m.

1.4 Acceptance of **information copies** of Claims Auditor Report for June, 2012

SUPERINTENDENT’S REPORT: Mr. Hoose

2.1 Update

Mr. Hoose mentioned that the BOE Negotiations Committee will meet with Mr. Puylara, RFA President, on July 31, 2012 to review the APPR draft.

RE-ESTABLISH ATHLETIC ASSOC. MEMBERSHIP

2.2M Authorization to re-establish membership in the NYS Public High School Athletic Assoc., Inc. for the 2012-13 school year.

Motion made by Mr. Kuryla, seconded by Mrs. Mapstone, and carried unanimously.

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RE-ESTABLISH RURAL SCHOOLS MEMBERSHIP

2.3M Authorization to re-establish membership in the Rural Schools Program @ \$575.00 for the 2012-13 school year.

Motion made by Mr. Brandow, seconded by Mr. McCann, and carried unanimously.

2012-13 PLANNED ACTIVITIES FOR FOUNDATION, PTCC, ALUMNI ASSOC.

2.4M Authorization of 2012-13 planned activities for the Romulus CSD Foundation for Educational Opportunities, the Alumni Association, and the Parent Teacher Community Connection (PTCC).

Motion made by Mr. Kuryla, seconded by Mr. Somerville, and carried unanimously.

RESOLUTION FOR GOVERNOR TO VETO VOUCHER PROGRAM

2.5RS WHEREAS a last minute legislative effort has resulted in passage of a Bill that would heap new financial and administrative burdens on our school districts by requiring Committees on Special Education to take a student's home life and cultural environment into account when making special education placements and require reimbursement within 30 days of tuition payments made by parents for unapproved placements; and

WHEREAS the bill may well violate federal IDEA requirements and according to the Poughkeepsie Journal, "leave local school districts exposed to a myriad of lawsuits and soaring special educational costs"; and

WHEREAS this legislation came without sufficient time for due consideration leaving schools blindsided with new costs after their budgets were decimated to stay under the tax cap; and

WHEREAS the legislation leaves districts with high ethnic and religious populations subject to outlandish parental demands, jeopardizing funds budgeted for other special education students and the general education population of the district and ignoring the fact that, under the tax cap, unexpected funds must be taken from existing programs and services, thus hurting other students; and

WHEREAS there are better ways to make sure parents don't wait too long for reimbursement when it's found to be warranted and streamlining how placement challenges are settled and being culturally sensitive when making placements. Allowing parents to demand private school placement when an appropriate public school program exists is detrimental to other students and the taxpaying communities that support our schools; and

WHEREAS if the State of New York believes this is appropriate, it needs to provide the funding from its larger tax base and not expect local taxpayers to pay for a program that is not based on educational concerns; and

WHEREAS the Bill legally flawed, as Committees on Special Education do not have the authority to reimburse parents for private unapproved placements within 30 days as required under the Bill. They may only do so when directed by a Hearing Officer; and

WHEREAS this amounts to New York State's first voucher program and one for only the wealthy, as only wealthy parents can afford to pay private non-approved tuition

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payments and wait for reimbursement; and

WHEREAS this is a voucher program intended to segregate our children.

New York State has always been a leader in integrating all of our children irrespective of race, culture or special needs. Now, we are not only allowing a return to segregation, we are encouraging it by paying wealthy parents to use high cost private services based on culture and not the appropriate educational services needed by the student(s) to separate student(s) depriving them of the advantages of a shared social experience;

BE IT, THEREFORE RESOLVED THAT the Romulus Central School Board of Education calls on Governor Andrew Cuomo to veto this onerous and inappropriate legislation. Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

BUSINESS MANAGER'S REPORT:

3.1 Update on Capital Project Bid Opening

In Mr. Boulware's absence, Mr. Hoose mentioned that the Public Service Commission would be meeting on July 12, 2012 to determine if the Natural Gas portion of the Capital Project would receive their approval and recommendation.

ACCEPTANCE OF CAPITAL PROJECT CONTRACTS

3.2M Authorization to accept the 2012 Capital Project award of contracts as follows contingent upon approval from the Public Service Commission for NYSEG to supply natural gas to the District:

- . HVAC Contract in the amount of \$533,000 to HMI Mechanical Systems, Inc., Lyons, NY
- . Plumbing Contract in the amount of \$94,900 to HMI Mechanical Systems, Inc., Lyons, NY
- . Electrical Contract in the amount of \$34,600 to Lewis Electric, Geneva, NY

and authorization to have Robert J. Boulware, Business Manager, sign all Contracts. Motion made by Mr. Kuryla, seconded by Mr. McCann and carried unanimously.

WFL BOCES COOPERATIVE COMMODITIES BID AUTHORIZED

3.3RS WHEREAS, the Board of Education of the Romulus Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services; and

WHEREAS, the Board of Education of the Romulus Central School District of New York State is desirous of participating with the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o...; and

WHEREAS, the Board of Education of the Romulus Central School District of New York State has appointed the Board of Cooperative Educational Services of Ontario,

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Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education of the Romulus Central School District of New York State and making recommendations thereon...;

THEREFORE, BE IT RESOLVED THAT, the Board of Education of the Romulus Central School District of New York State and the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above...; and

BE IT, FURTHER, RESOLVED THAT the Board of Education of the Romulus Central School District of New York State authorized the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services...; and

BE IT, FURTHER RESOLVED, THAT the Board of Education of the Romulus Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding...; and

NOW, THEREFORE, BE IT RESOLVED THAT the Superintendent of Schools on behalf of the Board of Education of the Romulus Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Listing of intended Bids to be solicited in the name of the participants of the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties:

. Fresh Fruits & Vegetables; Telecommunications Network Services; First Aid Supplies & Equipment; Custodial Supplies; Printing Services; Paper: Copy, Card, Computer, NCR, Misc. & Envelopes; Classroom, Office Furniture (NYS Contracts Group 20915); Classroom Supplies (NYS Contract Group 23100); Athletic, Physical Education Supplies & Equipment; Office Supplies (NYS Contract Group 23000); Milk & Milk Products; NYSEG/RG&E Electricity Customer Advantage Program; Lumber and Building Materials;

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Bread & Bread Products; Cafeteria Paper Products; Ice Cream; Snack & Specialty Foods; Natural Gas; Electrical Supplies; Master Lease Purchase Agreement; Meat, Meat Products, Cheese, Frozen Foods, Canned, Packaged Foods (NYS Contract Group 02450); Calculators; Batteries; Brake Parts & Supplies; Electrical Parts & Supplies; OEM Parts & Supplies; Exhaust Parts & Supplies; Vehicle Chassis & Related Parts; Seals, Bearings & Transmission Parts; Automotive Belts; Hoses & Wiper Parts; Nuts, Bolts, Fasteners, Hose Clamps & Brass Fittings; Paint & Body Supplies; Emissions & Misc. Engine Parts; Batteries, Starters & Alternators; Automotive Fluids & Filters

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

PERSONNEL APPOINTMENTS: As Recommended by Mr. Hoose

6.1A Gail McMillan – Substitute Bus Monitor @ \$8.63 per hour, effective July 2, 2012
Motion made by Mr. McCann, seconded by Mr. Brandow, and carried unanimously.

MICHAEL PANE APPOINTED ATHLETIC DIRECTOR

6.2RS RESOLVED THAT the Board of Education of the Romulus Central School ratifies the stipend between the Board of Education and **MICHAEL PANE as Athletic Director, effective July 1, 2012**, for the 2012-2013 school year, a 12-month position, at a stipend amount of \$11,000.

Motion made by Mr. Brandow, seconded by Mr. Somerville, and carried unanimously.

LYNN RHONE SALARY CORRECTED

6.3RS WHEREAS the Romulus Central School Board of Education, at its June 26, 2012 meeting, ratified the salary between the Board of Education and **Lynn Rhone as PK-12 Principal at an amount of \$93,018**; and

WHEREAS it has been determined that the salary figure is incorrect due to a miscalculation; and

WHEREAS the correct salary amount is \$90,781.60;

BE IT, THEREFORE, RESOLVED THAT the incorrect amount of \$93,018.00 be redacted and rescinded; and

BE IT FURTHER RESOLVED THAT the correct amount of \$90,781.60 be approved by the Board of Education.

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

MARTIN ROTZ SALARY CORRECTED

6.4RS WHEREAS the Romulus Central School Board of Education, at its June 26, 2012 meeting, ratified the salary between the Board of Education and **Martin Rotz as Assistant Principal/Data Coordinator at an amount of \$76,226**; and

WHEREAS it has been determined that the salary figure is incorrect due to a miscalculation; and

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WHEREAS the correct salary amount is \$75,126.35;

BE IT, THEREFORE, RESOLVED THAT the incorrect amount of \$76,226 be redacted and rescinded; and

BE IT FURTHER RESOLVED THAT the correct amount of \$75,126.35 be approved by the Board of Education.

Motion made by Mr. Kuryla, seconded by Mrs. Mapstone, and carried unanimously.

JOHN DICKENSON LEAVE OF ABSENCE EXTENDED

6.5RS WHEREAS the Romulus Central School Board of Education, at its June 26, 2012 meeting, ratified the salary between the Board of Education and **John Dickenson as Building Maintenance Supervisor**, effective July 1, 2012 for the 2012-13 school year, at a salary of \$48,280 with benefits as stipulated in the current RFA and CSEA Collective Bargaining Contract; and

WHEREAS it has been determined that the current BOE Policy #4420 – Compensation and Related Benefits for Confidential/Managerial Employees should be referenced in the resolution for clarification purposes;

BE IT, THEREFORE, RESOLVED THAT the resolution will add to “with benefits as stipulated in the current RFA and CSEA Collective Bargaining Contracts *as well as BOE Policy #4420 – Compensation and Related Benefits for Confidential/Managerial Employees.*”

Motion made by Mr. McCann, seconded by Mrs. Jessop, and carried unanimously.

**CSE COMMITTEE MEMBERS APPOINTED
COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS:**

9.1A Appointment of CSE Committee Members for the 2012-13 school year as follows:

- . Mary Jo Shrey – Director of Pupil Personnel Services
- . Joseph Kelly – CSE Chairperson
- . Steven Dolan – School Psychologist
- . _____ – Special Education Teacher
- . _____ – Special Education Teacher, Alternate
- . _____ – Parent Member
- . _____ – Parent Member, Alternate
- . Timothy Ryan – School Physician
- . _____ - Regular Education Teacher of the student

Motion made by Mr. McCann, seconded by Mrs. Jessop, and carried unanimously.

IMPARTIAL HEARING OFFICERS LISTING AUTHORIZED

9.2M Authorization of the 2012-13 List of Impartial Hearing Officers certified in New York State to conduct Hearings in Seneca County.

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

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**CPSE COMMITTEE MEMBERS APPOINTED
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION RECOMMENDATIONS:**

9.3A Appointment of CPSE Committee Members for the 2012-13 school year as follows:

- . Mary Jo Shrey – Director of Pupil Personnel Services
- . Mary Jo Shrey – CPSE Chairperson
- . _____ - Parent Member
- . _____ – Parent Member, Alternate
- . Amy Schulman – Pre-School Teacher
- . _____ - Pre-School Teacher of the Child
- . Sandra Landschoot – Seneca County Representative
- . Mary Jo Flynn – Seneca County Representative
- . Mary Ann Schwittick – Seneca County Representative
- . Staff from Early Steps - ARC
- . Staff from Happiness House

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

PRESIDENT’S REPORT:

Mr. McCann mentioned that he will need the membership’s Committee requests so that the listing can be approved at the July 31, 2012 BOE meeting.

PRESIDENT’S REPORT

ADJOURNMENT:

Motion to adjourn at 7:40 p.m. made by Mr. Kuryla, seconded by Mr. Brandow, and carried unanimously.

ADJOURNMENT

LEANNE B. KEEL
DISTRICT CLERK