

**ROMULUS CENTRAL SCHOOL
ROMULUS, NY 14541**

**BOARD OF EDUCATION MEETING MINUTES
REORGANIZATION MEETING
JULY 8, 2008
6:00 P.M.**

PRESENT: Anna Morgan; Cornelia Johnson; Laurie Asermily;
Norman Hollenbeck; Rhonda Dickenson; Kristine Somerville;
Brian Sparrow

OTHERS PRESENT: Michael J. Hoose – Superintendent; Leanne Keel – District Clerk; Robert Boulware – Business Manager; Lynn Rhone – Secondary Principal; Thomas Riley – Athletic Director; Kathleen Stuck – RFA President; Hilary Kadar – RFA Vice President; Theresa MacCheyne; James Somerville, Sr.; James Somerville, III; Tim Kuryla; Keith Schrader, Daniel Schrader; Robin Tompkins; Brian Berlin; Terry Steinruck

Ms. Keel called the meeting to order at 6:00 p.m., and welcomed guests. She then administered the Oath of Office to Mr. Sparrow as a re-elected Board member, and asked for nominations to the office of President and Vice-President.

1. ELECTION OF OFFICERS

• **President of the Board**

Ms. Morgan was nominated by Mrs. Dickenson, seconded by Mr. Hollenbeck. No other nominations were made.

Ms. Morgan was elected with five affirmative votes. Both she and Mrs. Somerville abstained.

• **Vice-President of the Board**

Mrs. Johnson was nominated by Mrs. Asermily, seconded by Mr. Hollenbeck. No other nominations were made.

Mrs. Johnson was elected unanimously.

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

Ms. Keel administered the Oath to both Ms. Morgan and Mrs. Johnson as Officers of the Board of Education for the 2008-09 school year.

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2. APPOINTMENT OF OFFICERS 2008-09 APPTS.

- District Clerk Leanne Keel @ \$4510
- District Treasurer Mark Socola
- Deputy Treasurer Phyllis Moore
- Tax Collector Linda Wadhams @ \$500
- Claims Auditor Alan Corlett @ \$100/day
- Internal Auditor Management Advisory Group
Per Contract

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

3. OTHER APPOINTMENTS 2008-09 APPTS.

- School Physician Life Care@ \$8370
- School Attorney Marc Reitz@ \$185/Hr.
(Authorization for the Supt. to use an attorney that has the expertise in the area where assistance is needed)
- Central Treasurer, S. Nicholson @ \$1162
- Activity Accounts
- Alternate Treasurer, Michael Hoose
Activity Accounts
- Attendance Officers Barbara Quinn, Lynn Rhone
- Auditor, Activity Accounts Anne Morgan
- Alternate Auditor, Michael Hoose
Activity Accounts
- Hearing Officer for Fed. Anne Morgan
Meal Program
- Bank Courier James Werner
- Copyright Officer Lynn Rhone
- Records Management Leanne Keel @ \$567
Officer
- Recording Secretary, Leanne Keel @ \$312
BOE Audit Committee
- Public Records Access L.Keel, B.Quinn,
Officers M.Hoose, L.Rhone
- Confidentiality of Michael Hoose
Computerized Info.
Officer
- LEA Designee Michael Hoose
- ADA Coordinator Michael Hoose
- Purchasing Agent Robert Boulware

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- **Asst.Purchasing Agent Bonnie Saunders**
- **Independent Auditor Ray Wager@\$10,000**
- **Chemical Hygiene Officer Lynn Rhone**
- **Title IX Coordinator Barbara Quinn**
- **Section 504 Coordinator Shelda FitzPatrick**

Motion made by Mrs. Johnson, seconded by Mrs. Asermily, and carried unanimously.

4. DESIGNATIONS

- **Official Bank Depositories – Five Star Bank, Community Bank, N.A., Fleet Bank, M&T Bank, Savannah Bank, N.A., First Niagara Commercial Bank, Citizens Bank**
- **Official Newspaper – FINGERLAKES TIMES**
- **BOE Committee Assignments for 2008-09**

TABLED

- **Regular monthly meetings of BOE for 2008-2009**
 - **Regular: 2nd & 4th Tuesdays, monthly, at 6:30 p.m., commencing September 9, 2008. The July 8, 2008, July 29, 2008, and August 12, 2008 meetings will commence at 6:00 p.m.**
 - **Special, if needed: 2nd & 4th Tuesdays, monthly, at 6:30 p.m., commencing September 9, 2008.**
- **Establishment of the Excellus Benefit Solutions (EBS) Flexible Spending Account Plan & Health Reimbursement Account (HRA) for the RCS debit card (FlexCard) to cover expenses only allowable under this system.**

Motion made by Mrs. Dickenson, seconded by Mrs. Asermily, and carried unanimously.

5. AUTHORIZATIONS 2008-09 APPTS.

- **Payroll Certification Robert Boulware**
- **Alternate Payroll Certf. 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 \$2500.00**
- **Superintendent to apply for Grants in Aid, State and Federal**
- **Sue Nicholson, Ex. Secretary, to establish a General Petty Cash Fund of \$100.00**

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- **Rebecca Elder, Director of Transportation, establishment of Bus Driver Petty Cash Fund of \$100.00**
- **Issuance of individual checks not to exceed \$2500.00 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 \$.25 per page or the actual direct cost involved.**

Motion made by Mrs. Johnson, seconded by Mr. Sparrow, and carried unanimously.

6. OFFICIAL UNDERTAKINGS (BONDS)

- **District Clerk @ \$50,000**
- **District Treasurer @ \$100,000**
- **District Tax Collector @ \$150,000**
- **Central Treasurer, Activity Accounts @ \$50,000**
- **Claims Auditor @ \$50,000**

Motion made by Mrs. Asermily, seconded by Mrs. Dickenson, and carried unanimously.

7. OTHER ITEMS

- **Readoption of all POLICIES and CODE OF ETHICS in effect during the previous year**
- **Establish mileage reimbursement rate for 2008-2009 at IRS reimbursement rate**
- **Establish bus mileage reimbursement rate for 2008-09 for Romulus CSD trips @ \$2.00 per mile and \$20.00 per hour for the Bus Driver.**
- **Establish bus mileage reimbursement rate for 2008-09 for the use of a Romulus CSD bus by outside groups @ \$2.50 per mile and \$22.00 per hour for the Bus Driver.**

Motion made by Mrs. Dickenson, seconded by Mrs. Johnson, and carried unanimously.

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PUBLIC COMMENTS:

Ms. Morgan requested that those visitors to the meeting present their comments which follow herewith:

- . Mrs. MacCheyne: Introduced the 2008-09 RFA Officers--- Mrs. Kathleen Stuck, President, and Ms. Hilary Kadar, Vice-President.
- . Keith Schrader: Read a statement requesting that the RCS Board of Education “agree to make a formal request to the South Seneca Board that our athletes be allowed to play on their football team.”
- . Tim Kuryla: Spoke in support of a shared football team.
- . Brian Berlin: Spoke in support of a shared football team.
- . Robin Tompkins: Spoke in support of a shared football team.

Discussion ensued, with the result that the Board of Education made the following motion:

13.1 Authorization for Romulus Central School Superintendent, Michael J. Hoose, to formally request the approval of the South Seneca Central School Board of Education to approve the participation of up to ten (10) Romulus students to play football on the South Seneca Central School District football team for the Fall, 2008 season.

Motion made by Ms. Morgan, seconded by Mrs. Somerville, and carried unanimously.

ATHLETIC DIRECTOR’S REPORT:

13.2 Presentation on a Sports Boosters Project – Tom Riley
Mr. Riley informed the Board that two dugouts and a press box will be constructed by the Romulus Sports Boosters for the soccer field, with the cost of materials and labor donated by the members of the Sports Boosters.

13.3M Authorization for the Romulus Sports Boosters to construct two dugouts and a press box for the soccer field, donating their labor and materials.

Motion made by Ms. Morgan, seconded by Mrs. Asermily. Motion carried with six affirmative votes, with Mr. Sparrow abstaining.

CLERK’S REPORT:

1.1M Approval of Minutes of June 24, 2008
Motion made by Mrs. Asermily, seconded by Mrs. Johnson, and carried unanimously.

1.2M Approval of Payroll for June, 2008
Motion made by Mrs. Dickenson, seconded by Mrs. Asermily, and carried unanimously.

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SUPERINTENDENT'S REPORT:

2.0 Update

Mr. Hoose clarified a request, made at the Jun 24, 2008 BOE meeting, for additional information regarding the purchase of a 2008 Chevrolet Silverado pickup truck that was approved by voters on May 20, 2008.

2.1M Authorization to re-establish membership in the NYS Public High School Athletic Assoc., Inc. for the 2008-09 school year. Motion made by Mrs. Johnson, seconded by Mr. Hollenbeck, and carried unanimously.

2.2M Authorization to re-establish membership in the Four County School Boards Association @ \$3,759 for the 2008-09 school year.

Motion made by Mr. Sparrow, seconded by Mrs. Johnson, and carried unanimously.

2.3M Authorization to make payment for all Four County School Boards' functions for any Board member or Officer, with expenses, or Administrator, with Superintendent's approval, who wishes to attend during 2008-09.

Motion made by Mrs. Johnson, seconded by Mrs. Asermily, and carried unanimously.

2.4M Authorization of 2008-09 planned activities for the Romulus CSD Foundation for Educational Opportunities, the Alumni Association, and the Parent Teacher Community Connection (PTCC). Motion made by Mr. Sparrow, seconded by Mrs. Asermily, and carried unanimously.

BUSINESS MANAGER'S REPORT:

3.1 Update

Mr. Boulware mentioned that the Tax Levy will be set at the August 12, 2008 Board meeting.

3.2M Authorization to establish the 2008-09 meal costs as follows:

- . Breakfast: FROM \$1.35 TO \$1.40
- . Lunch: Elementary students – FROM \$1.60 TO \$1.80
Secondary students - FROM \$1.75 TO \$1.95
- . Adult Lunch – FROM \$3.10 w/tax TO \$3.25 w/tax

Motion made by Mr. Sparrow, seconded by Mr. Hollenbeck, and carried unanimously.

3.3M Authorization to re-establish the Cafeteria Petty Cash Fund of \$100.00 for the 2008-09 school year.

Motion made by Mrs. Dickenson, seconded by Mrs. Johnson, and carried unanimously.

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3.4RS 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, 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

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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:

. Transportation Parts; Telecommunications Network Services; First Aid Supplies & Equipment; Custodial Supplies; Printing Services; Xerographic, PC and Fine Papers; 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; Bread & Bread Products; Cafeteria Paper Products; Ice Cream; Snack & Specialty Foods; Natural Gas; Electrical Supplies; Lease Purchase Agreement; Meat, Meat Products, Cheese, Frozen Foods, Canned, Packaged Foods* (*not currently in use, districts utilizing state contracts); Calculators.

Motion made by Mrs. Dickenson, seconded by Mr. Sparrow, and carried unanimously.

3.5M Authorization for the 2007-08 year-end money transfers in the amount of \$30,000 for electricity and fuel oil.

Motion made by Mrs. Johnson, seconded by Mrs. Asermily, and carried unanimously.

SECONDARY PRINCIPAL'S REPORT:

4.1 2007-08 Graduate Data and 7/12 Testing Results
Mrs. Rhone reported on the results stating that "we did good."

PERSONNEL APPOINTMENTS: As Recommended by Mr. Hoose

6.1RS WHEREAS the Board of Education of the Romulus Central School District ratified, on June 24, 2008, the salary amount of

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\$39,590 between itself and **NEAL MAC PHERSON as Building Maintenance Supervisor, with an effective date of July 1, 2008;** and

WHEREAS, the salary amount of **\$39,590** for **NEAL MAC PHERSON was in error due to an incorrect calculation;**

BE IT, THEREFORE, RESOLVED THAT the **salary amount be amended to \$41,192 for the 2008-09 school year, effective July 1, 2008**

Motion made by Mrs. Dickenson, seconded by Mrs. Johnson, and carried unanimously.

6.2A Lisa Freier – Teacher Aide, (Study Hall), a probationary appointment, pending NYSED Fingerprinting Clearance, effective September 2, 2008, at a salary of \$9.00 per hour for seven (7) hours per day that school is in session, with benefits as stipulated in the current CSEA Contract.

Motion made by Mr. Sparrow, seconded by Mr. Hollenbeck, and carried unanimously.

6.3A Elizabeth Diffily – Secondary Education Teacher (Science), a probationary appointment, pending NYSED Fingerprinting Clearance, effective August 27, 2008, at a salary of \$38,833 with benefits as stipulated in the current RFA Contract.

Motion made by Mrs. Johnson, seconded by Mrs. Dickenson, and carried unanimously.

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS:

9.1A Appointment of CSE Committee Members for the 2008-09 school year as follows:

- . Shelda Fitzpatrick – 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 Mrs. Johnson, seconded by Mr. Sparrow, and carried unanimously.

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9.2A Appointment of CPSE Committee Members for the 2008-09 school year as follows:

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

Motion made by Mr. Sparrow, seconded by Mrs. Johnson, and carried unanimously.

9.3A Authorization of the 2008-09 List of Impartial Hearing Officers certified in New York State to conduct Hearings in Seneca County

Motion made by Mrs. Johnson, seconded by Mr. Hollenbeck, and carried unanimously.

Motion to **adjourn at 6:48 p.m.** made by Mrs. Dickenson, seconded by Mrs. Asermily, and carried unanimously.

LEANNE KEEL
DISTRICT CLERK

