

**KESHEQUA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
ORGANIZATION MEETING**

UNAPPROVED MINUTES

JULY 12, 2007

6:00 p.m.

**MS/HS BOARDROOM
13 MILL STREET, NUNDA**

1. Call to Order: Tammy Clark, District Clerk at 6:05 pm

Present: Kevin Whiteman, Terry Lowell, John Gordinier, Lori Gray, Lyle Tallman, Anita Buchinger.

Also Present: Marilyn Capawan, Superintendent; Dominic Aloisio, Mark Mattle, Doris Marsh, Christine Antalek, Craig Benson and Tammy Clark.

2. Pledge to the Flag

3. Oaths of Office

- a. Paul Jackson, Board of Education Member
- b. Marilyn Capawan, Superintendent

4. Election of Officers

Moved by: Lori Gray second by Anita Buchinger to nominate Terry Lowell as President of the Keshequa Central School District Board of Educaiton.

Moved by: Kevin Whiteman second by John Gordinier to close nominations for President

a. President:

Motion to Elect Carried: 5 ayes 0 naves 1 abstention (TL)

Moved by: Kevin Whiteman second by Paul Jackson to nominate Lyle Tallman as Vice-President of the Keshequa Central School District Board of Education.

Moved by: Paul Jackson second by John Gordinier to nominate Anita Buchinger as Vice-President of the Keshequa Central School District Board of Education.

Moved by: Lori Gray second by Kevin Whiteman to close nominations for Lyle Tallman.

Moved by: John Gordinier second by Paul Jackson to close nominations for Anita Buchinger.

Motion Carried to close nominations: 7 ayes 0 naves

b. Vice-President

Motion to elect carried: for Lyle Tallman 3 for Anita Buchinger 4

c. Oath to President and Vice-President

Oath of Office given to Terry Lowell as Board President

Oath of Office given to Anita Buchinger as Vice President

5. Meeting Minutes

a. Board of Education Meeting Minutes – attachment 15.a.

Moved by: K. Whiteman second by L. Gray with changing 8 h to read 1 aye and 5 naves.

RESOLUTION

Be it resolved that the Board of Education, upon recommendation of the Superintendent and pursuant to Education Law, approves the meeting minutes of June 21, 2007.

Motion Carried: 7 ayes 0 naves

6. Approval of July 12, 2007 Agenda

a. Additions and Deletions

Moved by: J. Gordinier second by A. Buchinger with the following additions and deletions: Table Item 12f, replace Item 17 g with revised plan; add Item 17j Appointment of a Temporary Laborer; add Item 17k Appointment of Substitute Bus Driver; and add Item 17l Appointment of High School Math Teacher.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent and pursuant to Education Law, approves the agenda of July 12, 2007.

Motion Carried: 7 ayes 0 naye

7. Appointment of Officers

Moved by: L. Tallman second by K. Whiteman

RESOLUTION

Be it resolved that the following officers are appointed for the 2007-2008 school year at the rate of pay indicated:

- a. District Treasurer – Tina Button per negotiated contract
- b. Deputy Treasurer – Michele Seifried
- c. Tax Collector – Brenda Simmons
- d. Claims Auditor – Leroy Wood \$3,000
- e. Internal Audit Function – St. John & Baldwin - \$6,000
- f. Central Treasurer – Extra Classroom Activity Account – Tina Button
- g. Oath of Office to Officers

Motion Carried: 7 ayes 0 naye

Motion Carried: 7 ayes 0 nay

8. Additional Appointments

Moved by: L. Gray second by J. Gordinier

RESOLUTION

Be it resolved that the following individuals are appointed for the 2007-2008 school year at the rate of pay indicated:

- a. School Physician – Dr. Norman Wettreau
- b. School Attorney –
 1. Harris Beach
 2. David Morris
- c. Census Enumerator – Brenda Weaver \$2686
- d. Independent Auditor – Raymond F. Wager, CPA, P.C. at \$15,000 plus additional per hour/per meeting rates as needed.
- e. Records Access Officer – Dominic Aloisio
- f. Purchasing Agent - Dominic Aloisio
- g. Alternate Purchasing Agent – Marilyn Capawan
- h. Asbestos Designee: AHERA – James Van Sickle
- i. Pesticide Officer – James Van Sickle
- j. Chemical Hygiene Officer – Heather Pero
- k. Insurance Agency – Tompkins Agency, Inc.
- l. Fiscal Advisor – Bernard P. Donegan Inc.
- m. Designated Educational Official – Marilyn Capawan
- n. Title IX Coordinator – Marilyn Capawan
- o. Section 504 Compliance Officer – Craig Benson
- p. Section 504 Coordinators - Craig Benson, Deb Beaumont, Annette Prince
- q. GVSBA Representative – Lori Gray
- r. GVSBA Alternate Representative – Anita Buchinger
- s. Committee on Special Education –
 1. Chairperson – Craig Benson, Director of Special Education
 2. School Psychologist, Dalton – Keli Walker

3. School Psychologist, Nunda – Samantha Hiotakis
 4. Secretary – Jill Cotton
 5. Parent – Theresa Young
 - t. Committee on Preschool Special Education -
 1. Chairperson – Craig Benson, Director of Special Education
 2. Livingston County Representatives – Jim Brunner
 3. Secretary – Jill Cotton
 - u. Sub Committee of the CSE –
 1. Chairperson – Craig Benson
 - v. Computer Coordinator – Kim Englert \$3600
- Motion Carried: 7 ayes 0 naye**

9. Designations

Moved by: L. Tallman second by L. Gray

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools designates the following items for the 2007-2008 school year as indicated:

- a. Official Bank Depositories –
 1. J.P. Morgan Chase Bank
 2. FIVE Star Bank
 3. M & T Bank
 4. Bank of Castile
- b. Regular Meetings – Attachment 9.b.
- c. Official Newspapers –
 1. Hornell Tribune (Daily Paper)
 2. Genesee Country Express (Weekly paper)

Motion Carried: 6 ayes 0 naye 1 abstention (TL)

10. Authorizations

Moved by: L. Tallman second by P. Jackson

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the following authorizations for the 2007-2008 school year as indicated:

- a. Certifier of Payroll – Dominic Aloisio
- b. Superintendent to authorize conferences, conventions, workshops for staff.
- c. Petty Cash Dispensers –
 1. Kim Flint, MS/HS Cafeteria: \$100.00
 2. Sandy Cox – Elementary Cafeteria: \$100.00
 3. Brenda Weaver, Elementary Building: \$100.00
 4. Tammy Clark, MS/HS Building: \$100.00

5. Athletic Director or Director of Athletics Sectional Cash
Box: \$200.00

- d. Designation of signatures on checks –
 - 1. Tina Button, District Treasurer
 - 2. Michele Seifried, Deputy Treasurer
- e. Budget Transfers by Superintendent up to \$5,000
- f. Superintendent to apply for grants in aid (State and Federal)
- g. Business Administrator to invest funds
- h. Business Administrator to transfer funds between banks
- i. Business Administrator to approve Cooperative Bidding
- j. Business Administrator to approve tax corrections.
- k. Principals to suspend students
 - 1. Mark Mattle, Elementary Principal
 - 2. Doris Marsh, Middle/High School Principal
- l. Superintendent to vote on BOCES costs and services
- m. Superintendent to adjust school calendar
- n. BOE President to appoint Impartial Hearing Officers
- o. BOE President to authorize BOE conference attendance
- p. School Attendance Officers:
 - Nedra Stevens
 - Noreen Sanford

Motion Carried: 7 ayes 0 naye

11. Bonding of Officers

Moved by: K. Whiteman second by L. Tallman

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the bonding of the following officers for the 2007-2008 school year as indicated:

- a. District Treasurer at \$1,100,000
- b. Deputy Treasurer at \$1,100,000
- c. District Tax Collector at \$1,100,000
- d. Central Treasurer Activity Funds at \$250,000
- e. Superintendent of Schools at \$500,000
- f. School Business Administrator at \$500,000
- g. Payroll Supervisor at \$500,000
- h. Account Clerk/Typist at \$250,000
- i. Claims Auditor - \$250,000
- j. Blanket Bond (All Employees) at \$100,000

Motion Carried: 7 ayes 0 naye

12. Other Items

Moved by: P. Jackson second by J. Gordinier

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the following items for the 2007-2008 school year as indicated:

- a. Readopt all Board Policies and Code of Ethics in effect during 2006-2007
 - b. Mileage Reimbursement Rate at \$.485 per mile (from IRS)
 - c. Keshequa Central School as a Mass Care Shelter for Red Cross
 - d. Rates of Pay
 1. Election Inspector - \$125.00 per day
 2. Election Clerk - \$100.00 per day
 3. Tutorial Services - \$16.00 per hour
 - e. Substitute Pay
 1. Uncertified Teacher - \$65.00 per day
 2. Certified Teacher - \$70.00 per day
 3. Nurse - \$65.00 per day
 4. Teaching Assistant - \$9.50 per hour
 5. Teachers' Aides - \$8.40 per hour
 6. Bus Monitor - \$8.40 per hour
 7. Bus Driver (Regular Route) – per contract
 8. Bus Driver (Retired after 10 years with no lapse in time) – per contract
 9. Clerical - \$9.00 per hour
 10. Cleaner - \$7.50 per hour
 11. Laborer - \$9.25 per hour
 12. Food Service Helper - \$7.15 per hour
 - f. School Meal Prices (**TABLED**)
- Motion Carried: 7 ayes 0 naye**

13. Community Forum

14. Presentations

15. Reports: Buildings and Grounds: Lyle reported that they reviewed the project. Architects team will bring out the Plumbing/Electrical Architects next Board meeting. Thomas Group will do a presentation on progress.

16. Business Consent Agenda:

- a. Approval of Budget Transfers – attachment 16 a.

Moved by: L. Gray second by P. Jackson

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the Budget Transfers in the amount of \$20,500; \$10,000 and \$12,050.

Motion Carried: 7 ayes 0 naye

17. Personnel Consent Agenda

Lori Gray made motion to take out Item 17 K second by Kevin Whiteman

Motion Carried: 7 ayes 0 naves

Lori Gray made motion to table 17 l until the end of the meeting second by John Gordinier

Motion Carried: 6 ayes 1 nay (KW)

Kevin Whiteman moved to approve 17 l. second by Anita Buchinger

Motion Carried: 7 ayes 0 naves

Lori Gray motioned to restore Item 17k second by Kevin Whiteman

Motion Carried: 7 ayes 0 naves

Lori Gray motioned to approved item 17k second by Anita Buchinger

Motion Carried: 7 ayes 0 naye

- a. Approval of Long-Term Substitute Kindergarten Teacher – attachment 17 a.

Moved by: A. Buchinger second by L. Gray

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves Kristen Radesi as a Long Term Substitute Kindergarten teacher effective September 1, 2007 starting at Step 1 of the KCTA Contract.

- b. Approval of Resignation – attachment 17 b.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools accepts the resignation of Francine Ludwig effective June 30, 2007.

c. Approval of Permanent Appointment – attachment 17c

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Nedra Stevens as a permanent School Nurse after serving her probationary period.

d. Approval of Temporary Clerical Support – attachment 17d.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Tracy Ressler as Temporary Clerical Support for four (4) hours a day for up to 3 weeks at a rate of \$7.50 an hour.

e. Approval of District Treasurer Contract – attachment 17 e.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the District Treasurer contract dated July 1, 2007 – June 30, 2008.

f. Approval of Substitute Teacher – attachment 17 f.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Abijah Gath as a Substitute Teacher at a rate of \$65.00 per day.

g. Approval of Universal Pre-Kindergarten Program Plan – attachment 17 g.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the Universal Pre-Kindergarten Program Plan for 2007 – 2008.

h. Approval of Substitute Bus Driver- attachment 17 h.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Michael Stevens as a Substitute Bus Driver at a rate of \$16.45 per hour.

i. Approval of Substitute Bus Driver – attachment 17 i

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Rhonda Howard as a Substitute Bus Driver at a rate of \$16.45 per hour.

j. Approval of a Temporary Laborer – attachment 17 j.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Archie Covert as a Temporary Laborer from July 16 to August 31, 2007.

k. Approval of Substitute Bus Driver – attachment 17 k.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Benjamin Beardsley as a Substitute Bus Driver at a rate of \$16.45 per hour.

l. Approval of Appointment of High School Math Teacher – attachment 17 l

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools, approves Gerald Goho as a High School Math Teacher starting September 1, 2007 with a probationary period effective September 1, 2007 – June 30, 2010 starting at Step 2.

Motion Carried: 7 ayes 0 naye

18. Action Items:

Moved by: K. Whiteman to make Action Items into Consent Agenda Items.

Motion Carried: 7 ayes 0 nay

Moved by: K. Whiteman second by L. Gray

a. Approval of List of Computer Equipment as Surplus – attachment 18a.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the list of Computer Equipment as Surplus.

b. Approval of Recycling of Equipment

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the recycling of Computer Equipment through a free promotion through Apple Computers.

c. Approval of Juul Agreement – attachment 18c.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the Juul Agreement between Rosalie Wolfanger, Keshequa Central School District and Keshequa Support Staff Association.

d. Approval of Textbook Adoption – attachment 18d.

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the following textbooks:

1. Science 11th and 12th – grade - Essentials of Human Anatomy and Physiology
2. Health 8th grade – Teen Health Course 3
3. Health Sr. High – Glencoe Health

e. Approval to Abolish the Assistant Principal/Athletic Director/Director of Physical Education position

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the abolishment of the Assistant Principal/Athletic Director/Director of Physical Education position

f. Approval to Create an Assistant Principal/Director of Athletics/Director of Physical Education Position

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the creation of an Assistant Principal/Director of Athletics/Director of Physical Education position.

g. Approval of CSE Recommendations – Attachment – 18 g.

RESOLUTION

Be it resolved that the Board of Education, approves the Committee Recommendations from CSE Department.

h. Approval to Abolish Assistant Superintendent Position -

RESOLUTION

Be it resolved that the Board of Education, upon the recommendation of the Superintendent of Schools approves the abolishment of the Assistant Superintendent Position.

i. Approval to Accept a Gift of \$300 in memory of Lorma Fox Bugman – attachment 18 i.

RESOLUTION

Be it resolved that the Board of Education, approves the gift of money from the Bugman family to be used in purchasing Educational DVD's, Books and Postcards dealing with general health tips, nutrition and daily hygiene for the Elementary Health Office.

j. Approval of Second Reading of Policies – attachment 18 j.

RESOLUTION

Be it resolved that the Board of Education approves the Second Reading of the following Policies:

1. Policy # 6216 Professional Staff: Separation
2. Policy # 6320 Non-Professional Staff positions
3. Policy # 6551 Uniformed Services Employment and Reemployment Rights Act (USERRA)/ Military Leaves of Absence.
4. Policy # 7121 Diagnostic Screening of Students.
5. Policy # 7221 Early Graduation
6. Policy # 7230 Dual Credit for College Courses.
7. Policy # 7310 School Conduct and Discipline.
8. Policy # 7312 Student Dress Code.
9. Policy # 7313 Suspension of Students.
10. Policy # 7320 Alcohol, Tobacco, Drugs, and other Substances (Students)
11. Policy # 7330 Searches and Interrogations.
12. Policy # 7410 Extracurricular Activities
13. Policy # 7510 School Health Services
14. Policy # 7511 Immunization of Students
15. Policy # 7512 Student Physicals
16. Policy # 7513 Administration of Medication
17. Policy # 7520 Accidents and Medical Emergencies
18. Policy # 8211 Prevention Instruction
19. Policy # 7222 Credential Options for Students with Disabilities.
20. Policy # 7610 Special Education: District Plan
21. Policy # 7611 Children with Disabilities
22. Policy # 7612 Grouping by Similarity of Needs
23. Policy # 7613 The Role of the Board in Implementing a Student's Individualized Education Program.
24. Policy # 7615 Least Restrictive Environment
25. Policy # 7617 Declassification of Students with Disabilities
26. Policy # 7640 Student Individualized Education Program (IEP): Development and Provision.
27. Policy # 7641 Transition Services
28. Policy # 7642 Twelve-Month Special Services and/or Programs.
29. Policy # 7643 Transfer Students with Disabilities.
30. Policy # 7660 Parent Involvement for Children with Disabilities.
31. Policy # 7670 Impartial Due Process Hearings/Selection of Impartial Hearing Officers
32. Policy # 7690 Special Education Mediation

k. Approval of Vehicles and Tank to be sold – attachment 18 k.

RESOLUTION

Be it resolved that the Board of Education, approves the sale of the following Vehicles and tank to be sold:

1. Bus # 95 1997 Int. 60 Passenger
2. Bus # 96 1997 Int. 47 Passenger
3. Bus # 98 1998 GMC 16 Passenger
4. Bus # 99 1998 GMC 16 Passenger
5. Bus # 75 1989 GMC Van (junk)
6. 500 gallon fuel tank

l. Approval to Discard old/used Social Studies Books – attachment 18 l.

RESOLUTION

Be it resolved that the Board of Education, approves the discarding of old/used Social Studies books.

Motion Carried: 7 ayes 0 naye

19. New Business:

- a. BOE Committee Workshop – for committee structure and goal setting.
Workshop date set as August 4, 2007 at 8:00 am
- b. Visit the fields

20. Old Business

21. Community Forum

22. Executive Session –

Moved by L. Tallman second by A. Buchinger to enter into Executive Session at 6:55 pm.

Personnel (Evaluation of District Clerk) Negotiations of Contracts (Maintenance, Administrators, Transportation, Nurses and Teaching Assistants)

Motion Carried: 7 ayes 0 naves

Moved by: K. Whiteman second by P. Jackson to Exit Executive Session at 8:04 pm

Motion Carried: 7 ayes 0 naye

23. Appointment of District Clerk

Moved by: L. Gray second by K. Whiteman to appoint Tammy Clark as District Clerk at \$3,291.75 per year.

Motion Carried: 7 ayes 0 naye

24. Oath to District Clerk

25. Information Items:

- a. Request for Budget Transfer
- b. Warrants dated 6/28/07
- c. Letter from Robert Hooks
- d. Letter from Five Star Bank
- e. Budget Transfers

Moved by: L. Tallman second by K. Whiteman to adjourn meeting at 8:15 pm
Motion Carried: 7 ayes 0 naves

Clerk of the Board of Education

Date