

ALBION CENTRAL SCHOOL
Albion, New York
July 6, 2015 SUMMARY
OF THE BOARD OF EDUCATION REORGANIZATIONAL MEETING

I. Reorganizational Meeting - 7:00 pm

A. Board Clerk, Mr. Shawn Liddle, called the meeting to order at 7:00 pm.

B. Board Clerk, Mr. Shawn Liddle, swore in new board member, Mrs. Chantelle Sacco who was elected to a five-year term, at the May 19, 2015 Annual Budget Vote. Mrs. Marie Snyder also was elected to a five-year term, at the May 19, 2015 Annual Budget Vote. Mrs. Snyder was absent from the meeting and will be sworn in at a later time.

B. Election of President and Vice President

BOARD APPROVED the nomination of Mrs. Margy Brown as President of the Albion Central School District Board of Education.

BOARD APPROVED the nomination of Mr. Dean Dibley as Vice-President of the Albion Central School District Board of Education.

B. Administering of Oaths - Elected Board Officers

Mrs. Brown conducted the remainder of the meeting.

II. Organizational Business

A. Appointment of Designated Personnel for the 2015-2016 school year:

<u>Position</u>	<u>Personnel</u>
1. District Clerk	Shawn E. Liddle
2. Deputy District Clerk	Cindy Ishmael
3. Purchasing Agent	Shawn E. Liddle
4. Treasurer of the District	Laura Marek
5. Assistant Treasurer and Assistant Purchasing Agent	Diane Stirk
6. Internal Claims Auditor	Michelle Deibel (\$35/hour)
7. Assistant Claims Auditor	Mary Ann Donnelly
8. District Tax Collector 7/1-9/30 Deputy Tax Collector	Sharon LaDue (\$1,000 stipend) Laura Marek
9. School Doctor	To be determined
10. Census Enumerator	Amy Castricone
11. Comptroller, Ex-Class. Act.	Designated Bldg. Principal
12. Treasurer, Ex-Class. Act.	Amy Castricone
13. Asst. Treasurer Ex-Class. Activities	Michele Powley Julie Norman
14. Auditor, Ex-Class. Act.	Debbie Schomske (\$1,000 stipend)

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| 15. | Payroll Certification Officer | Michael S. Bonnewell |
| 16. | Custodian of Petty Cash | Laura Marek |
| 17. | Chemical Hygiene Officer | Shawn E. Liddle |
| 18. | Records Management Officer/
Freedom of Information | Amy Castricone |
| 19. | Title VI and IX
Compliance Officer | Mary E. Leto |
| 20. | Attendance Supervisors: | ES Principal
MS Principal
HS Principal |
| 21. | Independent Auditor | Raymond F. Wager, CPA, PC |
| 22. | Internal Auditor | Lumsden & McCormick |
| 23. | Designation of Local
Attorney for the District | Church & Church |
| 24. | Designation of Special
Counsel for BOE | Osborn, Reed & Burke, LLP,
Jennifer M. Schwartzott, Esq.
of Counsel |
| 25. | School Pesticide Representative | Director of Facilities |
| 26. | AHERA Local Educational Agency
(L.E.A.) designee | Shawn E. Liddle |
| 27. | Liaison for Homeless Children
& Youth | Mary E. Leto |
| 28. | Designated Official to Receive
Court Notification Regarding
students' sentence/adjudication
and juvenile delinquency
proceedings | Michael S. Bonnewell |
| 29. | Designated Official to apply
for Grants in Aid | Michael S. Bonnewell |
| 30. | Board Designee to Determine
Student Residency Status per
Policy 7130-Entitlement to
Attend - Age & Residency | Michael S. Bonnewell |
| 31. | Board Designee to Provide
Absentee Ballots to Qualified
District Voters per Policy 1640
- Absentee Ballots | Cindy Ishmael |
| 32. | Adult Education Coordinator | Cindy Ishmael (\$2,000 stipend) |
| 33. | ACSD Athletic Director | Randy Knaak |

34. Incarcerated Youth Director To be determined

35. Acting Director of Facilities Shawn E. Liddle

BOARD APPROVED Items II. A. (1-8, 10-33 and 35)

- B. Designation of Banks for Deposit of Funds
 - 1) First Niagara Bank, Albion Office
 - 2) J.P. Morgan Chase
 - 3) Non-checking account investments of District monies will be with qualified commercial NY State chartered financial institutions authorized to do business with municipalities/school districts in the State of New York. Securities on repurchase agreements and certificates of deposit shall be held in a custody account.
- C. Authorization for use of a digital check signing facsimile.
- D. Authorization and approval of Bonds for District Treasurer, Tax Collector, \$1,000,000 each, and other employees of the District, \$100,000 on each employee.
- E. Designation of the THE DAILY NEWS (Batavia, NY) as the official newspaper for the School District.
- F. Authorization and approval of petty cash funds of:
 - a) School District - \$75.00
 - b) Recreation Change Fund - \$30.00
 - c) Athletic Change Fund - \$100.00
 - d) District Continuing Education Program Petty Cash - \$30

BOARD APPROVED Item II. B.-F.

- G. Designation of regular monthly meeting date and time: First Monday of the month, except in May or when falling on a school holiday. Regular meeting to begin at 7:00 p.m.

Aug.	3, 2015	Feb.	1, 2016
Sept.	14, 2015 (2 nd Monday)	March	7, 2016
Oct.	5, 2015	April	4, 2016
Nov.	2, 2015	May	9, 2016 (2 nd Monday)
Dec.	7, 2015	June	6, 2016
Jan.	4, 2016	July	11, 2016

Dates to be published via a legal notice in the official District newspaper.

- H. The Albion Central School Board of Education delegates to the chief administrative officer the authority to act as its agent with regard to Albion Central School's participation in the National School Lunch/School Breakfast/Special Milk Programs and to enter into on its behalf all contracts and agreements associated with said participation.
- I. Establishment of mileage rate for 2015-2016 at current Internal Revenue Service rate.
- J. Adoption of all existing board policies, regulations, codes, and plans.
- K. Authorization to Require Medical Examinations
The Superintendent of Schools is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent of Schools shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution.

L. Adoption of Check Charge

The Board of Education authorizes the Superintendent to impose a charge not to exceed twenty dollars (\$20.00) per check to any account owing the Albion Central School District where a tendered payment of such an account was returned for insufficient funds. Service charges shall be collected in the manner prescribed by law for the collection of the account for which the check was tendered. The Superintendent of Schools may require future payments by individuals to be tendered in cash or by certified or cashier's check.

M. Appointment of Staff on an Interim Basis

The Superintendent is hereby authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

BOARD APPROVED Item II. G.-M.

N. Service Agreements

The Superintendent is authorized to enter into service agreements that are consistent with the mission of Albion Central School District, subject to the Board's approval of any agreements requiring an appropriation of funds.

O. Small Claims Actions

The Superintendent is authorized to commence or settle any lawsuits or prospective lawsuits for a sum of money that is or would be within the monetary jurisdiction of the small claims court.

P. Defense of Unemployment Insurance Claims

The Superintendent is authorized to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor.

Q. Workers' Compensation

The Superintendent and/or his/her designee are authorized to make decisions whether to contest or settle claims before the Workers' Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers' Compensation Consortium, of which Albion is a member.

R. Health Plan

The Superintendent and/or his/her designee shall be authorized to vote and otherwise act on behalf of the Albion Central School District with respect to all business pertaining to the Orleans Niagara Health Consortium Plan and the district Superintendent shall also have standing authority to delegate such responsibility to another Albion Administrator.

S. Records Retention

The Board of Education of the Albion Central School District resolves that Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods of local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed here. In accordance with Article 57-A

- a. only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

T. Cooperative Purchasing Resolution (authorizing the use of

contracts bid and let by other governmental agencies)

The Board of Education authorizes the purchase apparatus, materials, equipment and supplies, and the contracting of services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract will be let in a manner that constitutes competitive bidding consistent with state law, and thus satisfy the requirement to locally bid the item or service. The contracts will include but not be limited to those filed with US Communities, The Cooperative Purchasing Network, Government Procurement Alliance, and National Joint Powers Alliance.

BOARD APPROVED Item II. N.-T.

III. The Albion Central School District Board of Education authorizes the Superintendent to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to Albion staff whom Albion intends to employ during the 2016-2017 school year.

IV. Real Property Tax Law Sections 556 and 726

Resolved, by the Board of Education of the Albion Central School District, that the authority of the Board of Education pursuant to Real Property Tax Law Section 556 with respect to refunds and credits of real property taxes paid in the case of clerical error, unlawful entry, or error in essential fact, is hereby delegated to the treasurer, upon audit by the internal claims auditor, where the recommended refund or credit is \$3,999 or less: and be it further resolved, that applications for refund of taxes based upon a change in assessment by final order of a court in any tax certiorari proceeding, pursuant to Section 726 of the Real Property Tax Law, is delegated to the treasurer upon audit by the internal auditor, in an amount not to exceed \$3,999.

V. Correction of Tax Rolls

Resolved, by the Board of Education of the Albion Central School District, the District Clerk is hereby authorized to correct errors, on behalf of the Board of Education, on the tax rolls as recommended by Orleans or Genesee County, not to exceed the sum of \$3,999.

VI. Authorization for Superintendent Regarding Student Suspensions

Resolved, by the Board of Education of the Albion Central School District, the Superintendent may act on behalf of the Board of Education to reduce suspensions of students when deemed appropriate.

BOARD APPROVED Items III. – VI.

VII. Substitute Pay Rates:

TEACHING SUBSTITUTES 2015-2016 school year

A copy of NYS certification must be on file in the Central Office to qualify for payment at the following certified rates:

Terms: 1 full day = more than four hours

1/2 day = up to and including four hours

Certified Instructors:..... \$86.00 daily

Certified Nonemployee Test Scorer Rate..\$25.00 per hour

Non-Certified Instructors:..... \$80.00 daily

Tutors: Certified Tutors..... \$25/hourly

Non-certified Tutors..... \$20/hourly

Preparation Time..... \$10/hourly

NON-INSTRUCTIONAL SUBSTITUTES:

Nurse.....\$16.00/hourly - copy of Valid License must be on file

Clerks/Typists.....\$9.00/hourly

Aides.....\$9.00/hourly

Cleaners.....\$9.00/hourly

Summer Workers.....1st year - \$8.75/hourly

(Labor Class) 2nd year - \$8.75/hourly

Lunchroom Monitors.....\$9.00/hourly

Teacher Assistants . . . \$10.00/hourly

VIII. CSE & CPSE Personnel Recommendations

Committee on Special Education for the 2015-2016 school year:

Jessica Beal, Chairperson

Mary Leto, Alternate Chairperson

Patrick Brawn, Psychologist

Eric Christiansen, Psychologist

Betsy Martel, Psychologist

School Appointed Physician (attends only by parent or
Committee request)

Individual student (whenever appropriate)

Individual student's regular education teacher

Individual student's special education teacher and/or
related service provider

Individual student's parent(s)/legal guardian(s)

Individual parent representatives at parental request:

Peter Howes

Jamie Mathes

Cassandra Ploessel

The Committee should also include an individual who can interpret the instructional implications of evaluation results, who may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may also be included.

Committee on Preschool Special Education for the 2015-2016 school year:

Mary Leto, Chairperson/District Representative
Jessica Beal, Alternate Chairperson
Orleans County Children with Special Healthcare Needs
Director, Municipality Appointed Representative
Individual student, whenever appropriate
Individual student's parent(s)/legal guardian(s)
Individual student's regular education teacher
Individual student's special education teacher and/or
related service provider

Individual parent representatives at parental request:

Peter Howes
Cassandra Ploessel
Jamie Mathes

In addition, an individual who can interpret the instructional implications of evaluation results may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may be included. At an initial recommendation meeting, a professional who participated in the evaluation of the child or an appropriate school district may be included.

For a child in transition from early intervention programs and services, the appropriate licensed or certified professional from the Department of Health's Early Intervention Program will be included at parent request.

Surrogate parent for the 2015-2016 school year:

Sarah Melancon
14156 Maple Street
Albion, New York 14411

Independent Evaluators:

ORLEANS COUNTY:

School District	Psychologist
Lyndonville	G. Robert Shiffer
Medina	Ann Marie Martillotta
	Leonard Petix

Dr. Brenda Bierdeman
Platt Street
Albion, New York 14411
585-589-2315

ERIE COUNTY:

Robert Warner Rehabilitation Center
A Unit of Children's Hospital of Buffalo
Psychological Educational Services
219 Bryant Street
Buffalo, New York 14222
716-878-7440

MONROE COUNTY:

Andrew J. Kirch Developmental Center
Strong Center for Developmental Disabilities
Golisano Children's Hospital
Box 671, 601 Elmwood Avenue
Rochester, New York 14642

Monroe II BOCES
c/o Tammy Schockow, Spencerport, NY 14559

BOARD APPROVED Items VII. – VIII.

IX. Board of Education Committees and Assignments.

Mrs. Margy Brown asked Board members to contact her by e-mail regarding Committees they wish to serve on. Committee assignments will be finalized at the August 3, 2015 Board Meeting.

X. Adjournment

BOARD APPROVED