

MINUTES of the Reorganization/Business Meeting of the Board of Education of the West Irondequoit Central School District, Town of Irondequoit, Monroe County, New York held Tuesday, July 12, 2016, in the District Office, 321 List Avenue, Rochester, NY

BOARD MEMBERS PRESENT: B. Charles, A. Cunningham, B. Evans, J. Shafer, C Stahl, M. Steckley, J. Vay

ALSO PRESENT: J. Brennan, J. Crane, S. Ertel, K. Finter, S. Flood, P. Kelly, C. Miga

ABSENT: T. Terranova

Visitors: As per Sign in sheet

CALL TO ORDER

Mrs. Kelly called the meeting to order at 5:30 p.m. with the pledge of allegiance.

APPOINTMENT OF TEMPORARY CHAIRPERSON OF MEETING

Mrs. Kelly asked for a motion to appoint Mr. Crane as temporary chairperson.

Motion made by Mr. Vay seconded by Mr. Evans to appoint Mr. Crane as Temporary Chairperson.

Motion Carried: 5-0-0

APPROVAL OF AGENDA

Motion made by Dr. Steckley with a second by Mr. Vay to approve the agenda as presented.

Motion Carried: 5-0-0

PROMISE PROJECT UPDATE

Mr. Dibble from Campus Construction provided an update.

ORGANIZATION OF THE BOARD

A. Oath of Office for New Board Members

Mrs. Kelly administered the oath of office to new board members Mr. Charles and Ms. Stahl.

B. Election of President of the Board of Education, 2016-17

Mr. Crane asked for a motion for nominations for the office of the President.

Motion made by Dr. Shafer with a second by Dr. Steckley that Mr. Evans be nominated.

Mr. Crane asked for any further nominations.

There being no further nominations, Mr. Crane called for a vote.

Motion made by Dr. Shafer with a second by Dr. Steckley that Mr. Evans be elected as the President of the West Irondequoit Board of Education for the 2016-17 school year.

Each Board of Education member was polled as to his or her vote for Mr. Evans as President and comments:

Brian Charles – Yes
Ann Cunningham – Opposed
Bill Evans – Yes
John Shafer – Yes
Carolyn Stahl - Yes
Meg Steckley – Yes
John Vay - Yes

Motion carried: 6-1-0

C. Oath of Office for President

Mrs. Kelly administered the oath of office for President to Mr. Evans.

Following the election, President Evans took over as Chairperson.

D. Election of Vice-President of the Board of Education, 2016-17

President Evans asked for a motion for nominations for the office of Vice President.

Motion made by Dr. Steckley with a second by Mr. Charles that Mr. Vay be nominated.

President Evans asked for any further nominations.

There being no further nominations, President Evans called for a vote.

Motion made by Dr. Steckley with a second by Mr. Charles that Mr. Vay be elected as the Vice President of the West Irondequoit Board of Education for the 2016-17 school year.

Each Board of Education member was polled as to his or her vote for Mr. Vay as Vice President and comments:

Brian Charles – Yes
Ann Cunningham – Opposed
Bill Evans – Yes
John Shafer – Yes
Carolyn Stahl - Yes
Meg Steckley – Yes
John Vay - Yes

Motion carried: 6-1-0

E. Oath of Office for Vice-President

Mrs. Kelly administered the oath of office for Vice President to Mr. Vay.

- F. Authorizations/Appointments/Designations/Re-Adoptions for 2016-17 School Year
1. Authorization to establish the following petty cash funds, custodians, and amounts:

<u><i>Building</i></u>	<u><i>Amount</i></u>	<u><i>Custodian</i></u>
Brookview	\$100	Bonnie Ritzman
Community Education	\$100	Barbara Reardon
Dake Junior High	\$100	Sue Goodlein
District Office	\$100	Susan Bottazzo
Helmer Nature Center	\$100	Karen Mazzola
IHS-Athletics Office	\$50	Anthony Lipani
IHS-Bookstore	\$50	Mary Greenblatt
IHS-Music	\$100	Steve Zugelder
Iroquois Middle School	\$100	Andria Mikiciuk
Pupil Personnel Services	\$100	Barb Speed
Rogers Middle School	\$100	Fran DiPrima
Southlawn	\$100	Melissa Vella
Technology	\$100	Eileen Romeo
Cafeteria Program	\$520	Betsy LoGiudice

2. Appointment of Patricia Kelly as Secretary to the Superintendent/School District Clerk.
3. Appointment of Susan Bottazzo as Deputy School District Clerk.
4. Appointment of Gregory Pheterson as School District Treasurer.
5. Appointment of James Brennan as Deputy Treasurer.
6. Appointment of Patricia Hartman as Internal Claims Auditor.
7. Appointment of Rotenberg and Co., LLC as Internal Auditor.
8. Appointment of Audit Committee Members (The Board of Education as a whole).
9. Designation of Freed Maxick & Battaglia as External Auditor (Independent).
10. Designation of Harris Beach as legal counsel.
11. Designation of Clark Patterson Lee as architect.
12. Designation of Assistant Superintendent for Finance as Purchasing Agent.
13. Designation of Deputy Superintendent as alternate Purchasing Agent.
14. Designation of Deputy Superintendent as Records Access Officer.

15. Designation of Assistant Superintendent for Finance as alternate Records Access Officer.
16. Records Access Fee: The fee for copying documents is 25 cents per single-sided page up to 8 ½ x 14 and 50 cents for a double –sided page up to 8 ½ x 14.
17. Designation of Deputy Superintendent as Census Enumerator.
18. Designation of Assistant Superintendent for Finance as alternate Census Enumerator.
19. Designation of WorkFit Medical, 1160 Chili Avenue, Suite 100, Rochester, NY 14624, as district physician and Dr. Lawrence Denk as school physician.
20. Designation of Dr. Rajendra Singh as district psychiatrist.
21. Designation of Patricia Hartman as Medicaid Compliance Officer.
22. Designation of Deputy Superintendent and Director of Student Services as Title IX Compliance Officers (Harassment Complaint Officer).
23. Designation of Assistant Superintendent for Finance, K-6 Director of Instruction or 7-12 Director of Instruction as alternate Title IX Compliance Officers (Harassment Complaint Officer).
24. Designation of Assistant Superintendent for Finance as individual to approve free and reduced lunch applications.
25. Designation of Deputy Superintendent as alternate individual to approve free and reduced lunch applications.
26. Designation of Assistant Superintendent for Finance to authorize the Free and Reduced Lunch Program.
27. Designation of Deputy Superintendent as alternate to authorize the Free and Reduced Lunch Program.
28. Designation of Jeffrey Rahn as asbestos designee.
29. Designation of Alphonse DiNoto as Energy Manager.
30. Designation of Jennifer Brooker as Chemical Hygiene Officer.
31. Designation of Jeffrey Rahn as alternate Chemical Hygiene Officer

32. Establishment of the following banks as official depositories of district funds:

JP Morgan Chase Bank	M & T Bank
Bank of America	Citibank
First Niagara	MBIA Class
Key Bank	
33. Set the following bonding level for staff/officers:
Blanket limit of \$3,000,000 per loss.
34. Designation of the ROCHESTER BUSINESS JOURNAL as the official newspaper.
35. Designation of individuals to serve as Impartial Hearing Officers for the 2016-2017 school year as listed on the district-specific list of Impartial Hearing Officers as maintained by the New York State Education Department's Impartial Hearing Reporting System (IHRS), as required in Section 200.5 of the Regulations of the Commissioner of Education.
36. Authorization of Board of Education President or Vice-President to approve Impartial Hearing Officer.
37. Designation of Susan Flood as individual to propose amendments to a student's IEP on behalf of the School District.
38. Designation of Susan Flood as Section 504 Compliance officer.
39. Authorization of Deputy Superintendent to certify payrolls.
40. Authorization of the Assistant Superintendent for Finance as alternate to certify payrolls.
41. Authorize use of electronic signature cards for checks.
42. Authorization of the Superintendent of Schools or his /her designee to approve the attendance of staff members at professional conferences in advance of such conferences. (General Municipal Law, Section 77-b)
43. That non-resident tuition rates for the 2016-2017 school year be established at the rate as set by SED guidelines.
44. Set the mileage reimbursement rate at the same rate set by the Internal Revenue Service and as amended from time to time.

45. Extraclassroom central treasurers, granting permission to sign extraclassroom account checks, as follows:

<u>Area</u>	<u>Custodian</u>
IHS	Douglas Lauf
Dake	Michelle Cramer
Iroquois	Charles Miller
Rogers	Dennis DesRosiers

46. Authorization to Mary Greenblatt as custodian of the Irondequoit High School Campus Bank Account.

47. Re-adoption of Policies and Code of Ethics.

48. Re-adoption of the District-Wide School Safety Plan.

49. Re-adoption of the Code of Conduct.

50. Dignity of All Students Compliance Officers, Deputy Superintendent and Director of Student Services.

51. Dignity of All Students Alternate Compliance Officers, Assistant Superintendent for Finance, K-6 Director of Instruction or 7-12 Director of Instruction.

52. Dignity of All Students – Dignity Act Coordinator – The coordinator for each school building will be the principal.

53. Designation of Jeffrey Rahn as Chief Emergency Officer.

Upon motion by Dr. Steckley with a second by Dr. Shafer the following resolution was offered:

BE IT RESOLVED that the following consensus agenda for the Authorizations/Appointments/Designations/Re-adoptions for the 2016-2017 fiscal year be approved as presented.

Motion Carried: 7-0-0

G. Oath of Office of District Clerk

President Evans administered the oath of office for District Clerk to Mrs. Kelly.

H. Filing of Oaths of Office by President, Vice-President, Newly Elected Board Members, Clerk, Treasurer, and Claims Auditor

Mrs. Kelly noted that oaths of office have been filed.

I. Board Members serving as Liaisons to Various Committees and Buildings

Discussion occurred and Board members stated their preferences. Approval is anticipated at the August 18, 2016 Business meeting.

ACCEPTANCE OF MINUTES:

Upon motion made by Dr. Steckley with a second by Mr. Charles the following resolution was offered:

BE IT RESOLVED, that the minutes of the June 16, 2016 Business Meeting and the June 20, 2016 Audit Committee Meeting, be accepted as presented.

Motion Carried: 7-0-0

PUBLIC COMMENT

Heather Erin Dickens 167 Wildmere Road 14617	Ms. Dickens commented on Sunshine Daycare and desire to have the daycare remain at the Oakview location. She stated many reasons Sunshine daycare is an asset to the community.
Linda Sheffer 693 Five Mile Line Road 14580	Ms. Sheffer read a prepared statement. She is the Assistant Director of the daycare. She commented that increases will cause a loss of jobs and would like the daycare to remain at the Oakview location.
Janine Sciarabba 132 Hillview Drive 14622	Ms. Sciarabba read a prepared statement. She is the director of the daycare and commented on the many West Irondequoit families they serve and closing the daycare would have an economic impact on families. She commented that she is a responsible tenant and supports our community.
Ron Powell 122 Barry Road 14617	Mr. Powell commented that he is a parent of a child at Sunshine Daycare and the impact for families and the staff if the daycare closed. He commented that the District did not reach out to parents.
Heather Muxworthy 266 Wyndale Road 14617	Ms. Muxworthy commented that she has been involved with Sunshine Daycare for 22 years, her children went there and now one works there. She commented that there are no other daycares in the area.
Cathy Calcagno 632 Maris Run 14580	Ms. Calcagno commented that she is the nurse at Sunshine Daycare. She commented that while she knows the daycare is not a money-making business but it is dedicated to the families it serves and the community. She asked the Board to consider all comments and challenged the District to find a way to make it work.
Erin Cummins 63 Parkside Crescent 14617	Ms. Cummins commented that the biggest decision for parents is where their children will be while they are at work. She commented that there was no question that Sunshine Daycare was the place for her children. They treat staff right and the staff treat the children right. She asked the District to find other ways to keep the property.
Lorinda Parks 637 Winona Blvd. 14617	Ms. Parks commented that she is a physician and loves Sunshine Daycare. Children thrive there and their language development is outstanding.

Mr. Crane thanked everyone for their comments and all they have done. He also shared that the District has invested approximately \$300,000 in the library property to update so that we can vacate the Lakeview and Oakview properties. Mr. Vay commented that both leases have been renewed for one year. Lastly, Mr. Evans commented that a Community Session was held last fall concerning the two properties where the District shared the extensive work needing to be done.

SUPERINTENDENT'S REPORT

Mr. Crane shared information on the upcoming NYSSBA Annual Convention in October and asked the Board if they may wish to attend. Mr. Crane distributed this year's summer reading, *We Are the Youth*, to each Board Member and they will debrief at the August workshop. He also shared a few letters received recently. The first letter suggests that our students' ranking in the county is declining, our staff is discouraged from creative and critical thinking and claims the community criticizes the District of selective financial reporting. Mr. Crane shared that we do not require our students to take AP courses as other districts do. He shared the list of professional development opportunities happening on September 2 where all of the presenters are staff – teachers teaching teachers, a “love letter” from a parent who outlined the journey through the district for her four children and lastly, the many opportunities that community members have to obtain budget information.

REPORT OF THE TREASURER

No Report.

REPORT OF LEADERSHIP STAFF

Personnel

1. Resignations/Appointments/Other

Upon motion by Mrs. Cunningham with a second by Mr. Vay the following resolution was offered:

BE IT RESOLVED, that the personnel agenda dated July 12, 2016, as recommended by the Superintendent of Schools, be approved as presented.

Motion Carried: 7-0-0

Business

1. Audit Committee

Mr. Brennan reported that an Audit Committee meeting will be scheduled to review the Comptroller's Audit.

2. Facilities Plan

Mr. Brennan reported that we are working with Clark Patterson Lee on the design of space for the former library. Additional information around the timeline is anticipated at the August 18, 2016 Business meeting.

Pupil Personnel Services

1. Committee on Special Education and Pre-School

Upon motion by Mrs. Cunningham with a second by Mr. Charles the following resolution was offered:

BE IT RESOLVED, that the appointment of the 2016-17 Committee on Special Education and Pre-School Committee on Special Education be approved as presented.

Motion Carried: 7-0-0

2. Recommendation of the Committee on Special Education

Upon motion by Mrs. Cunningham with a second by Dr. Steckley the following resolution was offered:

BE IT RESOLVED, that the recommendations of the Committee on Special Education dated July 12, 2016 for the 2015-16 and 2016-17 school years be approved as presented.

Motion Carried: 7-0-0

OLD BUSINESS

A. Approval of Internal Risk Assessment

Upon motion by Mr. Vay with a second by Dr. Shafer the following resolution was offered:

BE IT RESOLVED, that the Internal Risk Assessment for the 2015-16 school year be approved as presented.

Motion Carried: 7-0-0

NEW BUSINESS

A. Standard Work Day Resolutions

1. West Irondequoit Central School District Standard Work Day by Position

Upon motion by Dr. Steckley with a second by Ms. Stahl the following resolution was offered:

BE IT RESOLVED, that the West Irondequoit Central School District establishes the following Standard Work Day by Position for the 2016-17 School Year.

Cafeteria Staff

Food Service Helpers	6.0
All others	6.25-8.0 (Contract Hours)

Clerical (Including Help Desk Assistant and Confidential Staff)

All Positions	7.5
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Maintenance

All Positions	8.0
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Teacher Aides

Part time	6.0
All others	6.25-8.0 (Contract Hours)

Civil Service reportable Administrative Staff, Directors, Technology, Athletics

All Positions	7.5-8.0
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On Call School Aides (not board appointed)

All Positions	6.0
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Support Staff (School Nurse, OT, PT, Etc.)

All Positions	6.0-7.5
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Motion Carried: 7-0-0

2. Standard Work Day for Appointed Employees 2016-17

Upon motion by Mr. Vay with a second by Dr. Shafer the following resolution was offered:

BE IT RESOLVED, that the West Irondequoit Central School District, location code 72619, hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

<u>Title</u>	<u>Standard Work Day (hrs/day)</u>
Treasurer	7.5
Board Clerk	7.5

Motion Carried: 7-0-0

B. 2016-17 Transportation Contracts

Upon motion by Mr. Charles with a second by Ms. Stahl the following resolution was offered:

BE IT RESOLVED, that the following Transportation Contracts for the 2016-17 fiscal year be approved as presented.

First Student – Regular School Year (Contract Extensions)		
	Rate (per bus/day)	Annualized
Regular School Transportation	\$267.96	\$495,726.24
Private/Parochial	\$263.93	\$130,546.03
Handicapped Transportation		\$1,073,434.79
Regular Van	\$306.41	
Wheelchair	\$325.57	
Monitor	\$80.72	
Noon	\$68.51	
Monroe – Regular School Year (Contract Extensions)		
Voc-Tech Transportation	\$252.25	\$46,666.25
2 Dake Buses	\$237.80	\$87,732.55
First Student – Transportation Contract		\$133,548.60
Summer School Handicapped (RFP)	\$309.75	In-district
	\$322.67	Out-of-district
Summer School Labs (K-6)	\$209.00	\$2,926.00

Motion Carried: 7-0-0

C. Independent Consultant Contracts

1. Stewart Agor
2. Larry Denk M.D.
3. Rita Dulaney
4. Mary Lou Popolizio

Upon motion by Mrs. Cunningham with a second by Dr. Shafer the following resolution was offered:

BE IT RESOLVED, that the Independent Consultant Contracts for services for the 2016-17 school year as outlined in the individual agreements be approved as presented.

Motion Carried: 7-0-0

D. Proposed Field Trip

Upon motion by Dr. Steckley with a second by Mr. Charles the following resolution was offered:

BE IT RESOLVED, that the field trip to Montreal/Quebec City on January 28-31, 2017, at no cost to the District, be approved as presented.

Motion Carried: 7-0-0

E. Approval of Bid

Upon motion by Mr. Vay with a second by Ms. Stahl the following resolution was offered:

BE IT RESOLVED by the Board of Education of the West Irondequoit School District to award the bid to supply bagels for the West Irondequoit Food Service Program in the 2016-17 school year to Kingston Wholesale Bagels, Inc. at a price of \$3.80 per dozen for 3 oz. bagels and \$4.00 per dozen for a 4 oz. bagel.

Motion Carried: 7-0-0

F. Mission Statement Discussion

Dr. Steckley and Ms. Stahl reported that some Board members recently met to discuss the possibility of updating the District Blueprint. They discussed the process and tentative timeline. They would like to survey the community for their input and are currently developing possible questions.

BOARD REPORTS

A. Liaison Reports and Next Scheduled Meeting Date

1. Monroe County School Board Association

- Legislative Committee – No Report
- Labor Relations – No Report
- Information Exchange - No Report

2. School/Community Groups

- Helmer Nature Center - No Report
- PTSA - No Report
- WIF

Mrs. Cunningham reported that the next meeting will be on July 18, 2016.

- WI Alumni Association - No Report
- TLC – No Report
- Facilities – No Report

3. Schools

- Irondequoit High School
Mr. Vay reported that graduation was a great event and it was great to see staff from the graduates' elementary days serving as marshals.
- Dake Junior High – No Report
- Rogers – No Report
- Iroquois – No Report
- Briarwood/Colebrook – No Report
- Brookview/Seneca – No Report
- Listwood/Southlawn – No Report

B. Correspondence

C. Review of Future Meetings

Board Workshop	Thursday, August 18, 2016	9:00 a.m.	District Office
Regular Meeting	Thursday, August 18, 2016	5:30 p.m.	District Office

EXECUTIVE SESSION

Upon motion by Ms. Stahl with a second by Mr. Vay the Board adjourned into Executive Session at 8:32 p.m.to discuss the employment history of a particular person(s).

The Board returned to open session at 9:20 p.m.

ADJOURNMENT

There being no further business, the meeting was unanimously adjourned at 9:21 p.m. following a motion by Dr. Steckley with a second by Dr. Shafer.

Respectfully submitted,

Patricia Kelly
School District Clerk

(Copies of all above-mentioned actions are filed with the supplemental file of the minutes of the meeting.)