

MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT  
1506 Route 21, Shortsville, NY 14548  
Board of Education

Regular Session

September 12, 2018

7:00 PM

**Members Present:**

Jennifer Speers, President  
Kristin Gray, Vice President  
Heather Bachman  
Martha Flower  
Barbara Gardner  
Amanda MacNamara  
Richard Vienna

**Others Present:**

Charlene Dehn, Superintendent  
Kimberly Brown, Board Clerk

**Members Absent:**

None

**CALL TO ORDER:**

The scheduled monthly meeting of the Manchester-Shortsville Central School District Board of Education was called to order on September 12, 2018, in high school auditorium lobby at approximately 7:00 p.m. by President Speers.

**I. PUBLIC COMMENT:**

Jim Lynch and Terri Valenti commented on the community garden, community service for students and the Red Jacket greenhouse.

**II. PRESENTATIONS:**

Building Council Plans - Principals

**III. NEW BUSINESS:**

2019-2020 Budget Development Calendar

A motion by Amanda MacNamara, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve the budget development calendar for the 2019-2020 school year.

Plan Updates

A motion by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve the following Plan updates as presented.

PE Plan
Chemical Hygiene Plan

Building Council Plans

A motion by Amanda MacNamara, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to accept the Elementary, Middle, and High School Building Council Plans for the 2018-2019 school year.

**IV. APPROVAL OF MINUTES:**

A motion by Kristin Gray, seconded by Martha Flower, and unanimously approved: RESOLVED, that the minutes of the August 8, 2018, Board of Education regular meeting be approved as presented.

**V. PERSONNEL REPORT:****Resignations**

It was moved by Richard Vienna, seconded by Kristin Gray, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Richard Bott**, Teacher, effective, August 14, 2018.

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Amy Hoffere**, Teacher, effective, August 31, 2018.

It was moved by Heather Bachman, seconded by Richard Vienna, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Cara Piper**, Teacher, effective, September 28, 2018.

It was moved by Richard Vienna, seconded by Martha Flower, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Katie Potter**, Teacher, effective, August 31, 2018.

It was moved by Heather Bachman, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Lauren Bornheimer**, Teacher Aide, effective, September 1, 2018.

It was moved by Richard Vienna, seconded by Kristin Gray, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Jamie Yahn**, Teacher Aide, effective, September 20, 2018.

It was moved by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Michael Broderick**, Head Varsity Basketball Coach, effective, August 17, 2018.

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Amanda Eisenhauer**, Substitute Food Service Helper, effective, August 27, 2018.

It was moved by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Tracy Van Arnam**, Substitute Food Service Helper, effective, August 13, 2018.

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Jeanne O'Connor**, Cleaner, effective, September 11, 2018.

**Leave**

It was moved by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent, to grant a FMLA to **Colleen Joy**, Teacher, beginning on or about September 7, 2018, and ending on or about October 19, 2018.

**Appointments**

It was moved by Martha Flower, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Megan Krenzer**, full-time on probation as a Elementary Teacher. The probationary service shall begin on August 29, 2018 and end on August 31, 2022, provided that she has been rated as effective or highly effective during at least three of her four years of probation and has obtained B-2 Early Childhood certification. The appointee is initially certified in Childhood Ed 1-6, SWD 1-6 and MS SS 7-9 Extension. Step 3, **Salary per the RJFA negotiated contract agreement (Correct August BOE Report to Step 3)**

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Emma Keating**, full-time on probation as a Elementary Teacher. The probationary service shall begin on August 29, 2018 and end on August 31, 2022, provided that she has been rated as effective or highly effective during at least three of her four years of probation and has obtained B-2 Early Childhood

certification. The appointee is professionally certified in Childhood Ed 1-6, SWD 1-6. Step 9, **Salary per the RJFA negotiated contract agreement**

It was moved by Richard Vienna, seconded by Kristin Gray, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Locklyn Kelley**, full-time on probation as a Special Education Teacher. The probationary service shall begin on August 29, 2018 and end on August 31, 2022, provided that she has been rated as effective or highly effective during at least three of her four years of probation. The appointee is initially certified in Childhood B-9, Generalist, & SWD. Step 7, **Salary per the RJFA negotiated contract agreement**

It was moved by Heather Bachman, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Richard Rappold**, full-time on probation as a 7-12 Social Studies Teacher. The probationary service shall begin on August 29, 2018 and end on August 31, 2022, provided that he has been rated as effective or highly effective during at least three of his four years of probation. The appointee is initially certified in Social Studies 7-12. Step 3, **Salary per the RJFA negotiated contract agreement**

It was moved by Richard Vienna, seconded by Kristin Gray, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Rachel Angelo**, full-time on probation as a K-12 Speech Therapist. The probationary service shall begin on September 13, 2018 and end on September 15, 2022 (start date will be based upon her release date from current employer). The appointee is licensed in Clinical Competence in Speech-Language Pathology and professionally certified as teacher of Students w/ Speech and Language Disabilities. Step 5, **Salary per the RJFA negotiated contract agreement**

It was moved by Martha Flower, seconded by Kristin Gray, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent, to make appointments as per the consensus agenda.

**APPOINTMENTS/INSTRUCTIONAL:**

		Stipend: \$
Joshua Henninger	Appointment as Mentor	Per RJFA Contract
Nicole Lofton	Appointment as 4 <sup>th</sup> /5 <sup>th</sup> Grade Chairperson	Per RJFA Contract
Emily Deporter-Brodman	Appointment as Mentor for Locklyn Kelley	Per RJFA Contract
Kristi Danker-Case	Appointment as Fine Arts Chairperson (split stipend)	Per RJFA Contract
Nicole Lofton	Appointment as Golf Club Advisor	Per RJFA Contract

**APPOINTMENTS/DAILY SUBSTITUTES:**

Ashley King - Phelps	Appointment as Daily Substitute Teacher, K-12 for the 2018-2019 school year. Certification: None
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**APPOINTMENTS/NON-INSTRUCTIONAL:**

Jennifer Church	Permanent appointment of Jennifer Church, Food Service Helper, effective, September 4, 2018. This is a change in civil service status from probationary to permanent.
Debbie Colucci	Permanent appointment of Debbie Colucci, Teacher Aide, effective, September 4, 2018. This is a change in civil service status from probationary to permanent.
Nicole Deely	Permanent appointment of Nicole Deely, Teacher Aide, effective, September 4, 2018. This is a change in civil service status from probationary to permanent.
Courtney Briggs - Newark	Appointment as Teacher Aide – for the 2018-2019 school year, effective, August 29, 2018 - \$10.40/hr.

Robert Good - Shortsville	Appointment as Teacher Aide – for the 2018-2019 school year, effective, August 29, 2018 - \$10.40/hr.
Alyssa Hamman - Ontario	Appointment as Teacher Aide – for the 2018-2019 school year, effective, August 29, 2018 - \$10.40/hr.
Lynne House - Manchester	Appointment as Teacher Aide – for the 2018-2019 school year, effective, August 29, 2018 - \$10.40/hr.
Karen Button - Manchester	Appointment as Bus Monitor from Substitute Bus Monitor – for the 2018-2019 school year, effective, August 29, 2018 - \$10.40/hr.
Wilfred LaJoie - Manchester	Appointment as Substitute Bus Driver – for the 2018-2019 school year, effective, August 29, 2018 - \$14.35/hr.
Bonnie Haskins - Manchester	Appointment as Substitute Bus Monitor – for the 2018-2019 school year, effective, September 5, 2018 - \$10.40/hr.

**VI. COMMITTEE ON SPECIAL EDUCATION/PRE-SCHOOL SPECIAL EDUCATION:**

It was moved by Kristin Gray, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve the CSE and CPSE recommendations.

**VII. REPORTS AND CORRESPONDENCE:**

Building Principals - Upcoming Events

Superintendent Dehn commented on the following topics:

- Opening Day
- Opening Day for Students
- Service Bowl-Changed date to October 13, 2018 – With Homecoming
- Board Presentation Schedule
- Bus Drivers

**VIII. FINANCIAL REPORTS:**

President Speers acknowledged receipt of the Treasurer’s Report on behalf of the Board.

Bond Resolution

At a regular meeting of the Board of Education of the Manchester-Shortsville Central School District, Ontario County, held in the Auditorium Lobby of the Red Jacket High School located at 1506 Route 21, Shortsville, New York, 14548, at 7:00 p.m., prevailing time, on September 12, 2018.

The meeting was called to order by Jennifer Speers, and upon roll being called, the following were:

Present: Jennifer Speers  
 Kristin Gray  
 Heather Bachman  
 Martha Flower  
 Barbara Gardner  
 Amanda MacNamara  
 Richard Vienna

Absent: None

The following resolution was offered by Richard Vienna, who moved its adoption, seconded by Kristin Gray, to-wit:

**BOND RESOLUTION OF THE BOARD OF EDUCATION OF THE MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT, ONTARIO COUNTY, NEW YORK (THE “DISTRICT”) AUTHORIZING THE ISSUANCE OF \$10,650,000 IN SERIAL BONDS OF THE DISTRICT TO FINANCE A CAPITAL IMPROVEMENT PROJECT**

**WHEREAS**, the qualified voters of the Manchester-Shortsville Central School District, Ontario County, New York (the "District") on December 14, 2016 approved a proposition (the "Proposition") authorizing the Board of Education (the "Board") of the District to undertake a capital improvement project consisting of the construction of alterations, renovations and improvements to the District's instructional complex, including site improvements for various school purposes and other appurtenant and related improvements and the acquisition and installation in and around the foregoing improvements of original furnishings, equipment, machinery, apparatus and technology improvements, and other services incidental thereto, all at a total estimated cost of \$12,000,000, with such cost being raised by the expenditure of \$1,350,000 from said District's existing capital reserve fund, and with the balance thereof being raised by a tax upon the taxable property of said School District to be levied and collected in annual installments as provided in Section 416 of the Education Law, with such tax to be partially offset by State aid available therefore, and in anticipation of such tax, by obligations of said School District as may be necessary; and

**WHEREAS**, the Board of Education of the District, acting as lead agency under the State Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation adopted thereunder (6 NYCRR 617.5(c)(8)) (collectively, "SEQRA") on October 26, 2016, determined that the renovations, alterations and improvements to each of the District's buildings and facilities as part of the Project constitutes a "Type II" action within the meaning of SEQRA, and that no further action under SEQRA are required to be undertaken with respect to the Project; and

**WHEREAS**, the Board now intends to appropriate funds for the Project and to authorize the issuance of serial bonds and bond anticipation notes of the District to finance said appropriation.

**NOW, THEREFORE**, THE BOARD OF EDUCATION OF THE MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT, ONTARIO COUNTY, NEW YORK, HEREBY RESOLVES (by the favorable vote of at least two-thirds of all the members of such Board), AS FOLLOWS:

SECTION 1. The District is hereby authorized to undertake the Project, and to issue up to \$10,650,000 principal amount of serial bonds pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law") to finance a portion of the estimated cost of said specific objects or purposes, or bond anticipation notes in anticipation of such bonds.

SECTION 2. It is hereby determined that the estimated maximum cost of the aforesaid specific objects or purposes is \$12,000,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of (i) the expenditure of \$1,350,000 from the District's existing capital reserve fund, as authorized by the Proposition, (ii) the issuance of \$10,650,000 in serial bonds of the District as authorized by Section 1 of this resolution, or bond anticipation notes issued in anticipation thereof, and (iii) the application of State aid, and to the extent necessary, the levy and collection of taxes on the taxable real property of the District to pay the principal of said bonds or bond anticipation notes and the interest thereon as the same may become due and payable.

SECTION 3. It is hereby determined that the period of probable usefulness of the specific objects or purposes for which bonds are authorized under this resolution is thirty (30) years, pursuant to subdivision 97. of paragraph a. of Section 11.00 of the Law.

SECTION 4. The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Law, for the capital purposes described in Section 1 of this resolution. The District shall reimburse such expenditures with the proceeds of the bonds or bond anticipation notes authorized by this resolution. This resolution shall constitute a declaration of "official intent" to reimburse the expenditures authorized by Section 1 hereof with the proceeds of the bonds or bond anticipation notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

SECTION 5. Each of the serial bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the such serial bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any bond anticipation notes issued in anticipation of thereof shall be general obligations of the District, payable as to both principal and interest by a general tax upon all the real property within the District without legal or constitutional limitation as to rate or amount. The faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said serial bonds and bond anticipation notes and provisions shall be made annually in the budget of the District by

appropriation for (a) the amortization and redemption of said bonds or bond anticipation notes to mature in such year and (b) the payment of interest to be due and payable in such year.

SECTION 6. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said obligations and of Section 21.00, Section 50.00, Section 54.90, Sections 56.00 through 60.00, Section 62.10 and Section 63.00 of the Law, the powers and duties of the Board relative to authorizing serial bonds and bond anticipation notes, including without limitation the determination of whether to issue bonds providing for substantially level or declining annual debt service, and all matters incidental thereto, and prescribing the terms, form and contents as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of the such bonds, and the renewals of said bond anticipation notes, are hereby delegated to the President of the Board of Education, the chief fiscal officer of the District (the "President of the Board"). The delegation of authority to the President of the Board contained in this Section 6 shall include the authority to determine whether to issue and sell the bonds in a private sale to the Dormitory Authority of the State of New York (the "Dormitory Authority") in accordance with Section 57.00(a) of the Law. In connection with, and in order to effectuate any such private sale of bonds to the Dormitory Authority pursuant to Section 57.00(a) of the Law, the President of the Board is hereby further authorized to execute one or more loan agreements, financing agreements and/or any other agreements with or for the benefit of the Dormitory Authority, including any amendments thereto and any instruments, certificates or other documents in connection therewith. Further, pursuant to subdivision b. of Section 11.00 of the Law, in the event that bonds authorized by this resolution are combined for sale, pursuant to subdivision c. of Section 57.00 of the Law, with bonds to be issued for one or more objects or purposes authorized by other bond resolutions of the Board, then the power of the Board to determine the "weighted average period of probable usefulness" (within the meaning of subdivision a. of Section 11.00 of the Law) for such combined objects or purposes is hereby delegated to the President of the Board, as the chief fiscal officer of the District.

SECTION 7. The President of the Board is hereby further authorized to take such actions and execute such documents as may be necessary (i) to ensure the continued status of the interest on the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and (ii) to designate the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

SECTION 8. The President of the Board is further authorized to enter into a continuing disclosure undertaking with or for the benefit of the initial purchaser or purchasers of the bonds or notes authorized herein in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 9. The intent of this resolution is to give the President of the Board sufficient authority to execute those applications, agreements, instruments, certificates or to do any similar acts necessary, or in the opinion of the President of the Board advisable to effect the issuance of the bonds or bond anticipation notes authorized by this resolution without resorting to further action of the Board.

SECTION 10. In the absence of the President of the Board, the Vice President of the Board is hereby specifically authorized to exercise the powers delegated to the President of the Board in this resolution.

SECTION 11. The validity of the bonds authorized by this resolution and of any bond anticipation notes issued in anticipation of such bonds may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money; or
- (b) the provisions of law which should be complied with at the date of the publication of this resolution or summary thereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or
- (c) such obligations are authorized in violation of the provisions of the Constitution.

SECTION 12. The District Clerk is hereby authorized and directed to cause a copy of this resolution, or a summary thereof, to be published in the official newspaper(s) of the District for legal notices, together with a notice of the District in substantially the form provided in Section 81.00 of the Law.

SECTION 13. This resolution shall take effect immediately upon its adoption.

The following vote was taken and recorded in the public or open session of said meeting, which resulted as follows:

	<u>AYES</u>	<u>NAYS</u>
Jennifer Speers	X	
Kristen Gray	X	
Heather Bachman	X	
Martha Flower	X	
Barbara Gardner	X	
Amanda MacNamara	X	
Richard Vienna	X	

STATE OF NEW YORK )  
COUNTIES OF ONTARIO ) ss.:

I, the undersigned District Clerk of the Manchester-Shortsville Central School District, Ontario County, New York (the "District") DO HEREBY CERTIFY as follows:

I am the duly qualified and acting District Clerk of the District and the custodian of the records of the District, including the minutes of the proceedings of the Board of Education, and am duly authorized to execute this certificate.

Attached hereto is a true and correct copy of the bond resolution duly adopted at a meeting of the Board of Education held on September 12, 2018 and entitled:

**BOND RESOLUTION OF THE BOARD OF EDUCATION OF THE MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT, ONTARIO COUNTY, NEW YORK (THE "DISTRICT") AUTHORIZING THE ISSUANCE OF \$10,650,000 IN SERIAL BONDS OF THE DISTRICT TO FINANCE A CAPITAL IMPROVEMENT PROJECT**

That said meeting was duly convened and held and that said resolution was duly adopted in all respects in accordance with the law and regulations of the District. To the extent required by law or said regulations, due and proper notice of said meeting was given. A legal quorum of members of the Board of Education was present throughout said meeting, and a legally sufficient number of members voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under the law, said regulations, or otherwise, incident to said meeting and the adoption of the resolution, including the publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Manchester-Shortsville Central School District this 12<sup>th</sup> day of September, 2018.

**MANCHESTER-SHORTSVILLE  
CENTRAL SCHOOL DISTRICT**

By: Kimberly Brown  
District Clerk

[SEAL]

Partnership for Ontario County Agreement

It was moved by Amanda MacNamara, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve the counseling service agreement with The Partnership for Ontario County, Inc. from July 1, 2018 throughout the district school year, ending on June 30, 2019.

CSEA Agreement

A motion by Kristin Gray, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to ratify the following resolution.

Whereas, the Superintendent and the Civil Service Employees Association, Inc., Manchester-Shortsville Employees Unit, have on July 23, 2018, met and reached agreement on terms and conditions of employment for a successor collective negotiating agreement (“Agreement”) for the period of time from July 1, 2018 through June 30, 2020; and

Whereas, the Association has ratified the terms of this Agreement on September 4, 2018.

Now, Therefore, upon the affirmative recommendation of the Superintendent of Schools for the Manchester-Shortsville Central School District, it is

HEREBY RESOLVED, that the Manchester-Shortsville Board of Education approves the necessary funds for the July 1, 2018 to June 30, 2020 Agreement between the Manchester-Shortsville Central School District and the Civil Service Employees Association, Inc., Manchester-Shortsville Employees Unit.

**VIII. OLD BUSINESS:**

Policies

A motion by Martha Flower, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to waive the third reading and complete the adoption of the following policies:

- #5632 – Pest Management and Pesticide Use
- #5650 – Energy Conservation and Recycling in the Schools

A motion by Kristin Gray, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to waive the second reading and complete the adoption of the following policies:

- #5672 – Information Security Breach and Notification
- #5673 – Employee Personal Identifying Information
- #5674 – Data Networks and Security Access
- #5675 – Student Grading Information Systems
- #5683 – Fire and Emergency Drills, Bomb Threats and Bus Emergency Drills

**ADJOURNMENT:**

Moved by Martha Flower, seconded by Kristin Gray, and carried unanimously: RESOLVED, that the Board hereby stands adjourned at approximately 9:26 p.m.

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Kimberly Brown, District Clerk