

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

Regular Session

June 12, 2019

7:00 PM

Members Present:

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

Others Present:

Charlene Dehn, Superintendent
Kimberly Brown, District Clerk

Members Absent:

Kristin Gray

CALL TO ORDER:

The scheduled monthly meeting of the Manchester-Shortsville Central School District Board of Education was called to order on June 12, 2019, in the high school auditorium lobby at approximately 7:00 p.m. by President Speers.

I. PUBLIC COMMENT:

None

II. APPROVAL OF MINUTES:

A motion by Martha Flower, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the minutes of the May 8, 2019 Board of Education regular meeting be approved as presented.

A motion by Martha Flower, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the minutes of the May 21, 2019 Board of Education regular meeting be approved as presented.

III. PERSONNEL REPORT:

Retirement

It was moved by Amanda MacNamara, seconded by Heather Bachman, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the retirement of **Roxanne Button**, School Bus Driver, effective, August 1, 2019.

Resignations

It was moved by Martha Flower, seconded by Richard Vienna, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to accept with regret the resignation of **Allison Luta**, Teacher, effective, September 1, 2019.

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 **Ariel Hays**, Cleaner, effective, June 10, 2019.

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 **William Burnett**, Building Maintenance Assistant, effective, June 19, 2019.

Leave

It was moved by Martha Flower, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent, to grant a paid leave to **Scott Forbes**, Counselor, beginning on June 3, 2019 and ending on or about June 14, 2019 pursuant to the Military Leave Act and provisions in the RJFA Agreement.

Appointments

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Jessica Hemenway**, full-time on probation as a 7-12 Science Teacher. The probationary service shall begin on August 28, 2019 and end on August 30, 2022, provided that she has been rated as effective or highly effective during at least two of her three years of probation. The appointee is professionally certified in 7-12 Chemistry. Step 9, **Salary per the RJFA negotiated contract agreement**

It was moved by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that upon the recommendation of the Superintendent, to appoint **Shelby Koehler**, full-time on probation as a 7-12 Science Teacher. The probationary service shall begin on August 28, 2019 and end on August 30, 2022, provided that she has been rated as effective or highly effective during at least two of her three years of probation. The appointee is professionally certified in 7-12 Biology and General Science Extension. Step 12, **Salary per the RJFA negotiated contract agreement**

It was moved by Richard Vienna, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent, to appoint **Nathaniel Grant**, full-time as Network Engineer I, per the amended Confidential Salary agreement effective, July 1, 2019.

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

APPOINTMENTS/DAILY SUBSTITUTES:

Paula Burkhardt – Fairport	Appointment as Daily Substitute Teacher, 6-8 for the 2019-2020 school year. Certification: PreK, K, 1-6 & Special Education - RJ Retired Teacher \$110.00/day – Test Proctoring, Long Term Special Ed - Only
Patti Carrig – Shortsville	Appointment as a Long Term Daily Substitute Teacher for Rachel Angelo. Certification: Speech & Hearing - \$150.00/day, effective, April 22, 2019

APPOINTMENTS/NON-INSTRUCTIONAL:

Michael Hanline – Shortsville	Appointment as School Bus Driver – for the 2018-2019 school year, effective, May 20, 2019 - \$14.56/hr.
Jamie Pentland – Manchester	Appointment as Teacher Aide – for the 2018-2019 school year, effective, May 20, 2019 - \$11.10/hr.
Barbara Hansen – Manchester	Appointment as Temporary Teacher Aide for summer 2019 - \$13.99/hr.
Roxanne O'Brien – Shortsville	Appointment as Temporary Teacher Aide for summer 2019 - \$11.40/hr.
Miguel Benito – Manchester	Appointment as Student Helper Substitute Cleaner – for the 2019-2020 school year, effective, June 24, 2019 - \$11.10/hr.
Brock Hill – Manchester	Appointment as Student Helper Substitute Cleaner – for the 2019-2020 school year, effective, June 24, 2019 - \$11.10/hr.
Jack Norkus – Shortsville	Appointment as Student Helper Substitute Cleaner – for the 2019-2020 school year, effective, June 24, 2019 - \$11.10/hr.
Abigail Bennett – Penfield	Appointment as Student Helper Substitute Cleaner – for the 2019-2020 school year, effective, July 1, 2019 - \$11.10/hr.
Nathan Sawyer – Shortsville	Appointment as Substitute Cleaner – for the 2019-2020 school year, effective, May 28, 2019 - \$11.50/hr.
Joseph Massaro – Palmyra	Appointment as Substitute Cleaner – for the 2019-2020 school year, effective, May 28, 2019 - \$11.50/hr.

Lisandra Rivera Melendez – Manchester	Appointment as Substitute Cleaner – for the 2019-2020 school year, effective, May 20, 2019 - \$11.50/hr.
Brandi Metz – Canandaigua	Appointment as Substitute Cleaner – for the 2019-2020 school year, effective, July 1, 2019 - \$11.50/hr.
Christena King – Waterloo	Appointment as Food Service Helper – for the 2018-2019 school year, effective, June 10, 2019 - \$11.10/hr. (pending fingerprint approval)
Rachel Lockman – Romulus	Appointment as Temporary Cook for summer 2019 - \$16.99/hr.
Christena King – Waterloo	Appointment as Temporary Food Service Helper for summer 2019 - \$11.10/hr (pending fingerprint approval)
Heather Borghi – Manchester	Appointment as Temporary Food Service Helper for summer 2019 - \$11.40/hr
Jennie Hedworth – Canandaigua	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Diane Hixson – Shortsville	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Judy Patterson – Canandaigua	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Judith Schreiber – Canandaigua	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Danny Slack – Farmington	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Thomas Wentworth – Canandaigua	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Joe Gannon – Shortsville	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Jim Garling – Farmington	Appointment as Substitute Bus Driver – for the 2019-2020 school year, effective, July 1, 2019 - \$14.86/hr.
Teresa Bates – Canandaigua	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$19.49/hr
Karen Button – Manchester	Appointment as Temporary Bus Monitor for summer 2019, effective, July 1, 2019 - \$11.40/hr
Glenn Bullock – Palmyra	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$15.37/hr
Kathy Bushart – Palmyra	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$15.37/hr
Karen Button – Manchester	Appointment as Temporary Bus Garage Cleaner for summer 2019, effective, July 1, 2019 - \$11.40/hr
Karen Button – Manchester	Appointment as Temporary Bus Cleaner for summer 2019, effective, July 1, 2019 - \$11.40/hr
Missy Button – Shortsville	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$14.86/hr
Missy Button – Shortsville	Appointment as Temporary Bus Cleaner for summer 2019, effective, July 1, 2019 - \$14.86/hr
Roger Cramer – Palmyra	Appointment as Temporary Bus Monitor for summer 2019, effective, July 1, 2019 - \$11.40/hr
Sharon Cramer – Palmyra	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$18.28/hr

Michael Hanline – Shortsville	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$14.56/hr
Wilfred LaJoie – Manchester	Appointment as Substitute Bus Driver for summer 2019, effective, July 1, 2019 - \$14.86/hr
Laura Lankford – Shortsville	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$22.20/hr
Karen Ressue – Phelps	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$14.63/hr
Karen Ressue – Phelps	Appointment as Temporary Bus Cleaner for summer 2019, effective, July 1, 2019 - \$14.63/hr
Marlene Reynolds – Manchester	Appointment as Temporary Bus Monitor for summer 2020, effective, July 1, 2019 - \$11.40/hr
Richard Rice – Shortsville	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$15.71/hr
Leianne Scott – Shortsville	Appointment as Temporary Bus Driver for summer 2019, effective, July 1, 2019 - \$21.21/hr
Nicole Deely – Shortsville	Appointment as Office Specialist I – for the 2018-2019 school year, effective, June 13, 2019 - \$12.85/hr.

IV. COMMITTEE ON SPECIAL EDUCATION/PRE-SCHOOL SPECIAL EDUCATION:

It was moved by Martha Flower, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve the CSE and CPSE recommendations.

V. REPORTS AND CORRESPONDENCE:

Superintendent Dehn commented on the following topics:

- Budget message to the community
- Congratulations to the distinguished Chemistry students honored by the American Chemical Society: Evan Walker, Izabella Piermarini, Victoria Hartson, Olivia Hotchkiss, and Michelle Dobbler
- Middle School Awards Ceremony
- Art Show
- Scholarship Walk
- High School Awards Ceremony and NHS Inductions
- Band and Chorus concerts
- Graduates of Distinction Program Discussion

VI. FINANCIAL REPORTS:

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

TRS Retirement Contribution Reserve

A motion by Richard Vienna, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to establish a Retirement Contribution Reserve TRS Sub Fund.

**RESOLUTION ESTABLISHING RETIREMENT CONTRIBUTION RESERVE
SUB-FUND FOR TRS CONTRIBUTIONS**

WHEREAS, the Manchester-Shortsville Central School District (the “District”) established a Retirement Contribution Reserve Fund pursuant to General Municipal Law (“GML”) § 6-r to fund contributions to the New York State and Local Employees’ Retirement System; and

WHEREAS, the Board of Education (the “Board”) has determined it is also appropriate to establish a sub-fund within the Retirement Contribution Reserve Fund to fund contributions to the New York State

Teachers' Retirement System ("TRS") pursuant to GML § 6-r.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Manchester-Shortsville Central School District, pursuant to GML § 6-r, as follows:

1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve Fund to be known as the "Retirement Contribution Reserve TRS Sub-Fund";
2. The source of funds for this Sub-Fund shall be (1) such amounts as may be provided therefor by budgetary appropriation or raised by tax therefor; (2) such revenues as are not required by law to be paid into any other fund or account; (3) such other funds as may be legally appropriated; and (4) such amounts as may be transferred from other reserve funds as authorized by applicable law.
3. The Board may authorize expenditures from this Sub-Fund by resolution. Except as otherwise provided by law, moneys in this Sub-Fund may only be appropriated to finance retirement contributions to the TRS, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Education Law § 521.
4. No member of the Board or employee of the District shall: (a) authorize a withdrawal from this Sub-Fund for any purpose except as provided in GML § 6-r; or (b) expend money withdrawn from the Sub-Fund for a purpose other than as provided in GML § 6-r.
5. The moneys contributed to the Sub-Fund during any fiscal year shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year, and the balance of the Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
6. The Treasurer is hereby authorized and directed to deposit and invest the monies of such Fund in accordance with Sections 10 and 11 of the GML and other applicable law;
7. The District shall account for the Sub-Fund separate and apart from all other funds of the District to show: the source, date and amount of each sum paid into the Sub-Fund; the interest earned by the Sub-Fund; capital gains or losses resulting from the sale of investments of the Sub-Fund; the order, purpose, date and amount of each payment from the Sub-Fund; the assets of the Sub-Fund, indicating cash balance and a schedule of investments. The District, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of the Sub-Fund to the Board.
8. The sum of \$ 113,500 is hereby appropriated to the Sub-Fund; the source of funds shall be unappropriated fund balance;
9. This Resolution shall take effect immediately.

Dated: June 12, 2019

District Clerk
Manchester-Shortsville Central School District

Budget Transfers

A motion by Amanda MacNamara, seconded by Martha Flower, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to transfer up to \$28,286 from the General Fund to the School Lunch Fund to cover the BOCES aid received for the shared School Lunch manager.

A motion by Heather Bachman, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to move up to \$113,500 from the Unappropriated Fund Balance to the Teacher Retirement Reserve.

A motion by Heather Bachman, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the

Superintendent to move up to \$650,000 from the Unappropriated Fund Balance to the Capital Reserve for future projects.

A motion by Martha Flower, seconded by Amanda MacNamara, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to move up to \$450,000 from the Unappropriated Fund Balance to the Bus Purchase Reserve.

A motion by Heather Bachman, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to move up to \$25,000 from the Unappropriated Fund Balance to the Employee Benefit Accrued Liability Reserve.

A motion by Heather Bachman, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to move up to \$25,000 from the Unappropriated Fund Balance to the Workers Compensation Reserve.

Confidential Agreement

A motion by Martha Flower, seconded by Heather Bachman, and unanimously approved: RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to approve funding for the Confidential Agreement for the school years 2019-2022 as agreed upon.

VII. NEW BUSINESS:

Bus Lift Replacement Bid

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 bid from Filtrec Corporation as the lowest responsible bidder for the bus lift replacement.

Bidder	Bus Lift Replacement Bid Amount
Filtrec Corporation	\$39,300.00

Policy

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 second reading and complete the adoption of policy #5510 – Accounting of Funds.

ADJOURNMENT:

Moved by Richard Vienna, seconded by Martha Flower, and carried unanimously: RESOLVED, that the Board hereby stands adjourned at approximately 7:42 p.m.

Kimberly Brown, District Clerk