

**MANCHESTER–SHORTSVILLE CENTRAL SCHOOL DISTRICT  
REORGANIZATIONAL MEETING  
July 11, 2018**

Members Present:

Heather Bachman  
Martha Flower  
Barbara Gardner  
Kristin Gray  
Jennifer Speers  
Richard Vienna

Others Present:

Charlene Harvey, Superintendent  
Kimberly Brown, Board Clerk

Members Absent:

Amanda MacNamara

**I. Call to order:**

District Clerk, Kimberly Brown, called the meeting to order at 7:00 p.m. in the high school auditorium lobby.

**II. Pledge to the American flag:**

**III. Oath of Office:**

District Clerk, Kimberly Brown, administered the Board member Oath of Office to Heather Bachman.

**IV. Election of Board Officers:**

- a. A motion was made by Kristin Gray, seconded by Martha Flower, and unanimously approved: RESOLVED, that the Board hereby elect Jennifer Speers as Board President.
- b. A motion was made by Martha Flower, seconded by Richard Vienna, and unanimously approved: RESOLVED, that the Board hereby elect Kristin Gray as Board Vice President.

**V. Oath of Office to President and Vice President:**

(NYS Constitution, Article XIII-1; Public Officers Law 10.30)

District Clerk, Kimberly Brown, administered the Oath of Office to the newly-elected President and Vice President. Clerk Brown then turned the meeting over to President Speers at 7:05 p.m.

**VI. Appointments:**

A motion was made by Kristin Gray, 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 items 1-39.

1. **District Clerk:** (Ed. Law 2114, 2130, 2503; Comm's Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Kimberly Brown as District Clerk.
2. **District Treasurer:** (Ed. Law 2114, 2130, 2503; Comm's Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Patricia Paddock as School Treasurer.

3. **Claims Auditor:** (Ed. Law 1709–20a, 2526; Comm’s Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Barbara Hansen as Claims Auditor at a salary of \$1,210 (Yearly stipend)
4. **Superintendent Designees:**  
RESOLVED, that the Board of Education approve the following recommendation of the Superintendent for the following designees and appointments:

Position	Designee/Appointee	Stipend
Health Co-op	Timothy Burns	N/A
Worker’s Comp Co-op	Timothy Burns	N/A
Superintendent Absent	Kristine Guereri	N/A
Civil Rights Compliance	Kristine Guereri	N/A
Liaison for Homeless Children and Youth	Kristine Guereri	N/A
Chemical Hygiene Officer	Karen Hall	N/A
ADA Coordinator	Jeffrey McCarthy	N/A
Director of Guidance	Lori Ryan	Per RJFA Contract
Director of Physical Education	Timothy Burns	N/A
Emergency Preparedness/Safety Coordinator	Karen Hall	N/A
Asbestos Monitor	Kathleen Haas	N/A
School Pesticide Representative	Kathleen Haas	N/A
Record Retention Officer	Kimberly Brown	N/A
Regional Instruction Council	Kristine Guereri	N/A
504 Coordinators	Building Principals	N/A
Board Secretary	Kimberly Brown	\$3,200
Civil Service Appointing Officer	Timothy Burns	N/A
Fixed Assets Manager	Kimberly Brown	N/A
Anti-Bully Coordinator	Karen Hall	N/A
Central Treasurer Extra Classroom A/C	Barbara Patnaude	N/A
Medicaid Compliance Officer	Timothy Burns	N/A
Concussion Management Team	Tammy LaBarr	N/A
Dignity for All Coordinator – Elementary	Jeffrey McCarthy	N/A
Dignity for All Coordinator – Middle	Karen Hall	N/A
Dignity for All Coordinator – High	Mark Bracy	N/A

5. **School Attorney:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint: Ferrara Fiorenza, P.C. (Council on Education Law); and the Cayuga BOCES Labor Relations Specialist as school attorneys. Ferrara Fiorenza, is to be paid on an hourly basis.
6. **School Physician:** (Ed. Law 902, 1709–21; Comm's Reg. 136.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint F. F. Thompson Hospital Group as School Physician for the 2018–2019 school year.

7. **Depository for School Funds:**  
 RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint the following banks with their limits as School Depository Banks for the 2018–2019 school year.

Canandaigua National Bank	\$15,000,000
Chase Manhattan Bank	\$15,000,000
Five Star Bank (National Bank of Geneva)	\$15,000,000
Ontario National Bank	\$15,000,000
Key Bank	\$15,000,000

8. **Petty Cash Funds:** (Ed. Law 1709–29; Comm's reg. 170.4)  
 RESOLVED, that the Board of Education approve the recommendation of the Superintendent that Petty Cash Funds be established and authorized as follows:

SCHOOL/DEPARTMENT	AMOUNT	RESPONSIBLE PERSON
School Lunch Starting Fund	\$ 250.00	School Lunch Manager
Athletic Activity Starting Fund	\$ 200.00	Athletic Director
High School Fund	\$ 50.00	High School Principal

9. **Auditor:**  
**External School Auditor:** (Ed. Law 2116–a; Comm's Reg. 170.2)  
 RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Ray Wager, CPA, as External Independent School Auditor per RFP dated March 2016.
10. **Financial Advisors:**  
 RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Fiscal Advisors and Marketing Inc. as Financial Advisors for Capital Projects.
11. **Bond Council:**  
 RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Harris Beach Associates for Bond Council.
12. **Monthly Meeting Dates:** (Ed. Law 1708 – at least once in each quarter, 2504)  
 RESOLVED, that the Board of Education approves the recommendations of the Superintendent that the Board maintain the current, regular monthly meeting date (the second Wednesday of the month, at 7:00 p.m.) Board work sessions will be scheduled for the fourth Wednesday of the month, if necessary, as recommended by the Superintendent.

<b>BOE Meeting Dates</b>
July 11, 2018
August 8, 2018
August 11, 2018 - Retreat
September 12, 2018
September 26, 2018 – Work Session
October 10, 2018
October 24, 2018 – Work Session
November 14, 2018
December 12, 2018
January 9, 2019
January 23, 2019 – Work Session
February 13, 2019
March 13, 2019
March 27, 2019 – Work Session
April 10, 2019
May 8, 2019
May 21, 2019 – Budget Vote
June 12, 2019

**13. Substitute & Contractual Rates:**

RESOLVED, that the Board of Education approve the recommendations of the Superintendent to establish the following rate schedule for substitutes and contractual service providers:

Certified Teachers	\$100.00/day
Non-Certified Teachers	\$ 85.00/day
Retired Red Jacket Teachers	\$110.00/day
Substitute Teacher > 20 consecutive days anticipated in the same assignment	\$150.00/day
Substitute Nurse	\$ 95.00/day
Retired Red Jacket Nurses	\$110.00/day
Cleaners	\$11.50/hr
Clerical	\$11.50/hr
Food Service	\$10.40/hr
Bus Drivers	\$14.35/hr
Bus Mechanic	\$14.75/hr
Aides	\$10.40/hr

Monitors	\$10.40/hr
Summer Bus Cleaners	\$10.50/hr
Summer Student Helper	\$10.40/hr
Police Protection	\$75.00/event
New Hire Teacher Training	\$85.00/day
Non-Certified Sports Officials	\$50.00/game

**14. Special Education Committee Members:**

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Coordinator of Special Services as Chairperson of the Committee on Special Education, and that the following personnel be appointed as members of the Special Education Committees as listed below:

<b>COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION</b>	
Jane Stockton-Kobos	Chairperson
Kristen Kremers Kristine Guererri Karen Hall	LEA Representatives
Rishona DeCann	Parent Representative (Parents with students who have a disability)
Kristen Kremers	Psychologist
Carol Kelsey Emily Deporter-Brodman Leasa Vaccarella	General Education Teachers
<b>COMMITTEE ON SPECIAL EDUCATION</b>	
Jane Stockton-Kobos	Chairperson
Shauna Vogt	Parent Representative (Parents with students who have a disability)
Kristen Kremers	Psychologist
Kristine Guererri Karen Hall Jeffrey McCarthy Mark Bracy Kristen Kremers	LEA Representatives
Teacher of the Child	Special Ed Teacher General Ed Teacher

- 15. **Impartial Hearing Officer:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to empower the Board President to appoint an Impartial Hearing Officer from the State approved list in the event there is a need for an impartial hearing.
  
- 16. **Emergency Special Education Placements:**  
RESOLVED, that the Board hereby accepts the recommendation of the Superintendent to grant Jane Stockton–Kobos authority to make temporary emergency placements.
  
- 17. **Designation of School Purchasing Agent:** (Comm's Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Patricia Paddock as School Purchasing Agent.
  
- 18. **GASB #54:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to follow the Accounting and Reporting Procedures for GASB#54.
  
- 19. **Official School Newspaper:** (Ed. Law 2004; General Municipal Law 103)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to designate the Messenger Post as the official school newspaper.
  
- 20. **Tax Collector:**  
(Ed. Law 2101, 2114, 2130, 2506; Comm's Reg. 170.2; Town Law 37)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to appoint Kimberly Brown as School Tax Collector.
  
- 21. **Staff Development Conference Attendance & Expenses:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Superintendent or his designee authority to approve the attendance and payment of approved expenses for such attendance of professional and support staff at conferences for the 2018–2019 school year.
  
- 22. **Payroll Certification:** (Ed. Law 1720, 2523; Comm's Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Business Manager to have the authority to certify the payroll.
  
- 23. **Purchase of Security Bonds:**  
District Treasurer: (Ed. Law 2122, 2130, 2527; Comm's Reg. 170.2)  
District Tax Collector: (Ed. Law 2124, 2527; Comm's Reg. 170.2)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to purchase the following bonds:
 

District Treasurer	\$25,000
District Tax Collector	To the extent of the tax levy

\*Bonds are included in the base policy.
  
- 24. **Attendance Officer:** (Ed. Law 3213)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent that Timothy Burns be designated as Attendance Officer for the District.

25. **Appointment of Sick Bank Representative for 2018–2019**  
RESOLVED, that the Board of Education appoint Martha Flower as Board of Education representative to the Faculty and Support Staff Sick Bank Committees.
26. **Check Signers: (Ed. Law 1720, 2523)**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the following as check signers:

General Fund Checking	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
General Fund Tax	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Trust and Agency	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Unemployment Reserve	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Food Service	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Federal Funds	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Capital Building Renovation	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Capital Business/Liability Reserve	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
RJ–BOCES Project	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Capital Fund Money Market	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Payroll	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Scholarship Fund	Patricia Paddock, District Treasurer Kristine Guererri, Assistant Superintendent
Extra Classroom	Barbara Patnaude, Account Clerk Mark Bracy, High School Principal Karen Hall, Middle School Principal Jeffrey McCarthy, Elementary School Principal Patricia Paddock, District Treasurer

27. **Board Policies: (Implied in Ed. Law 1709, 2503)**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to re-adopt all policies of the Board of Education and records as maintained by the District Clerk and the Superintendent in effect during the previous year (2017–2018).
28. **Capital Project and Repair Reserve Change Orders:**  
RESOLVED, that the Board of Education approves the Superintendent and Board President to approve Capital Project field change orders and Repair Reserve change orders.

**29. Transportation and Health Contracts:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize the Board Officers to sign Transportation and Health Contracts.

**30. Authorization to Participate:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent for the District to participate in:

BOCES Co-Operative Bidding
Free and Reduced Breakfast, Lunch, and Milk Programs

**31. Federal Eligibility Guidelines for National Reduced/Free Meal Program:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to adopt the Federal Eligibility Guidelines set forth by the Federal Government for the National Reduced/Free Meal/Milk Programs effective July 1, 2018 through June 30, 2019.

**32. School Breakfast and Lunch Prices:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to set school breakfast and lunch prices for the 2018–2019 school year beginning September 1<sup>st</sup> at:

Breakfast		2018–2019
Elementary Grades K–5	Reduced	\$0.25
	Full	\$1.25
High School Grades 6–12	Reduced	\$0.25
	Full	\$1.25
Adult	Full	\$2.35

Lunch		2018–2019
Elementary Grades K–5	Reduced	\$0.25
	Full	\$2.70
High School Grades 6–12	Reduced	\$0.25
	Full	\$2.70
Adult – Adult Meal	Full	\$4.25

**33. Mileage Reimbursement Rate:** (Ed. Law 2118)  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to reimburse approved mileage at a rate of \$.50 per mile.

**34. Exchange Student Lunches:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent to fund school breakfast and lunches for exchange students as a "good will" gesture.

**35. Drug & Alcohol Testing Contract:**  
RESOLVED, that the Board of Education approve the recommendation of the Superintendent that the District enter into a contract with the Health Works for purposes of mandated drug and alcohol testing of staff.



**36. Technology Permissions:**

RESOLVED, that the Board of Education approve the recommendation of the Superintendent to authorize Susan Bailey, Senior Computer Services Assistant, to authorize and monitor the Computer Permissions for the District's Software Programs.

**37. Textbook Renewal:**

RESOLVED, that the Board of Education approve the recommendation of the Superintendent that the Board approve the rollover of the Textbook List from the 2017-2018 school year to the 2018-2019 school year.

**38. Employee Retirement System Standard Work Hours:**

Title	Standard Work Day (Hours/Day)
Nurse	7.50
Board Clerk	6.00
District Treasurer	8.00
Claims Auditor	6.00
Summer Bus Cleaner	6.00
Senior Computer Services Assistant	8.00
Cook Manager	7.50
Account Clerk Typist	8.00
Bus Driver	6.00
Cleaner	8.00
Office Specialist I & II	8.00
Food Service Helper	6.00
Maintenance Mechanic Helper	8.00
Mechanic	8.00
Bus Monitor	6.00
Teacher Aide	7.50

**39. Emergency Response Committee Members:**

Resolve, that the Board of Education approve the recommendation by the Emergency Preparedness/Safety Coordinator to appoint the following personnel as members of the Emergency Response Committee Members as listed below:

<b>Name</b>	<b>Position</b>	<b>Agency</b>
Karen Hall	Emergency Safety Coordinator	Manchester Shortsville
Charlene Dehn	Superintendent	Manchester Shortsville
Kevin Henderson	School Resource Officer	Ontario County Sheriff
Jeffrey McCarthy	Elementary Principal	Manchester Shortsville
Mark Bracy	High School Principal	Manchester Shortsville
Tate Colburn	Ontario County Sheriff	Ontario County Sheriff
Jason Wagner	Parent and Fire Chief	Shortsville Fire Dept
Betsy Phillips	Elementary Aide	Manchester Shortsville
Sue Bailey	Sr. Computer Services Assistant	Manchester Shortsville
Colleen Joy	Middle School Teacher	Manchester Shortsville
Pat Arsenault	Middle School Teacher	Manchester Shortsville
Randy Ott	High School Teacher	Manchester Shortsville
Sue Rosato-Franceschi	Athletic Director	Manchester Shortsville
Chris Bennett	Principal	WFL BOCES

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Kimberly Brown, Board Clerk