

**ALEXANDER CENTRAL SCHOOL**  
Board of Education Meeting

Date: July 2, 2019  
Kind: Organization Meeting followed by Regular Meeting  
Time: 6:00 p.m.  
Place: MS/HS Conference Room #112

Members Present: Richard Guarino  
Brian Paris  
John Slenker  
Molly Grimes  
Sara Fernaays

Lisa Atkinson, District Clerk

Also Present: Catherine Huber, Superintendent  
Tim Batzel Matt Stroud Ryan Keating

The Annual Organization Meeting and Regular Meeting of the Board of Education of the Alexander Central School District was held in the MS/HS Conference Room #112 on Tuesday, July 2, 2019. Lisa Atkinson called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was recited.

CALL TO ORDER

The Oath of Office was administered to newly elected Board of Education member, Brian Paris.

OATH ADMIN  
BRIAN PARIS

Motion offered by Rich Guarino and seconded by Brian Paris to nominate John Slenker to the office of President of the Board of Education. By verbal vote, John Slenker was elected President of the Board of Education.

Motion offered by Brian Paris and seconded by Sara Fernaays to nominate Richard Guarino to the office of Vice-President of the Board of Education. By verbal vote, Richard Guarino was elected Vice-President of the Board of Education. The Oath of Office was administered to Board of Education President, John Slenker and Board of Education Vice-President, Richard Guarino by Lisa Atkinson, District Clerk. Mr. Slenker then assumed control of the meeting.

OATH ADMIN  
PRES. JOHN  
SLENKER; VICE-  
PRES, RICHARD  
GUARINO

**Res. No. 1:** Motion offered by Brian Paris and seconded by Sara Fernaays. Resolved, to appoint the following Officers for the 2019-2020 fiscal year:

APPOINT  
OFFICERS FOR  
2019-2020

Lisa Atkinson	District Clerk
Catherine Huber	Clerk Pro Tem
Lori Laney	District Treasurer
Jodi Hollwedel	Deputy Treasurer
Barbara Krazmien	Tax Collector
Sarra Koch	Internal Claims Auditor
Raymond Wager	External Auditor

Yes - 5            No - 0            Motion carried.

**Res. No. 2:** Motion offered by Molly Grimes and seconded by Brian Paris. Resolved, that the following appointments be made for the 2019-2020 fiscal year:

APPOINTMENTS  
FOR 2019-2020

Matthew Fernaays	School Physician
Jennifer Schwartzott, Esq.	School Special Services Attorney
Barbara Krazmien	Extracurricular Fund Treasurer
Shannon Whitcombe	Extracurricular Fund Internal Auditor
Catherine Huber	Extracurricular Fund Deputy Treasurer
Tim Batzel	Purchasing Agent
Tim Batzel	Records Management/Access Officer
Kathy Busch	Attendance Officer
Catherine Huber	Equal Rights/Title IX
Ryan Keating	Equal Rights/Title IX
Kathy Busch	ADA Officer for the Handicapped
Matthew Stroud	504 Officer/Elementary
Shannon Whitcombe	504 Officer/Secondary
John Dyrbala	Asbestos Coordinator
Tim Batzel	IPM (Integrated Pest Management) Coordinator
Catherine Huber	Freedom of Information Officer
Kathy Busch	Liaison for Homeless Children and Youth

Authorizations continued:

Julie George	Substance Abuse Resource Officer
Catherine Huber	Residency Officer
Catherine Huber	Chief Emergency Officer
Shannon Whitcombe	Chemical Hygiene Officer
Tim Batzel	Toxic/Safety Coordinator
Kathleen Platt	Dignity Act Coordinator
Tim Batzel	LEA designee for asbestos management
Kathy Busch	CPSE/CSE Chairperson
Tim Batzel	Foster Care Liaison
Catherine Huber	Data Privacy Officer
Tim Batzel	Genesee Area Healthcare Plan Board Member
Jodi Hollwedel	Genesee Area Healthcare Plan Board Member Alternate
Robert Adams	Athletic Director

Yes - 4            No - 0            Abstained – 1            Motion carried.

Internal Board Assignment for 2019-2020:  
Genesee Valley School Boards Representative: Norb Fuest

G.V.S.B. REP

**Res. No. 3:** Motion offered by Rich Guarino and seconded by Brian Paris. Resolved, to approve the following designations for the 2019-2020 fiscal year:

APPROVE  
DESIGNATIONS

Official Depositories	Bank of Castile, Five Star Bank, Key Bank, Chase Bank
Official Newspaper	Batavia Daily News
Regular Board Meeting	<i>per District calendar</i>
Financial Advisor	Bernard P. Donagen, Inc.
Bond Counsel	Tim McGill
Insurance Company	NYSIR

Yes - 5            No - 0            Motion carried.

**Res. No. 4:** Motion offered by Molly Grimes and seconded by Sara Fernaays. Resolved, to approve the following Authorizations for the 2019-2020 fiscal year:

APPROVE  
AUTHORIZATIONS

- a. Superintendent to certify payrolls
- b. Superintendent to approve budget transfers
- c. Business Official to invest available funds in all accounts
- d. Business Official to participate in Cooperative Bids
- e. Designation of official signatures on checks
  1. Treasurer to sign checks for Payroll, Trust & Agency, General Fund, Special id, Debt Service, School Lunch, and Capital Fund accounts either by facsimile check-signer or by hand
  2. Tax Collector to sign Tax Account checks
  3. Extracurricular Fund Treasurer or Extracurricular Deputy Treasurer in the absence of the Treasurer, to sign Extracurricular fund checks
  4. Deputy Treasurer to sign checks indicated in Items 1 and 2 above when the Treasurer is not available
- f. Establishment of a \$100 Petty Cash fund in the Business Office to be administered by Jodi Hollwedel, with a maximum amount of \$20 that can be deducted from petty cash at any one time  
Superintendent to approve change orders up to and including \$20,000
- g. Superintendent to apply for special funding programs for which the district qualifies
- h. Superintendent or designee to approve attendance at conference, conventions and workshops
- i. Superintendent to appoint employees and to approve volunteers effective on a date prior to
- j. Board action, provided however that such employees and volunteers are placed on the Board agenda for the next following Board meeting
- k. Current Policies and Code of Ethics continue in effect
- l. Eligibility Guidelines for Free/Reduced Price Meals adopted
- m. Policy Book adopted
- n. Facilities use fee schedule
- o. Impartial Hearing Officer Compensation Rates
- p. Cell Phones: Maintenance (1), Transportation (1)
- q. Credit Cards: Home Depot, Wal-Mart and Tops
- r. Municipal Cooperative Agreement with the Town of Alexander
- s. Renew GAHP Municipal Cooperative Agreement to Provide Health Benefits
- t. Renew Upstate Institute for School Boards & Staff Development membership

- u. Renew New York State School Boards Association membership
- v. Sub Rates for the 2019-2020 School year
- w. 2020-2021 Budget Calendar and Guidelines adopted
- x. Establishment of mileage reimbursement rate-IRS rate currently at 58 cents/mile

Yes - 5            No - 0            Motion carried.

**Res. No. 5:** Motion offered by Brian Paris and seconded by Molly Grimes. Resolved, that the following personnel be bonded and that all be included under the blanket insurance coverage for the 2019-2020 fiscal year:

APPROVED  
BONDED  
PERSONNEL

- a. Business Official
- b. District Clerk
- c. District Treasurer
- d. Deputy Treasurer
- e. District Tax Collector
- f. Extracurricular Fund Treasurer
- g. Extracurricular Fund Internal Auditor
- h. Internal Claims Auditor
- i. Director of Athletics
- j. Other District Employees collecting or depositing monies.

Yes - 5            No - 0            Motion carried.

**Res. No. 6:** Motion offered by Rich Guarino and seconded by Sara Fernaays. Resolved, that the Board of Education of the Alexander Central School District, approves the Regular Meeting agenda as presented.

APPROVAL OF  
AGENDA

Yes – 5            No - 0            Motion carried

**PRESENTATIONS** None

**ROUNDTABLE**

***Board Member reports:***

Brian Paris attended Shield on the Field and thought it was a great event.

Sara Fernaays, Brian Paris, Molly Grimes, Rich Guarino and John Slenker enjoyed graduation and liked the earlier time it was held.

***Superintendent's Report:***

Dr. Huber congratulated Gretchen Rosales, MS/HS Assistant Principal, on her new position as Elba Central School Principal. It was noted that the commencement ceremony went well and the earlier time of 10:00 o'clock in the morning was preferred.

**PUBLIC COMMENT** None

**PERSONNEL ACTIONS**

**Res. No. 7:** Motion offered by Molly Grimes and seconded by Rich Guarino. Resolved, upon the recommendation of the Superintendent, to approve the personnel actions as presented.

PERSONNEL  
ACTIONS

- a. Appointment of Extra-Classroom Assignment  

<i>Mark Hoerbelt</i>	<i>HS Drama Club</i>
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- b. Appointment of Fall Volunteer Coaches  

<i>Jason Dean</i>	<i>Football Volunteer</i>
<i>Robert Falkowski</i>	<i>Football Volunteer</i>
<i>Abigail Kelley</i>	<i>Volleyball Volunteer</i>
<i>Riley Kusmierski</i>	<i>Football Volunteer</i>
<i>James Turcer</i>	<i>Volleyball Volunteer</i>
- c. Acceptance of Instructional Resignation  

<i>Leah Kurtz</i>	<i>Elementary Teacher (Resignation)</i>
<i>Gretchen Rosales</i>	<i>MS/HS Assistant Principal (Resignation)</i>

Yes – 5            No - 0            Motion carried

**BUSINESS MATTERS**

**Res. No. 8:** Motion offered by Brian Paris and seconded by Sara Fernaays. BE IT RESOLVED, that the Alexander Central School District, Location code 71807 hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
System Specialist II	8
Building Maintenance Mechanic	8
Occupational/Physical Therapist	7.5
Cleaner / Substitute Cleaner	8
Claims Auditor	6
Clerk/Typist / Substitute Clerk Typist	7.5
Cook	7
District Clerk	8
Bus Driver / Substitute Bus Driver	6
Financial Clerk (Typist)	7.5
Bus Mechanic	8
Monitor / Substitute Monitor	6
Nurse / Substitute Nurse	7.5
Director of Facilities III	8
Teacher Aide / Substitute Teacher Aide	7
Treasurer	7.5
Custodian/Sr. Custodian	8
Groundskeeper	8
Adult Helper	8
Student Helper	8
Secretary to the Superintendent	8
Transportation Director	8
Fitness Center	6
Substitute Non-Instructional	7.5
Fitness Center Supervisor	6

**Res. No. 9:** Motion offered by Sara Fernaays and seconded by Molly Grimes. BE IT RESOLVED, that the Alexander Central School District, Location code 71807 hereby establishes the following as standard work days for Internal Claims Auditor and District Clerk and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Sarra Koch – Standard Work Day, 6 hrs/day, based on 2 days/month.  
 Lisa Atkinson – Standard Work Day, 8 hrs/day

**CONSENT AGENDA**

**Res. No. 10:** Motion offered by Molly Grimes and seconded by Sara Fernaays. Resolved, upon the recommendation of the Superintendent, to approve the Consent Items as presented.

- a. Approval of Minutes of Previous Meeting 6-19-19
- b. Acceptance of Internal Claims Audit report 6-2-19
- c. Acceptance of Warrants: Federal #19, General Fund #21, School Lunch #12
- d. Approval to Surplus Items (Textbooks)

Yes – 5                  No - 0                  Motion carried

BUSINESS MATTERS  
 APPROVE STANDARD WORK DAY

APPROVE STANDARD WORK DAY

CONSENT ITEMS

**Res. No. 11:** Motion offered by Brian Paris and seconded by Sara Fernaays at 6:26 P.M. that the Board move directly into Executive Session to discuss a personnel matter.

Yes – 5            No - 0            Motion carried

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Lisa Atkinson, District Clerk

Executive Session began at 6:27 P.M.

**Res. No. 12:** Motion offered by Rich Guarino and seconded by Sara Fernaays that the meeting be adjourned. President, John Slenker adjourned the meeting at 7:19 P.M.

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Catherine Huber, Clerk Pro Tem

EXECUTIVE  
SESSION

ADJOURNMENT