

**ALEXANDER CENTRAL SCHOOL**  
Board of Education Meeting

Date: July 11, 2018  
Kind: Reorganization Meeting  
Time: 6:45 p.m.  
Place: MS/HS Auditorium

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

Ann Miller, District Clerk

Also Present: Catherine Huber, Superintendent  
Tim Batzel      Kathy Busch      Sharleen Dunbar      Peggy Burgess  
Branden Burgess      Donald Fonda      Dan Klinczar      Tom Slenker  
Claire Slenker      Annie Slenker      Benjamin Slenker      Lisa Atkinson  
Matthew Fernaays and children

The Annual Reorganization Meeting of the Board of Education of the Alexander Central School District was held in the MS/HS Auditorium on Wednesday, July 11, 2018. Dr. Huber called the meeting to order at 6:45 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, Sara Fernaays.

OATH ADMIN  
SARA  
FERNAAYS

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 Molly Grimes 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 Ann Miller, 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 Rich Guarino. Resolved, to appoint the following Officers for the 2018-2019 fiscal year:

APPOINT  
OFFICERS FOR  
2018-2019

Ann Miller	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 Rich Guarino and seconded by Molly Grimes. Resolved, that the following appointments be made for the 2018-2019 fiscal year:

APPOINTMENTS  
FOR 2018-2019

Pembroke Family Medicine Grp.	School Physician
Jennifer Schwartzott, Esq.	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

ALEXANDER CENTRAL SCHOOL - BOARD OF EDUCATION REORGANIZATION MEETING  
JULY 11, 2018 - PAGE 2

Authorizations continued:

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
Catherine Huber	Residency Officer
Catherine Huber	Chief Emergency Officer
Shannon Whitcombe	Chemical Hygiene Officer
Tim Batzel	Toxic/Safety Coordinator
Gretchen Rosales	Dignity Act Coordinator
Tim Batzel	LEA designee for asbestos management
Kathy Busch	CPSE/CSE Chairperson
Robert Adams	Athletic Director

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

Internal Board Assignment for 2018-2019:

Genesee Valley School Boards Representative: Molly Grimes

**Res. No. 3:** Motion offered by Rich Guarino and seconded by Sara Fernaays. Resolved, to approve the following designations for the 2018-2019 fiscal year:

Official Depositories	Five Star Bank, Key Bank and Chase Bank
Official Newspaper	Batavia Daily News
Regular Board Meetings	Per District Calendar
Financial Advisor	Bernard P. Donegan, Inc.
Bond Counsel	Tim McGill
Insurance Company	NYSIR

Yes - 5            No - 0            Motion carried.

**Res. No. 4:** Motion offered by Brian Paris and seconded by Molly Grimes. Resolved, to approve the following Authorizations for the 2018-2019 fiscal year:

- a. Superintendent to certify Payrolls
- b. Superintendent to Approve Budget Transfers
- c. Business Administrator to invest available funds in all accounts
- d. Business Administrator to participate in Cooperative Bids
- e. Designation of Official Signatures on checks
  1. Treasurer to sign checks for Payroll, Trust & Agency, General Fund, Special Aid, 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 all 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.
- g. Superintendent to apply for special funding programs for which the district qualifies
- h. Current Policies and Code of Ethics continue in effect
- i. Eligibility Guidelines for Free/Reduced Price Meals adopted
- j. Policy Book adopted
- k. Cell Phones: Maintenance (1), Transportation (1).
- l. Credit Cards: Home Depot, Wal-Mart and Tops
- m. Municipal Cooperative Agreement with the Town of Alexander
- n. Renew GAHP Municipal Cooperative Agreement to Provide Health Benefits
- o. Sub Rates for the 2018-2019 School Year.
- p. Establishment of mileage reimbursement rate - IRS rate currently at 54.5 cents/mile

Yes - 5            No - 0            Motion carried.

G.V.S.B. REP

APPROVE  
DESIGNATIONS

APPROVE AUTH  
ORIZATIONS

ALEXANDER CENTRAL SCHOOL - BOARD OF EDUCATION REORGANIZATION MEETING  
JULY 11, 2018 - PAGE 3

**Res. No. 5:** Motion offered by Rich Guarino and seconded by Brian Paris. Resolved, that the following personnel be bonded and that all be included under the blanket insurance coverage for the 2018-2019 fiscal year:

- 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 at 6:57 pm that the Reorganization Meeting be adjourned.

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Ann M. Miller, District Clerk

**ALEXANDER CENTRAL SCHOOL**

Board of Education Meeting

*The mission of the Alexander Central School District is to challenge students to be confident, contributing learners within a structured, safe and caring environment*

Date: July 11, 2018  
Kind: Regular  
Time: 7:00 P.M.  
Place: MS/HS Auditorium

Members Present: John Slenker, President  
Richard Guarino, Vice-President  
Brian Paris  
Molly Grimes  
Sara Fernaays

Ann Miller, District Clerk

Also Present: Catherine Huber, Superintendent  
Tim Batzel      Kathy Busch      Sharleen Dunbar      Peggy Burgess  
Branden Burgess      Donald Fonda      Dan Klinczar      Tom Slenker  
Claire Slenker      Annie Slenker      Benjamin Slenker      Lisa Atkinson  
Matthew Fernaays and children

An executive session to discuss personnel matters was held at 6:30 p.m.

A regular meeting of the Board of Education of the Alexander Central School District was held in the MS/HS, Auditorium on Wednesday, July 11, 2018. President John Slenker called the meeting to order at 7:00 p.m.

**Res. No. 7:** Motion offered by Molly Grimes and seconded by Brian Paris. Resolved, that the Board of Education of the Alexander Central School District, approves the agenda as presented.

Yes – 5      No - 0      Motion carried

**PRESENTATIONS** None

**ROUNDTABLE**

**Board Member reports:**

Rich Guarino attended the Rural Schools conference with Dr. Huber, Tim Batzel and Sarah Perry.

Molly Grimes commented on the start of the Summer Rec program. She asked about the status of the STEAM program grant.

Sara Fernaays, newly elected board member, is happy to be able to serve Alexander. Sara’s children are attending the Summer Rec program for the first time this summer.

John Slenker received a request from a parent who had a safety concern regarding the middle section of the playground.

**Superintendent’s Report:**

Dr. Huber congratulated our Summer Recreation program staff. The program will serve approximately 100 District students this year.

District office hours this summer are 8:00 AM – 2:00 PM. Community members are encouraged to call ahead to make an appointment.

**PUBLIC COMMENT** None

CALL TO ORDER

APPROVAL OF AGENDA

**PERSONNEL ACTIONS**

**Res. No. 8:** Motion offered by Brian Paris and seconded by Rich Guarino. Resolved, upon the recommendation of the Superintendent, to approve the personnel actions as presented.

- a. Appointment of Instrumental Music Teacher
- b. Appointment of Lighting Coordinator
- c. Appointment of Sound Coordinator
- d. Approval of Additional Extra-Curricular Assignments for 2018-2019
- e. Appointment of Fall Coaches/Volunteer Assignments for 2018-2019
- f. Appointment of Secretary to the Superintendent (Human Resources/Athletics)
- g. Appointment of Summer Recreation Employee
- h. Acceptance of Resignation, Elementary Teacher
- i. Acceptance of Resignation, School Psychologist
- j. Acceptance of Resignation, Bus Driver

Yes – 5            No - 0            Motion carried

PERSONNEL  
ACTIONS

**BUSINESS MATTERS**

First Reading of Revised Board Policy #5660 “Meal Charging and Prohibition Against Meal Shaming”

**Res. No. 9:** Motion offered by Sara Fernaays and seconded by Rich Guarino. WHEREAS, the appointment of employees and the approval of volunteers is within the authority of this Board, and

WHEREAS, employee appointments and volunteer approvals generally begin after the date of Board action, and WHEREAS, there are circumstances in which it is advantageous and proper that employees and volunteers begin prior to the date of Board action,

NOW THEREFORE BE IT RESOLVED THAT this Board delegates to the District Superintendent the authority to appoint employees and to approve volunteers effective on a date prior to Board action, provided however that such employees and volunteers are placed on the Board agenda for the next following Board meeting.

Yes – 5            No - 0            Motion carried

BUSINESS  
MATTERS

**Res. No. 10:** Motion offered by Rich Guarino and seconded by Brian Paris. 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	7.5
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. 11:** Motion offered by Molly Grimes 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 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.  
 Ann Miller – Standard Work Day, 7.5 hrs/day

**CONSENT AGENDA**

**Res. No. 12:** Motion offered by Rich Guarino and seconded by Molly Grimes. Resolved, upon the recommendation of the Superintendent, to approve the Consent Items as presented.

- a. Approval of Minutes of Previous Meeting 6-19-18
- b. Acceptance of May Treasurer’s Report
- c. Acceptance of Internal Claims Audit report 6-18-18 and 6-28-18
- d. Acceptance of Warrants: Federal #17, General Fund #21, School Lunch Warrant #10
- e. Approval of CSE and CPSE Recommendations
- f. Notification of MOAs between AUT and the District
- g. Approval to Surplus
- h. Acceptance of Gift
- i. Acceptance of Gift
- j. Acceptance of Gift

Yes – 5            No - 0            Motion carried

**Res. No. 13:** Motion offered by Rich Guarino and seconded by Molly Grimes that the Board meeting be adjourned. President, John Slenker adjourned the meeting at 7:20 P.M.

Yes – 5            No - 0            Motion carried

CONSENT  
ITEMS

ADJOURNMENT

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Ann M. Miller, District Clerk