

WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT

7:00 p.m. – Regular Board Meeting

**I. Administration of Oath to Newly Elected Board Members**

**II. Election of Officers**

- a. President of the Board
- b. Vice-President of the Board
- c. Administration of Oath to Board Officers

**III. Approval of Agenda**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the agenda.

Motion \_\_\_\_\_.

**IV. Appointment of Other District Officers**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-c:

- a. District Treasurer – Roberta Bilinski (no stipend)
- b. Purchasing Agent – Roberta Bilinski (no stipend)
- c. Clerk of the Board – Judith Cianciola (no stipend)

Motion \_\_\_\_\_

**V. Other Appointments**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-r:

- a. School Physician – WorkFit \$14,064
- b. School Attorney
  - BOCES II Legal Services \$166/hour
  - Harris Beach Partner \$250/hour
  - Associate \$230/hour
  - Educational Consultant \$240/hour
- c. Claims Auditor/Faculty Auditor– Vicki Amoroso \$2,606 (\$31.42/hour for work other than claims auditor)
- d. External Auditor – Raymond F. Wager, CPA, PC \$19,000
- e. Internal Auditor – EFP Rotenberg, CPA up to \$ 7,650
- f. Rochester Area School Health Plan Representatives – Dr. Deborah Leh, Ms. Beth Gillette (no stipend)
- g. Records Management Officer – Judith Cianciola (no stipend)
- h. Records Access Officer – Judith Cianciola (no stipend)
- i. Asbestos (LEA) Designee – Dr. Deborah Leh (no stipend)
- j. Health and Safety Officer – Dr. Deborah Leh (no stipend)
- k. Title IX/Section 504/ADA Compliance Officer – Dr. Deborah Leh
- l. Non-Discrimination/Anti-Harassment Compliance Officer – Dr. Deborah Leh
- m. Dignity for All Students Coordinators – Tracy Pasquantonio, Dalit Spindel (no stipend)
- n. Deputy Treasurer – Extra-classroom Activity Account – Cynthia Rhoda (no stipend)
- o. Tax Collector – Jennifer Adrian (no stipend)
- p. Committee on Special Education and Committee on Preschool Special Education
- q. Recording Secretary – Michelle Rocha
- r. Back-up for Recording Secretary – Jennifer Sinsebox (no stipend)

**BOARD OF EDUCATION  
REORGANIZATION MEETING**

**JULY 10, 2017  
Board Conference Room, TJC 3<sup>rd</sup> Floor**

**2017-2018 Committee on Preschool Special Education Membership**

<u>Position:</u>	<u>Person/Provider:</u>
LEA Representative	Mary Vito
School Psychologist	Dalit Spindel
Special Education Teacher	SE Teacher/Program Manager SE Dept.
Monroe County Representative	Joann Spencer/Kathy Dewey Napier
Parent	Parent/Guardian of student being discussed
Additional Parent Member*	Shirli Morris, Susan Saeva
Related Service Provider(s)**	Determined prior to each meeting
Other Evaluator(s)**	Determined prior to each meeting
Other Certified Professional(s)**	Determined prior to each meeting
*When requested in writing at least 72 hours prior to the meeting	
**Appropriate individuals are selected based on their knowledge of the student and/or program	

**Committee on Special Education or CSE Sub-Committee Membership**

<u>Position:</u>	<u>Person/Provider:</u>
Chairperson	Mary Vito
School Psychologist	Dalit Spindel
Special Education Teacher**	Varies by child
General Education Teacher**	Varies by child
Parent(s)	Parent(s)/Guardian of student being discussed
Additional Parent Member*	Shirli Morris, Susan Saeva
School Physician	C. Jay Ellie, Jr. MD
Other Certified Professional(s)**	Determined prior to each meeting
Student	If Appropriate
*When requested in writing at least 72 hours prior to the meeting	
**Appropriate individuals are selected based on their knowledge of the student and/or program	

Motion \_\_\_\_\_

**VI. Designations**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-b:

a. Official Bank Depositories:

Checking:	JP Morgan Chase
Money Market/Savings:	JP Morgan Chase
Investments:	JP Morgan Chase, HSBC, Bank of America, Key Bank, First Niagara, M & T

The maximum amount of funds that may be deposited in any one institution is established and limited to 75% of the combined total of district's annual operating budget and the special revenue and capital funds.

b. Official Newspaper – Daily Record

Motion \_\_\_\_\_

**VII. Authorizations**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-i:

- Payroll Officer – Superintendent
- Purchasing Agent – District Treasurer (all prior approved items not to exceed budgetary limits, Superintendent in absence of District Treasurer)
- Conference, Convention, Workshop Attendance Approval – Superintendent
- Interfund Transfers – Superintendent (maximum of \$10,000 without prior Board authorization)
- Investment of Funds – District Treasurer
- Authorized Check Signatures – District Treasurer
- Authorization of Cell Phone Amounts      \$39.99/month

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- h. Authorization for Board President or Superintendent to Sign Various Contracts During the Year
- i. Establishment of Petty Cash Funds
  - TBD, Food Service - \$100
  - Jennifer Adrian, Tax Collector - \$50
  - Cynthia Kwiatkowski, Facilities - \$100
  - Todd Grimes, Athletics - \$50

Motion \_\_\_\_\_

**VIII. Bonding of Personnel**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-e::

- a. Business Official (under Public Officials Bond) \$1,000,000
- b. District Treasurer (under Public Officials Bond) \$1,000,000
- c. District Tax Collector (under Public Officials Bond) \$1,000,000
- d. Claims Auditor (under Public Officials Bond) \$1,000,000
- e. Public Employee Dishonesty Coverage - \$100,000/employee

Motion \_\_\_\_\_

**IX. Other Items and Organization**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following Items a-h.:

- a. Readoption of Board Policies in effect on June 30, 2017
- b. Mileage Reimbursement Rate – Current IRS Rate
- c. Fees for Use of Buildings

<b>T. J. Connor - Per Hour Use Cost*</b>		
		<b>2017-18</b>
Classroom		\$2.87
Cafetorium		\$11.49
Gym		\$12.51
Kitchen**		\$4.39
Library		\$4.39
Board Room		\$8.62
Hallway		\$1.12
Multipurpose Room		\$8.62
Historic Schoolhouse		\$4.29

<b>Middle/High School - Per Hour Use Cost*</b>		
		<b>2017-18</b>
Pool		\$22.19
Classroom		\$2.87
Gym		\$12.61
Auditorium		\$16.11
Dining Room		\$6.30
Kitchen**		\$6.30
Library		\$11.60
Hallway		\$1.12
Board Room		\$3.21
Concession**		\$4.39

\*Additional charges applied for custodial services and use of school equipment.

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**\*\*Utilization of the kitchen facility requires approval from Food Service Manager and arrangement of properly certified food handler staff.**

**d. Procurement Requirements**

**Guidelines for Purchasing Supplies and Equipment when Competitive Bidding is not Required by Law**

<u>For Purchases of:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$2,500	Supporting information attached with requisition; comparison pricing if available.	Obtained by the originator
\$2,500 to less than \$5,000	Two verbal or written quotes; Documented on page 2 of purchase requisition.	Obtained by the originator. The originator shall indicate the basis for the determination that the suggested vendor be used if not the lowest quote.
\$5,000 to less than \$20,000	Written quotes from minimum of 3 vendors, each attached requisition. official.	Obtained by the originator or the school business
\$20,000 and over	Formal bidding required.	Obtained by the school business official.

**Guidelines for Professional Service Contract when Competitive Bidding is not Required by Law**

<u>For Contracts:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$5,000	Supporting information describing work to be performed, value of contract, attached to requisition.	Obtained by the originator.
\$5,000 to less than \$20,000	Written quotes from minimum of 2 vendors. Supporting information describing work to be performed, and value of contract, attached to requisition.	Obtained by the originator.
\$20,000 and over	Formal Request for Proposal	Obtained by the Purchasing Agent or School Business Official

Professional services and other procurements are not required by law to be competitively bid. The District purchasing agent may require additional quotes or information to determine that the expenditure of funds under the contract constitutes a prudent and economical use of public moneys.

**Guidelines for Public Works Projects when Competitive Bidding is Not Required by Law**

<u>For Purchases of:</u>	<u>Procedure/Requirements are:</u>	<u>Responsibility</u>
Less than \$2,500	Supporting information attached with requisition; comparison pricing if available.	Obtained by the originator

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\$2,500 to less than \$5,000	Two verbal or written quotes; Documented on page 2 of purchase requisition.	Obtained by the originator. The originator shall indicate the basis for the determination that the suggested vendor be used if not the lowest quote.
\$5,000 to less than \$20,000	Written quotes from minimum of vendors, each attached requisition	Obtained by the originator 3 or the school business official.
\$20,000 and over	Formal bidding required	Obtained by the school business official.

Public works contracts for \$35,000 and over require formal bidding.

District purchasing agent may require additional quotes or information when it is in the best interest of the school district.

e. Association Memberships:

Monroe County School Boards Association

Committee Appointments:

Legislative  
Information Exchange  
Labor Relations  
Executive

New York State School Boards Association

f. Board Committees:

Audit Committee  
Board Policy Committee  
Etta Fraser Miller Scholarship Committee  
Financial Committee  
Communications and Engagement Committee  
Monroe 2-Orleans BOCES Special Education Advisory Council  
Safety Committee  
Wellness Committee

g. Substitute Rates:

Teachers: \$120/day; Long-term Daily \$135/day (with a 20+ day appointment to one position);  
\$150/day Contract Substitute daily rate

Long-term Substitute (40 wks.) \$204.62/\$215.55 per day based on Bachelor's or Master's Degree, respectively.

Non-Instructional: Base rate for position in which substitute served except as follows:

Bus Driver - \$12.00/hr. Cleaner - \$10.00/hr. Food Service Helper - \$10.00/hr.

h. Tutor Rate: \$24/hr.

**X. Other Business**

a. Superintendent's Report

1. Discussion of Board of Education Priorities for 2017-2018

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2. Discussion of Etta Fraser Miller Scholarship Process
3. Capital Outlay Project Update
4. Update on TIES (Together Involving Every Student) Partnership
- b. Board Member Communication
  1. Recipients of the Etta Fraser Miller Scholarships:

Madison Hogue	Matthew Mancuso
Stephen Lynch	Elise Williamson
  2. Other Items of Information
- c. New Business
  1. Approval of Minutes of Meeting held on June 26, 2017

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the minutes of the meeting held on June 26, 2017.

Motion \_\_\_\_\_
  2. Approval of Recommendations of Committee on Special Education

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District has met and will implement the recommendations of the Committee on Special Education for meetings held on 4/11/17, 4/26/17, 4/28/17, 5/3/17, 5/9/17, 5/31/17, 6/1/17, 6/5/17, 6/6/17, 6/14/17, 6/19/17, 6/20/17.

Motion \_\_\_\_\_.
  3. Approval of Budget Transfer

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the following budget transfer:

To: 01-5510-160-521	From: 06-5510-417-000	Amount: \$28,500
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Motion \_\_\_\_\_.
  4. Adoption of 2017-2018 School Lunch Prices

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the following 2017-2018 School Lunch Prices:

Breakfast (Elementary) - \$1.60  
Breakfast (Secondary) - \$1.60

Lunch (Elementary) - \$2.70  
Lunch (Secondary) - \$2.70

Motion \_\_\_\_\_

5. Approval of Waiver of Facility Use Fees for Not-for-Profit Organizations

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby waives the facility use fee during regular hours that the buildings are open for the Wheatland-Chili Recreation Continuing Education Program, Scottsville Athletic Association, and the YMCA.

Motion \_\_\_\_\_

6. Approval of Cooperative Bids with Monroe 2-Orleans BOCES

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby authorizes the purchasing agent for Monroe 2-Orleans BOCES, to enter into any and all cooperative bidding ventures to be conducted during the 2017-2018 school year and to award such bids to the lowest responsive and responsible bidder that meets all required bid specifications if such award is in the best interest of the school district.

Including, but not limited to:

Multimedia/AV Equipment	Bread Products
Athletic & PE Supplies	Dairy Products
Fine Paper Supplies	Ice Cream
Electricity	School Lunch Paper & Plastic
Natural Gas	Statewide School Finance Consortium
Food Service Equipment Repair and Maintenance	HVAC
Fresh Produce	Musical Equipment
Plumbing	

Motion \_\_\_\_\_

7. Approval of Authorization of Payment of Fingerprinting Fees

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the authorization of payment of fees to the State Education Department for criminal history checks on behalf of prospective employees seeking classified staff positions in the District.

Motion \_\_\_\_\_

8. Approval of Consultant Agreement

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the consultant agreement with Michelle Kavanaugh in an amount not to exceed \$2,000 (at the rate of \$600/workshop, plus travel expenses) for the facilitation of two Board workshops during the 2017-2018 school year.

Motion \_\_\_\_\_

9. Approval of Agreement with Contract Substitute Teacher

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the form of agreement with contract substitute teachers.

Motion \_\_\_\_\_

10. Approval of Authority to Collect Interscholastic Admission Fees

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the authority of the Sports Boosters to collect interscholastic admission fees during the 2017-2018 school year, under the following terms and conditions:

- Authority granted to the Sports Boosters on a yearly basis by action of the Board of Education;
- Collection of admission fees limited to boys and girls soccer and basketball games;
- Collection of admission fees limited to Genesee Region League games and not applicable to New York State Public High School Athletic Association (NYSPHSAA) sectional games that may be scheduled within the District;
- Admission fees established for Genesee Region League games at \$1.00 for adults, \$0.50 for students, and no charge for student athletes for 2017-2018;
- Collection protocols will involve two collectors, one of whom is an adult who is not serving as a District chaperone, and the continued use of tickets to provide an accurate count of gate receipts; and
- Board of Education reserves the right to modify or discontinue this arrangement at any time through resolution at a public meeting of said group.

Motion \_\_\_\_\_

11. Approval of Athletic Training Services Agreement

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the agreement with Strong Memorial Hospital/UR Medicine Sports Medicine.

Motion \_\_\_\_\_

12. Personnel Actions

a. Approval of Addendum to Support Staff Agreement

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, upon the recommendation of the superintendent of schools, hereby approves the addendum for the Support Staff agreement.

Motion \_\_\_\_\_

b. Approval of Superintendent's Salary for 2017-2018

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the salary of \$171,133 for Superintendent Deborah Leh for the 2017-2018 school year.



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Motion \_\_\_\_\_

c. Approval of Probationary Appointment – Classified Staff

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the following probationary appointment:

<u>Name</u>	<u>Area</u>	<u>Rate</u>	<u>Effective Date</u>
Todd Shero	Facilities/Transportation Asst.	\$16.05/hour	July 11, 2017

Motion \_\_\_\_\_

d. Approval of Substitute Appointment – Classified Staff

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Resolved that, the Board of Education of the Wheatland-Chili Central School District, hereby approves the following substitute appointment:

<u>Name</u>	<u>Area</u>	<u>Rate</u>	<u>Effective Date</u>
Jessica Adams	Cleaner	\$10.00/hour	July 11, 2017

Motion \_\_\_\_\_

e. Approval of Other Appointment

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the following:

Central Treasurer – Extra-classroom Activity Account – Todd Shero (no stipend)

Motion \_\_\_\_\_