

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:

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

Motion _____

V. Other Appointments

Trustee _____ moved, seconded by Trustee _____, to approve the following:

- a. School Physician – WorkFit \$14,064
- b. School Attorney
 - BOCES II Legal Services \$100/hour
 - Harris Beach Partner \$240/hour
 - Associate \$220/hour
 - Educational Consultant \$215/hour
- c. Claims Auditor/Faculty Auditor– Vicki Amoroso \$2,530 (\$30.50/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 Officers – Dr. Deborah Leh, Mr. Jason deJong
- m. Dignity for All Students Coordinators – Tracy Pasquantonio, TBD (no stipend)
- n. Central Treasurer – Extra-classroom Activity Account – Sandra Stryker (no stipend)
- o. Deputy Treasurer – Extra-classroom Activity Account – Cynthia Rhoda (no stipend)
- p. Tax Collector – Jennifer Adrian (no stipend)
- q. Committee on Special Education and Committee on Preschool Special Education

2016-2017 Committee on Preschool Special Education Membership

Position:

LEA Representative

Person/Provider:

Jason deJong, Tricia Pfaff

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REORGANIZATION MEETING**

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Board Conference Room, TJC 3rd Floor**

School Psychologist
Special Education Teacher
Monroe County Representative
Parent
Additional Parent Member*
Related Service Provider(s)**
Other Evaluator(s)**
Other Certified Professional(s)**

Tricia Pfaff
Service provider/Special Education Dept.
Joann Spencer
Parent/Guardian of student being discussed
Shirli Morris, Susan Saeva
Determined prior to each meeting
Determined prior to each meeting
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

Position:

Chairperson
School Psychologist
Special Education Teacher**
General Education Teacher**
Parent(s)
Additional Parent Member*
School Physician
Other Certified Professional(s)**
Student

Person/Provider:

Jason deJong, Tricia Pfaff
Tricia Pfaff
Varies by child
Varies by child
Parent(s)/Guardian of student being discussed
Shirli Morris, Susan Saeva
C. Jay Ellie, Jr. MD
Determined prior to each meeting
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:

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:

- a. Payroll Officer – Superintendent
- b. Purchasing Agent – District Treasurer (all prior approved items not to exceed budgetary limits, Superintendent in absence of District Treasurer)
- c. Conference, Convention, Workshop Attendance Approval – Superintendent
- d. Interfund Transfers – Superintendent (maximum of \$10,000 without prior Board authorization)
- e. Investment of Funds – District Treasurer
- f. Authorized Check Signatures – District Treasurer
- g. Authorization of Cell Phone Amounts \$39.99/month
- h. Authorization for Board President or Superintendent to Sign Various Contracts During the Year
- i. Establishment of Petty Cash Funds
Kathy Palmer, Food Service - \$100

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Jennifer Adrian, Tax Collector - \$50
Cynthia Kwiatkowski, Facilities - \$100
Scott Melville, Athletics - \$50

Motion _____

VIII. Bonding of Personnel

Trustee _____ moved, seconded by Trustee _____, to approve the following:

- 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:

- a. Readoption of Board Policies in effect on June 30, 2016
- b. Mileage Reimbursement Rate – Current IRS Rate
- c. Fees for Use of Buildings

T. J. Connor - Per Hour Use Cost*		
		2016-17
Classroom		\$2.81
Cafetorium		\$11.26
Gym		\$12.26
Kitchen**		\$4.30
Library		\$4.30
Board Room		\$8.45
Hallway		\$1.10
Multipurpose Room		\$8.45
Historic Schoolhouse		\$4.21

Middle/High School - Per Hour Use Cost*		
		2016-17
Pool		\$21.75
Classroom		\$2.81
Gym		\$12.36
Auditorium		\$15.79
Dining Room		\$6.18
Kitchen**		\$6.18
Library		\$11.37
Hallway		\$1.10
Board Room		\$3.15

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

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

- d. Procurement Requirements

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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
\$2,500 to less than \$5,000	Two verbal or written quotes;	Obtained by the originator.

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	Documented on page 2 of purchase requisition.	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	Obtained by the originator 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: \$90/day; Long-term Daily \$125/day (with a 20+ day appointment to one position), Long-term Substitute (40 wks.) \$215.60/\$227.12 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 2016-2017
2. Discussion of Etta Fraser Miller Scholarship Process

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b. Board Member Communication

1. Recipients of the Etta Fraser Miller Scholarships:

Elizabeth Russell	Taylor Seilheimer
Madeline Vonglis	Jarrett Wehle

2. Other Items of Information

c. New Business

1. Approval of Minutes of Meeting held on June 27, 2016

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 27, 2016.

Motion _____

2. Adoption of 2016-17 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 2016-17 School Lunch Prices:

Breakfast (Elementary) - \$1.50

Breakfast (Secondary) - \$1.50

Lunch (Elementary) - \$2.60

Lunch (Secondary) - \$2.60

Motion _____

3. 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 _____

4. 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 2015-2016 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

Athletic & PE Supplies

Fine Paper Supplies

Bread Products

Dairy Products

Ice Cream

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Electricity
Natural Gas
Food Service Equipment Repair and Maintenance
Motion _____

School Lunch Paper & Plastic
Statewide School Finance Consortium
HVAC

5. 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 _____

6. 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 \$1500 (at the rate of \$600/workshop, plus travel expenses) for the facilitation of two Board workshops during the 2016-2017 school year.

Motion _____

7. 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 _____

8. 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 _____

9. Approval of Skills Development Camp

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 a Skills Development Camp in Girls' Softball that will be free of charge to district students, and will be scheduled during regular operating times of the elementary and/or middle/high school gymnasium.

Motion _____

10. Personnel Actions

a. Approval of Backup for District Clerk

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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 Jennifer Sinsebox as the backup for the District Clerk. (no stipend).

Motion _____

b. Approval of Superintendent's Salary for 2016-2017

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 salary of \$167,777 for Superintendent Deborah Leh for the 2016-2017 school year.

Motion _____

c. Approval of Volunteer Instructor

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 volunteer coach to operate a no-cost summer skills camp programs to directly benefit Wheatland-Chili athletes:

Volunteer Mike Williams Girls' Softball Skills Camp

Motion _____

d. Approval of Summer Hours – 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 summer hours:

<u>Name</u>	<u>Area</u>	<u>Hourly rate pending completion of negotiations</u>
James Torrance	Facilities	\$13.66 (not to exceed 200 hours)

Motion _____