

BOARD MEETING: Organizational
DATE: Wednesday, July 14, 2010
TIME: 5:00 p.m.
PLACE: Naples High School Cafeteria

AGENDA

- I. Meeting called to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Constitutional oath of office for new and re-elected Board of Education Members.
- V. Approval of Agenda
- VI. Nominations and Election of Officers

President

Constitutional oath of office administered by District Clerk

1st Vice-President

2nd Vice-President

Constitutional oath of office administered by District Clerk

- VII. Executive Session

- VIII. Public Comments

- IX. Board of Education Committee Sign-up

Information: The Board President will pass around the sign-up sheet and assignments will be made by the August meeting. A list of committees is enclosed so that you can see what is available.

- X. Appointment of Officers

School District Clerk

School District Treasurer

School District Tax Collector

District Internal Claims Auditor

Constitutional oath of office administered by District Clerk

- XI. Other Appointments

School Physicians

School Attorneys

Central Treasurer: Extra-Curricular Account

Deputy Central Treasurer: Extra-Curricular Account

Attendance Officer

District Independent Auditor

District Internal Auditor

District Bond Council

District Financial Consultant

Committee on Special Education

Subcommittee on Special Education

Committee on Pre-School Special Education

Records Access Officer

Records Management Officer

Vote Workers

Asbestos LEA Designee

Homeless Liaison Designee

Title IX Compliance Officer

Sexual Harassment Officer

Emergency Response Coordinator

Chemical Hygiene Officer

- XII. Designations

Official Bank Depositories

Official Board Meeting Night

Official Newspapers

XIII Authorizations

Chief School Officer or School Business Administrator to Certify Payrolls
 Chief School Officer or School Business Administrator as School Purchasing Agent
 Chief School Officer or School Business Administrator to Approve Budget Transfers
 Superintendent authorized to sign applications for any & all Federal Funds/Grants; BOCES Contracts & Agreements
 School Business Administrator, School District Treasurer and School District Clerk as Official Bank Signatories
 Participation in the National School Lunch Program
 Conferences, Conventions, Workshops Attendance
 Mileage Reimbursement
 Participation in the Cooperative Bidding Program with the Board of Cooperative Educational Services
 Petty Cash Fund Account
 Medical Physicals
 Re-adopt School Board Policies; Code of Ethics; School Safety Plan
 Code of Conduct
 Superintendent to employ temporary, part-time, per diem or substitute personnel
 Superintendent to approve the travel & other business expenses of teaching & non-teaching personnel
 Treasurer to pay invoices or billings the School Business Administrator deems necessary
 to be in the best interest of the District.
 Appointment of an Impartial Hearing Officer (IHO)

XIV Board of Education Representatives to

Four County School Boards:
 Executive Council - Delegate and Alternate
 Legislative Committee - Delegate and Alternate
 Board Development Committee - Delegate and Alternate
 BOCES Board Liaisons

XV Donation

XV Appointment

XV Consent Agenda

CSE & CPSE Placements
 Substitutes
 Business / Financial

XV Executive Session

Organizational Meeting**July 14, 2010**

Minutes of the Re-Organizational Meeting of the Board of Education of Naples Central School held on Wednesday, July 14, 2010 at 5:03 p.m. in the Naples High School Auditorium.

Members Present:	Michael Boggs	Gail Musnicki
	Joseph Callaghan - Arrived at 7:00 pm	Keith Swank
	Barbara Howard	Margo Ulmer
	William Kelly	
	John Murphy	

Members Absent: Mona Sage Cardinale

Also Present: Kimberle A. Ward, Ann O'Brien, Kristina Saucke, Alan Moore, and Pamela Jo Claes

Guests: Michele Barkley, Dahl T. Schultz, Sharon Fredericks, and Pauline Preston

The meeting was called to order at 5:03 p.m. by District Clerk, Pamela Jo Claes.

District Clerk Pam Claes administered the Oath of Office to re-elected Board of Education members, Mona Sage-Cardinale, Michael Boggs, and William Kelly and newly elected board member John Murphy.

Motion: Barbara Howard

2nd: Margo Ulmer

Approval is given to adopt the agenda of the Re-Organizational Meeting of July 14, 2010.

Voting Yes: 7 Motion Carried

Voting No: 0

Nominations were called for the office of President of the Board of Education:

The name of Keith Swank was placed in nomination by Michael Boggs seconded by William Kelly.

Voting Yes: 7 Motion Carried

Voting No: 0

Abstain: 0

Keith Swank was declared Board President for the 2010-2011 School Year and the Oath of Office was administered by District Clerk Pam Claes.

Re-elected Board of Education President Keith Swank thereupon took charge of the meeting.

Nominations for the office of 1st Vice-President of the Board of Education:

The name of Michael Boggs is placed in nomination by Margo Ulmer, and seconded by Barbara Howard.

Voting Yes: 7 Motion Carried

Voting No: 0

Abstain: 0

Nominations for the office of 2nd Vice-President of the Board of Education:

The name of Barbara Howard is placed in nomination by William Kelly and seconded by Keith Swank.

Voting Yes: 7 Motion Carried

Voting No: 0

Abstain: 0

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Michael Boggs was declared 1st Vice President and Barbara Howard was declared 2nd Vice President for the 2010-2011 School Year and the Oath of Office was administered by District Clerk Pam Claes.

Motion: Margo Ulmer

2nd: Barbara Howard

The Board shall adjourn from Regular to Executive Session at 5:13 p.m. for discussion pertaining to the employment history of a particular Person(s).

Voting Yes: 7 Motion Carried

Voting No: 0

Board Member Joseph Callaghan arrived at 7:00 p.m.

Time out of Executive Session: 7:06 p.m.

Motion: Barbara Howard

2nd: Michael Boggs

The Organizational meeting of July 14, 2010 is hereby re-convened at 7:15 p.m.

Voting Yes: 7 Motion Carried

Voting No: 0

Public Comment: None

Superintendent Ward noted that each Board of Education member now had a complete set of policies reviewed and modified or added throughout the 2009-10 school year and asked the Board Members to be sure and replace the policies in their Board Policy books. Mrs. Ward also noted that each Board Member had received a copy of the book, Active Literacy Across the Curriculum, adding that she was proposing that this become a book study for the board and that this would be a focus of their dialogue and discussion at the board retreat.

Board of Education Committee Sign-up.

Motion: Barbara Howard

2nd: Michael Boggs

BE IT RESOLVED, that the below listed officers be approved for the 2010-2011 school year, effective July 1, 2010, with ratification of their acts performed in the ordinary course of their duties.

- School District Clerk for the 2010-2011 School Year: Pamela Jo Claes
- School Tax Collector for the 2010-2011 School Year: Michele Barkley
- Internal Claims Auditor for the 2010-2011 School Year: Gretchen Pulver, at her current hourly rate of \$13.50 plus the agreed upon CSEA contractual increase for the 2010-2011 school year.

Voting Yes: 8 Motion Carried

Voting No: 0

Motion: Barbara Howard

2nd: Gail Musnicki

BE IT RESOLVED, that the below listed appointments be approved for the 2010-2011 school year, effective July 1, 2010, with ratification of their acts performed in the ordinary course of their duties.

- School District Treasurer for the 2010-2011 School Year: Linda Burke
- School Physicians for the 2010-2011 School Year: WorkFit Medical, LLC is hereby appointed at a rate of \$8,500 / year.
- School Attorneys for the 2010-2011 School Year: The firm of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.
- Management of issues related to employee contracts, personnel and students for the 2010-2011 School Year: Cayuga-Onondaga BOCES Office of Personnel Relations.

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- Central Treasurers: Extra-Curricular Account for the 2010-2011 School Year: Michele Barkley & Pat Peck and Linda Burke as Deputy Central Treasurer: Extra-Curricular Account in their absence.
 - Attendance Officer for the 2010-2011 School Year: Kimberle A. Ward
 - District Independent Auditor from July 1, 2010 through October 30, 2010: The firm of Ciaschi, Dietershagen, Little & Mickelson.
 - District Internal Auditor for the 2010-2011 School Year: The firm of Raymond F. Wager, CPA, P.C.
 - District Bond Council for the 2010-2011 School Year: The firm of Timothy R. McGill.
 - District Financial Consultant for the 2010-2011 School Year: The firm of Bernard P. Donegan, Inc.
 - Committee on Special Education for the 2010-2011 School Year:

<u>Special Education Teacher of the Student</u>	<u>Chairperson</u> - Kristina Saucke
<u>Psychologists</u> - Mr. John Florian Dr. Brian Meteyer	<u>Parent of the student with a Disability</u>
<u>Speech</u> - Elementary Speech Pathologist - Jodi Gleichauf	<u>General Education Teacher of the Child</u>
Middle School and High School Speech Pathologist - Catherine Reitz	
<u>Parent Member</u> - Christine Kansco, Stacey Shearing or Tammy Jo Matthews	
<u>School Physician</u> -	
<u>Physical Therapist</u> - Stephanie Storms	<u>Occupational Therapist</u> - Gwen Stockdale-Fellows
<u>Nurses</u> - High School: Polly Halladay	Elementary School: Kelly VandeSande
 - Subcommittee on Special Education for the 2010-2011 School Year:

School Year. <u>Chairperson</u> - John Florian or Dr. Brian Meteyer	<u>Parent of the student with a Disability</u>
<u>Special Education Teacher of the Student</u>	<u>General Education Teacher of the Child</u>
<u>Psychologists</u> - John Florian Dr. Brian Meteyer	<u>Nurses</u> - High School
<u>Speech</u> - Elementary Speech Pathologist - Jodi Gleichauf	Elementary School
Middle School and High School Speech Pathologist - Catherine Reitz	
 - Committee on Preschool Special Education for the 2010-2011 School Year:

<u>Chairperson</u> - Kristina Saucke	
<u>Parent of the child with a Disability</u>	<u>School Psychologist</u> : Dr. Brian Meteyer or John Florian
<u>Representative of Ontario County</u> : Mary Ann O'Brien	<u>Representative of Yates County</u> : Lynn Canfield
Beth Webster	<u>Representative of Steuben County</u> : Joyce Stewart
<u>Parent Member</u> - Christine Kansco, Stacey Shearing or Tammy Jo Matthews	
<u>Preschool Representatives</u> : Happiness House - Christina Schultz, Harlene Gilbert, & Lynn D'Amico	
Building Blocks - Kira Marten; Keuka Lake School - Deb Coon; Clinical Assoc. of the Finger Lakes - Diane Leitgeb	
<u>General Education Teacher Representative</u> : Kindergarten Teacher	
<u>Special Education Teacher Representative</u> : Sarah Waltman or Kayc Cass-Northrop	
<u>Teachers of Pre-school students</u> (if the student is in a program)	
 - Records Access Officer for the 2010-2011 School Year: Pamela Jo Claes.
 - Records Management Officer for the 2010-2011 School Year: Michele Barkley.
 - Vote workers for the 2010-2011 School Year:

<u>Chairman</u> : Ann O'Brien	
<u>Clerks</u> : Pamela Jo Claes, Linda Burke, Kathy Grayson, Michele Barkley	
<u>Tellers and Substitutes</u> : Karen Doty, Jane Farrell, Jane Gentner, Ronna Hudson, Mary Mueller, Joanne Lincoln, Joan Slating, Janis Pridmore, Susan Pridmore, Barbara Reigelsperger, Sue Rennoldson, Judy Miller and Nancy Linehan.	
 - Asbestos LEA Designee for the 2010-2011 School Year: Steven Draxl.
 - Homeless Liaison Designee for the 2010-2011 School Year: Kristina Saucke.
 - Title IX Compliance Officer for the 2010-2011 School Year: Kimberle A. Ward.
 - Sexual Harassment Officer for the 2010-2011 School Year: Kimberle A. Ward.
 - Emergency Response Coordinator for the 2010-2011 School Year: Kimberle A. Ward.
 - Chemical Hygiene Officer for the 2010-2011 School Year: Ronald Burke.
- Voting Yes: 8 Motion Carried
- Voting No: 0

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Motion: Barbara Howard**2nd:** Gail Musnicki**BE IT RESOLVED, that the following designations are approved for the 2010-2011 School Year:**

- The following banks are hereby designated as the Naples Central School District Depositories for the 2010-2011 School Year, and be it resolved, that in compliance with Section 53A and Section 254 of the State Education Law, amended 1935, as Board of Education of the Naples Central School District, we direct that all funds received by the treasurer, tax collector and treasurer of the internal and extra-curricular funds and securities for investments as a 3rd party bank shall be deposited in:

Bank of America	Citizens Bank
Five Star Bank	Community Bank
Canandaigua National Bank	M & T Bank
Chase Manhattan Bank	HSBC

- The Board of Education meeting dates for the 2010-2011 School Year are designated as follows:

July 14, 2010	December 1, 2010	April 6, 2011
August 18, 2010	December 15, 2010	April 27, 2011
September 8, 2010	January 5, 2011	May 4, 2011
September 22, 2010	January 19, 2011	May 18, 2011
October 6, 2010	February 2, 2011	June 1, 2011
October 20, 2010	February 16, 2011	June 15, 2011
November 3, 2010	March 2, 2011	
November 17, 2010	March 16, 2011	

- Official School Newspapers for the 2010-2011 School Year: The Naples Record and The Canandaigua Messenger.

Voting Yes: 8 Motion Carried

Voting No: 0

Motion: Barbara Howard**2nd:** Gail Musnicki**BE IT RESOLVED, that the following authorizations are approved for the 2010-2011 School Year:**

- Authorization is given for the Chief School Officer or School Business Administrator to certify payrolls of the district for the 2010-2011 School Year.
- Authorization is given for the Chief School Officer or School Business Administrator to be designated as School Purchasing Agents for the 2010-2011 School Year.
- Authorization is given for the Chief School Officer or School Business Administrator to approve Budget Transfers up to \$25,000.00 for the 2010-2011 School Year and to provide the Board of Education with monthly reports on such transfers.
- Authorization is given for the Superintendent of Schools to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board of Education approval.
- Authorization is given for the School Business Administrator, the School District Treasurer, or the School District Clerk to act as Official Bank Signatories.
- Naples Central School District, responsible for administration of one or more schools referred to as the School Food Authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that the school system will uniformly implement the policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction which participates in the programs mentioned above as per the Policy Statement for Free and Reduced Price Meals or Free Milk.

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- Authorization is hereby given for board members to attend NYS educationally related conferences, workshops and conventions during the 2010-2011 School Year, expenses paid by the District, with out of state conferences, workshops and conventions to be decided by the Board of Education.
- Authorization is given to establish a mileage reimbursement rate at the Internal Revenue Service business rate per mile for the 2010-2011 School Year.
- WHEREAS, The Board of Education of the Naples Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services. And... WHEREAS, The Board of Education of the Naples Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o. And... WHEREAS, The Board of Education of the Naples Central School District of New York State has appointed the Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Naples Central School District of New York State and making recommendations thereon... THEREFORE...

BE IT RESOLVED, That the Board of Education of the Naples Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That the Board of Education of the Naples Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services...And...

BE IT FURTHER RESOLVED, That the Board of Education of the Naples Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That the Superintendent of Schools, on behalf of the Board of Education of the Naples Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Available bid participation items are:

Telecommunications Network services	Milk and Milk Products
First Aid Supplies and Equipment	Bread and Bread Products
Custodial Supplies	Cafeteria Paper Products
Xerographic, Policy Committee & Fine Papers	Ice Cream
Calculators	Snack and Specialty Foods
Printing Services	Natural Gas
Athletic, Physical Education Supplies and Equipment	Electric Supplies
Meat, Meat Products, Cheese, Frozen Foods, Canned and Packaged Foods	

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- The establishment of Petty Cash Funds for the 2010-2011 School Year:
 High School Office - \$100.00
 School Lunch - \$80.50
- Authorization is given for the Superintendent of Schools to require an employee to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.
- Authorization is given that all District Policies, Code of Ethics, and Safety Plan, as previously established, be re-adopted for the 2010-2011 School Year.
- Authorization is given to approve the Code of Conduct for the Naples Central School District per the requirements of the Project SAVE Legislation (Education Law Sections 2801 and 100.2.1 of the Commissioner's Regulations.)
- Authorization is given to the Superintendent of Schools to employ temporary, part-time, per diem, or substitute personnel on an emergency basis.
- Authorization is given for the Superintendent of Schools to approve the travel and other business expenses of teaching and non-teaching personnel under adopted board policy, including advance payments.
- Authorization is given for the District Treasurer to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the School Business Administrator deems necessary to be in the best interest of the District.
- BE IT RESOLVED, that the current list of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting system as the District's list of Impartial Hearing Officers.
 BE IT ALSO RESOLVED, that the District Clerk and Superintendent or Superintendent's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department's then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District's list of names and statement of the qualifications of each Hearing Officer.
 BE IT ALSO RESOLVED, that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board Member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.

Voting Yes: 8

Motion Carried

Voting No: 0

Organizational Meeting

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Motion: Gail Musnicki**2nd:** Michael Boggs**BE IT RESOLVED, that the following representatives are hereby approved for the 2010-2011 School Year:**

The following people shall hereby serve as Board of Education Representatives for the 2010-2011 School Year:

Four County Executive Council: Keith Swank, Representative; Barbara Howard, Alternate

Four County Legislative Committee: Margo Ulmer, Representative; John Murphy, Alternate

Four County Board Development Committee: Michael Boggs, Representative; Joseph Callaghan, Alternate

WFL BOCES Liaison(s): John Murphy, Representative; Michael Boggs, Alternate

Voting Yes: 8 Motion Carried

Voting No: 0

Motion: Margo Ulmer**2nd:** Michael Boggs

Authorization is given to accept the generous donation of \$1,000.00 from Constellation Wines, U.S. to the Naples Central School FIRST Robotics Team.

Voting Yes: 8 Motion Carried

Voting No: 0

Motion: Michael Boggs**2nd:** Barbara Howard**Upon the recommendation of Superintendent Kimberle A. Ward, the following Consent Agenda Items are hereby approved as presented:**

- Approval is given for student placements as per the recommendations of the Committee on Special Education and the Committee on Preschool Special Education.

- Personnel - Appointments:

- a. Substitutes

<u>Name</u>	<u>Position</u>	<u>Address</u>
Laurie Wight	Teacher Aide	6045 Route 64, Naples, NY 14512

- Business / Financial

Treasurer's Report: May 2010

Voting Yes: 8 Motion Carried

Voting No: 0

Motion: Michael Boggs**2nd:** Barbara Howard

RESOLVED, That the Board of Education appoints Matthew T. Frahm, 3962 Avon Road, Geneseo, NY 14454, to a probationary term of three years beginning on August 15, 2010 and expiring on August 15, 2013 as Secondary Principal effective August 15, 2010. The certification area and status is School Building Leader, Initial; School District Leader, Professional; and Social Studies 7-12, Permanent. Salary for the 2010-2011 school year will be \$80,000 plus current administrative contract provisions. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.

Voting Yes: 8 Motion Carried

Voting No: 0

Organizational Meeting**July 14, 2010****Motion:** Barbara Howard**2nd:** Margo Ulmer

The Board shall adjourn from Regular to Executive Session at 7:48 p.m. to discuss the employment history of a particular person(s); to discuss legal advice from our attorney, which is made privileged by law; and to discuss a student's records which is a matter made privileged by law.

Voting Yes: 8 Motion Carried

Voting No: 0

Time out of Closed Session: 9:14 p.m.

Motion: Barbara Howard**2nd:** Gail Musnicki

There being no further business, the Re-Organizational Meeting is hereby adjourned at 9:16 p.m.

Voting Yes: 8 Motion Carried

Voting No: 0

Dated this 14th day of July, 2010

Pamela Jo Claes

District Clerk