

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

1. The Board of Education of Moravia Central School held their reorganizational meeting in the Board Conference Room, and District Clerk Anita Burhans opened the meeting and welcomed the audience at 7:00 p.m.
2. **BOARD MEMBERS PRESENT:** Messrs. Becker, Carmichael, Struble and Thompson, Ms. Dillon, Ms. Hess and Mrs. Lyon
BOARD MEMBERS ABSENT: None
ADMINISTRATION PRESENT: Mr. Birmingham and Mr. Lawrence
OTHERS: Bill Youngs, Sean Dolloway and Press: Nancy McGuerty (Republican Register)

3. The Pledge of Allegiance was received.

Oath of Office

4. The Clerk administered the Oath of Office to newly elected Board Members Jim Struble and Michelle Lyon.

Agenda

5. Motion made by Mrs. Lyon seconded by Ms. Dillon to approve the agenda with the additions of Personnel G. – Appointment of Mathematics Teacher and Personnel H. – Appointment of Food Service Helper. Motion carried.

President

6. Motion made by Mr. Becker seconded by Ms. Dillon to open the polls and nominate Michelle Lyon as President of the Board of Education for the 2017-2018 school year. The Clerk cast one ballot for Michelle Lyon.

There were no other nominations.

Motion made by Mr. Carmichael seconded by Ms. Hess to close the polls for Board President nominations. Motion carried.

All those in favor of Michelle Lyon as President of the Board of Education for the 2017-2018 school year.

YES: Messrs. Messrs. Becker, Carmichael, Struble and Thompson, Ms. Dillon, Ms. Hess and
 NO: None

ABSTAIN: Mrs. Lyon

ABSENT: None

Motion carried.

Michelle Lyon was declared President of the Board of Education for the 2017-2018 school year.

Vice-President

7. Motion made by Mr. Carmichael seconded by Ms. Hess to nominate Shawn Becker as Vice President of the Board of Education for the 2017-2018 school year. The Clerk cast one ballot for Cathy Benson.

There were no other nominations.

Motion made Ms. Hess seconded by Ms. Dillon to close the polls for Board Vice President nominations. Motion carried.

All those in favor of Shawn Becker as Vice President of the Board of Education for the 2017-2018 school year.

YES: Messrs. Carmichael, Struble and Thompson, Ms. Dillon, Ms. Hess and Mrs. Lyon
 NO: None

ABSTAIN: Mr. Becker

ABSENT: None

Motion carried.

Shawn Becker was declared Vice President of the Board of Education for the 2017-2018 school year.

Oath of Office

8. The Clerk administered the Oath of Office to the President and Vice President.

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

- District Clerk** 9. Motion made by Mr. Carmichael seconded by Ms. Hess to appoint Anita Burhans as Clerk of the Board for the 2017-18 school year at a salary of \$7449. Motion carried. The President administered the Oath of Office to the Clerk.
- Const. Update** 10. Sean Dolloway, C&S Construction Manager, and Bill Youngs updated the board on the status of the construction project.
- Officer Appts.** 11. Motion made by Ms. Hess seconded by Ms. Dillon to approve the following appointment of officers for the 2017-18 school year. Motion carried.
- Shelly Johnson as Treasurer at previously established salary.
 - School Business Administrator as Deputy Treasurer.
 - Donna Pasho as Extra Classroom Activities Account Treasurer at a salary of \$1400.
 - Colin Cahill as Tax Collector through November 30, 2017 at a salary of \$4,100.
- The clerk will administer the Oath of Office to the above appointments.
- Appointments** 12. Motion made by Ms. Hess seconded by Mr. Carmichael to approve the following appointments for the 2017-2018 school year.
- District Auditor – Raymond F. Wagner, CPA PC at \$19,750.
 - Claims Auditor – Christine A. King, Auburn, NY at \$145 per month
 - School Attorney –Matthew Fletcher (see attached)
 - Bond Counsel – Trespasz & Marquardt, LLP
 - Financial Advisor – Fiscal Advisors & Marketing, Inc.
 - Flexible Benefits Administrator –AFLAC, from October 1–September 30
 - 403b Third Party Administrator – The Omni Group
 - Cayuga Onondaga County School Board's Association Executive Committee Representative – Leigh Hess
 - Safety and Buildings & Grounds Committee – Jeff Carmichael, Michelle Lyon & Leigh Hess
 - Agriculture Representative – Shawn Becker
 - Audit Committee – Jeff Carmichael, Karin Dillon, Terry Thompson & Doug Hart (community representative)
 - Technology Committee – Jim Struble and Leigh Hess
 - Wellness Committee – Karin Dillon and Leigh Hess
 - Representative to Cayuga-Onondaga Healthcare Board of Directors –School Business Administrator– from reorganizational meeting to reorganizational meeting
 - Representative to OCM BOCES Workers Compensation Consortium – School Business Administrator (Superintendent of Schools to serve as alternate)
 - Civil Rights Compliance Officer (Section 504/Title IX Coordinator/ADA Compliance Officer) – Chris Fisher (School Business Administrator to serve as alternate)
 - Appointment of CSE and Section 504 Committee – see attached.
- Motion carried.
- Designations** 13. Motion made by Mr. Thompson seconded by Ms. Hess to approve the following designations for the 2017-18 school year.
- School Business Administrator as School Purchasing Agent
 - Superintendent of Schools to certify payrolls
 - Chemung Canal Trust Co., The First National Bank of Groton, and the Community Bank, N.A. as depositories for school funds at a limit of \$10,000,000.
 - Treasurer and School Business Administrator as official bank signatories
 - Petty Cash Funds and Person Responsible:
 - High School Office - \$50.00 – Principal
 - Middle School Office - \$50.00 - Principal
 - Elementary School Office - \$50.00 - Principal
 - Federal Funds Office - \$50.00 – Director of Special Education
 - Cafeteria - \$100.00 – School Lunch Manager
 - Athletic Dep't. - \$200.00 – Athletic Director
 - District Office - \$50.00 - Treasurer
 - The Republican Register as the official newspaper

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

- The enclosed calendar outlining the days for board meetings. All meetings will begin at 7 p.m.
- Superintendent of Schools as the designated educational official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.
- School Business Administrator as the School Pesticide Representative.
- School Business Administrator as the Chemical Hygiene Officer.
- School Business Administrator as the AHERA Designee
- School Business Administrator as Chief Emergency Officer
- DASA Coordinators – see attached list.

Motion carried.

Authorizations

14. Motion made by Ms. Hess seconded by Mr. Becker to approve the following authorizations for the 2017-18 school year.
- School Lunch Manager to sign all reports and claims in the administration of the School Lunch and Breakfast Programs.
 - Superintendent of Schools to approve employee attendance at conferences and workshops which are included in the budget.
 - Board of Education to approve all conferences and workshops by Board of Education members in the sum of \$250 or over.
 - Superintendent of Schools is to authorize use of Buildings and Grounds in line with Board of Education policy.
 - School Business Administrator is to authorize use of Transportation by non-school related organizations.
 - Superintendent of Schools approves Budget Transfers.
 - Superintendent of Schools, under Education Law Section 913, to designate a physician to examine employees in appropriate circumstances to determine their fitness to perform their duties.
 - Superintendent of Schools to temporarily fill administrative, instructional and non-instructional vacancies and permit substitutes to work for up to 30 days, contingent upon fingerprinting, pending consideration and appointment by the Board.
 - Superintendent of Schools to act as designee for residency determinations.
 - President of the Board of Education to sign all contracts requiring his/her signature on behalf of the Moravia Central School District.
 - Superintendent of Schools to apply for Grants in Aid.
 - Committee on Special Education is authorized to make placements prior to Board of Education notification.

Motion carried.

Rates & Fees

15. Motion made by Mr. Carmichael seconded by Ms. Dillon to approve the following rates and fees for the 2017-18 school year.
- Tutor - \$32.00 per hour
 - Mentor - \$500 per mentor with a \$105/day summer rate for up to two days based on a six (6) hour day
 - Summer Curriculum Work - \$125 per day based on a six (6) hour day

Substitutes

Teacher - \$95 per day – uncertified, \$100 per day – certified

Teaching Assistant - \$95 per day

Nurse - \$100 per day

LPN - \$100 per day

Cleaner - \$10.95 per hour

Cafeteria - \$10.70 per hour

Teacher Aide - \$10.70 per hour

Clerical - \$11.70 per hour

School Bus Attendant - \$11.20 per hour

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

Bus Driver - \$16.20 per hour

Maintenance & Automotive Mechanic - \$15.20 per hour

- Fitness Center Worker - \$12.00 per hour
- Fitness Center Membership Rates
- Use of Buildings Rental Fee - \$75.00 per request
- Use of Transportation Services Fee - \$3.25/mile + \$26.50/hour for a driver
- Non-Resident Tuition Rates as established annually by State Education Department.
- Mileage Reimbursement Rate – Employees to be reimbursed at the current Internal Revenue Service rate.

Motion carried.

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| Policies & Bylaws | 16. | Motion made by Ms. Hess seconded by Mr. Thompson to approve the following resolution. RESOLVED: that the revised policies from June 14, 2017, board meeting be approved for a second reading, and all other policies and bylaws replaced and established by the Board of Education shall be readopted for the 2017-18 school year. Motion carried. |
| Review Purchasing Regs. | 17. | There weren't any questions regarding the review of the purchasing regulations. |
| Standard Workday | 18. | Motion made by Mr. Carmichael seconded by Ms. Hess to approve the standard workday resolution. Motion carried. |
| Bd. Oper. Protocol | 19. | Motion made by Ms. Hess seconded by Mr. Becker to approve the following resolution. RESOLVED: that the attached Board Operating Protocol is accepted for the 2017-18 school year. Motion carried. |
| Minutes | 20. | Motion made by Ms. Hess seconded by Mr. Carmichael to approve the minutes for meeting #18 – June 14, 2017. YES: Messrs. Becker, Carmichael and Thompson, Ms. Dillon, Ms. Hess and Mrs. Lyon ABSTAIN: Mr. Struble ABSENT: None Motion carried. |
| Claims Audit | 21. | Motion made by Mr. Becker seconded by Ms. Dillon to acknowledge the receipt of and approve the Claims Audit report for May, 2017. Motion carried. |
| Boyden, Heather | 22. | Motion made by Ms. Hess seconded by Ms. Dillon to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, accepts the resignation of Heather Boyden, Teaching Assistant, effective June 30, 2017. Motion carried. |
| Nelson, Marleen | 23. | Motion made by Ms. Hess seconded by Mr. Becker to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, accepts the resignation of Marleen Nelson as Food Service Helper and approves the appointment of Marleen Nelson as Assistant Cook effective September 1, 2017, at the hourly rate of \$14.00. Marleen will serve the standard 52 week probationary period. Motion carried. |
| Owen, John | 24. | Motion made by Mr. Carmichael seconded by Ms. Hess to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, amends the June 14, 2017, resolution appointing John Owen as Administrative Intern to read as follows: <i>Resolved that the Board of Education hereby appoints John Owen, with Administrative Intern certification, to a four-year probationary appointment in the administrative tenure area of Director of Technology, Data and Innovation, beginning on July 1, 2017 and ending on June 30, 2021. This</i> |

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the administrator receives an ineffective composite or overall rating in the final year of the probationary period the administrator shall not be eligible for tenure at that time. Motion carried.

- Summer Transp.** 25. Motion made by Ms. Hess seconded by Mr. Becker to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, approves the following summer transportation employment to be paid at their 2017-18 hourly rates.
- Summer Reading Program: Lawrance Weaver, James Groom, David Kingsbury
(Drivers)
Tonya Bennett, Robin Johnston, Sarah Pigula (Bus Attendants)
Summer Recreation: Lawrance Weaver
Summer Swim: Jennifer Funk
Summer School: Gabrielle McKeen
Summer Cosmetology: Raymond Smith
Summer Special Needs: Thomas Foster and Lynda Hargett (Drivers)
Yvette Figgolari and Linda Leonard (Bus Attendants)
Cleaners: Sue Goad, Valerie Rothwell, Kacey Morris-Wells and April Burgman
Motion carried.
- Wages, Frederick** 26. Motion made by Ms. Hess seconded by Ms. Dillon to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, pursuant to part 3012 of the Education Law, upon the recommendation of the Superintendent of Schools, does hereby appoint Frederick Wages, Auburn, NY, to the position of Teaching Assistant for a probationary period of four years to commence September 1, 2017, and to expire August 31, 2021, who holds a valid New York State Teaching Assistant Certificate permitting him to perform the duties in the Teaching Assistant tenure area; AND BE IT FURTHER RESOLVED that Mr. Wages, during his first year of this appointment, be paid at the minimum hiring rate for teaching assistants as outlined in the agreement between the Moravia CSEA and the Board of Education. Motion carried.
- Mentors** 27. Motion made by Ms. Hess seconded by Mr. Thompson to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, approves the following list of mentors for the new teachers:
- Scott Langtry for Todd Mulvaney
Ronica Weeks to work with Megan Gremli
Megan Newhouse to work with Kristin Mackey
Kelly Redmond to work with Amy Thibodeau
Kenneth Welgoss to work with Kathryn Haessner
Richard Schubmehl to work with Tyler Miller
- Motion carried.
- Platukis, Jude** 28. Motion made by Ms. Hess seconded by Mr. Becker to approve the following resolution. RESOLVED: that the Board of Education of the Moravia Central School District, upon the recommendation of the Superintendent of Schools, hereby appoints Jude Platukis, Canastota, NY, who holds Professional certification in the Mathematics 7-12 certification area, to a three year probationary appointment in the tenure area of Mathematics effective

BOARD OF EDUCATION -- MORAVIA CENTRAL SCHOOL
July 5, 2017- Meeting #1

Respectfully submitted,



Anita M. Burhans
District Clerk

UNOFFICIAL 7/10/17