

**UNION SPRINGS CENTRAL SCHOOL DISTRICT  
ANNUAL REORGANIZATIONAL MEETING  
AGENDA**

**Tuesday, July 11, 2017 – 7:00 p.m.  
A.J. Smith Elementary School**

**Pledge of Allegiance**

**Acceptance of the Agenda**

The agenda for the July 11, 2017 Reorganizational Meeting ..... 1.1

**SCHOOL BOARD ACTION**

Oath of Office for Newly Elected Board Members ..... 2.1  
Election of Officers ..... 2.2  
Oath of Office for Newly Elected Officers/Supt. of Schools/District Clerk ..... 2.3

**Appointments:**

Appointment of Officers – District Clerk ..... 3.1  
Appointment of Officers - District Treasurer ..... 3.2  
Appointment of Officers – Deputy Treasurer ..... 3.3  
Appointment of Officers – Internal Claims Auditor ..... 3.4  
Appointment of Officers – External Auditors ..... 3.5  
Appointment of Officers – Payroll Clerk ..... 3.6  
Appointment of Officers – Deputy Payroll Clerk ..... 3.7

Appoint Records Access Officer ..... 4.1  
Appoint Records Access Appeals Officer ..... 4.2  
Appoint Records Management Officer ..... 4.3  
Appoint Asbestos Compliance Officer ..... 4.4  
Appoint Purchasing Agents ..... 4.5  
Appoint Sexual Harassment Officers ..... 4.6  
Appoint Dignity Act Coordinators ..... 4.7  
Appoint Civil Rights Compliance Officer..... 4.8  
Appoint Residency Officer ..... 4.9  
Appoint Extra-Classroom Activity Fund Control Officers ..... 4.10  
Appoint Copyright Officer ..... 4.11  
Appoint Cayuga-Onondaga Health Care Board Representative ..... 4.12  
Appoint OCM BOCES Workers Compensation Consortium Representative ..... 4.13  
Appoint Free/Reduced Lunch Appeals Officer ..... 4.14  
Appoint Agent for Child Nutrition Program ..... 4.15  
Appoint School Physician ..... 4.16  
Appoint School Attorney ..... 4.17  
Appoint School Tax Collector ..... 4.18  
Appoint School Safety Committee ..... 4.19  
Designate Official Newspaper ..... 4.20  
Appoint Committee on Special Education ..... 5.1

Appoint Committee on Pre-School Special Education .....	5.2
Appoint Special Education Sub-Committee .....	5.3
Appoint Impartial Hearing Officers .....	5.4
Appoint 504 Compliance Officers .....	5.5

**Designations:**

Official Bank Depository .....	6.1
Regular Board Meetings .....	6.2

**Authorizations:**

To Certify Payroll .....	7.1
To Attend Conferences, Workshops, Conventions.....	7.2
To Establish Petty Cash Funds .....	7.3
To Approve Budget Transfers .....	7.4
To Approve Purchase Contracts .....	7.5
To Require Physical Examinations .....	7.6
To Establish Check Signers .....	7.7
To Apply for Grants .....	7.8
Vacancy Appointments .....	7.9
BOCES Bidding .....	7.10
Letters of Assurance .....	7.11
Establish Lunch Prices.....	7.12
Establish NYS Minimum Wage Increase.....	7.13
Establish Standard Work Day for Employees.....	7.14

**Official Undertakings:**

Blanket Bond .....	8.1
Readoption of All Policies and Code of Ethics .....	8.2
Mileage Reimbursement .....	8.3

**Superintendent's Report:**

Annual Review of District Investment Policy #5320  
 Appointments to Board Committees

**Adjournment**



## UNION SPRINGS SCHOOL DISTRICT BOARD OF EDUCATION REORGANIZATIONAL MEETING

MINUTES, of the Reorganizational Meeting of the Union Springs School District Board of Education held on July 11, 2017 at 7:03 p.m. at the A.J. Smith Elementary School.

Members Present: Jeffrey Culver, Ann Marie Daum, Robin McKay, Carol Quill,  
Barry Schwarting, Daniel Testa

Members Absent: Randy Morehouse, Mary Seitz, Tom Weaver

Others Present: Jarett Powers, Marge Robbins, Sheila LaDouce, Chuck Walker,  
Mike Wurster

### **Pledge of Allegiance**

The District Clerk called the meeting to order at 7:03 p.m.

### **Acceptance of the Agenda**

**Motion by: Daniel Testa                      Seconded by: Jeffrey Culver**

1.1 RESOLVED, that the Board of Education accept the agenda of the July 11, 2017 Reorganization meeting.

**Carried: 6-0**

### **SCHOOL BOARD ACTION**

2.1 The District Clerk will administer the Oath of Office to newly elected Board members:

**Ann Marie Daum**  
**Daniel Testa**  
*(Mary Seitz took oath at the 6/19/17 meeting)*

2.2 The District Clerk will announce that nominations for the Presidency of the Board of Education are open.

**Motion by: Robin McKay**

**Seconded by: Ann Marie Daum**

Nominee: **BARRY SCHWARTING** (nominated by: Ann Marie Daum)

**RESOLVED**, that the Board of Education elects **Barry Schwarting** to the position of President of the Board of Education.

**Carried: 6-0**

The District Clerk will announce that nominations for Vice President of the Board of Education are open.

**Motion by: Jeffrey Culver**

**Seconded by: Barry Schwarting**

Nominee: **ANN MARIE DAUM** (nominated by: Barry Schwarting)

**RESOLVED**, that the Board of Education elects **Ann Marie Daum** to the position of Vice President of the Board of Education.

**Carried: 6-0**

2.3 The Oath of Office for newly elected Board Officers and the Superintendent of Schools will be administered by District Clerk, Valerie Castiglia.

**Appointments:**

**Motion by: Carol Quill**

**Seconded by: Robin McKay**

3.1 **RESOLVED**, that the Board of Education appoint **Valerie Castiglia** as the District Clerk for the 2017-2018 school year.

The Board President will administer the Oath of Office to the newly appointed District Clerk.

**Carried: 6-0**

**Motion by: Ann Marie Daum**

**Seconded by: Jeffrey Culver**

3.2 **RESOLVED**, that the Board of Education appoint **Mary Bard** as District Treasurer for the 2017-2018 school year.

3.3 **RESOLVED**, that the Board of Education appoint **Kathy Carder** as Deputy District Treasurer for the 2017-2018 school year.

- 3.4 RESOLVED, that the Board of Education appoint **Ed Siemiatkowski** as Internal Claims Auditor for the 2017-2018 school year.
- 3.5 RESOLVED, that the Board of Education appoint **Cuddy & Ward** as the External Auditors to perform work in the 2017-2018 school year to audit the district's 2016-2017 finances.
- 3.6 RESOLVED, that the Board of Education appoint **Margaret Bernardoni** as Payroll Clerk for the 2017-2018 school year and to be paid the stipend of \$10,506.25 for her services.
- 3.6 RESOLVED, that the Board of Education appoint **Mary Bard** as Deputy Payroll Clerk for the 2017-2018 school year.

**Appointments:**

- 4.1 RESOLVED, that the Board of Education appoint **Margaret Robbins** as Records Access Officer for the 2017-2018 school year.
- 4.2 RESOLVED, that the Board of Education appoint **Jarett Powers** as Records Access Appeals Officer for the 2017-2018 school year.
- 4.3 RESOLVED, that the Board of Education appoint **Margaret Robbins** as Records Management Officer for the 2017-2018 school year.
- 4.4 RESOLVED, that the Board of Education appoint **Jarett Powers** as Asbestos Compliance Officer for the 2017-2018 school year.
- 4.5 RESOLVED, that the Board of Education appoint **Margaret Robbins** and **Jarett Powers** as Purchasing Agents for the 2017-2018 school year.
- 4.6 RESOLVED, that the Board of Education appoint **Sheila LaDouce** and **Chuck Walker** as the Sexual Harassment Officers for the 2017-2018 school year.
- 4.7 RESOLVED, that the Board of Education appoint the following individuals from each building as Dignity Act Coordinators as specified in Policy #7555 – *Dignity for All Students Act*:
- Cayuga Elementary School – **Sheila LaDouce**  
Middle School – **Mike Wurster**  
High School – **Chuck Walker**
- 4.8 RESOLVED, that the Board of Education appoint **Jarett Powers** as the Civil Rights Compliance Officer for the 2017-2018 school year.
- 4.9 RESOLVED, that the Board of Education appoint **Margaret Robbins** as Residency Officer for the 2017-2018 school year.
- 4.10 RESOLVED, that the Board of Education appoint the following individuals to be Control Officers responsible for the control of Extra-Classroom Activity Funds for the 2017-2018 school year:

**Chuck Walker – HS**  
**Mike Wurster – MS**  
**Sheila LaDouce – Cayuga**

**Treasurer:**  
**Kathy Carder**

- 4.11 RESOLVED, that the Board of Education appoint **Sheila LaDouce** as Copyright Officer for the 2017-2018 school year.
- 4.12 RESOLVED, that the Board of Education appoint **Margaret Robbins** to the Cayuga-Onondaga Healthcare Board of Directors for the 2017-2018 school year.
- 4.13 RESOLVED, that the Board of Education appoint **Margaret Robbins** to the OCM BOCES Workers Compensation Consortium for the 2017-2018 school year.
- 4.14 RESOLVED, that the Board of Education appoint **Margaret Robbins** as Free/Reduced Lunch Appeals Officer for the 2017-2018 school year.
- 4.15 RESOLVED, that the Board of Education appoint **Jarett Powers** as the agent with regard to entering into contracts and agreements for the Child Nutrition Program.
- 4.16 RESOLVED, that the Board of Education appoint **Dr. Heather MacAdam** (Community Medical Center) as the School Physician for the 2017-2018 school year at the salary of \$11,130.00.
- 4.17 RESOLVED, that the Board of Education appoint the law firm of **Ferrara Fiorenza, PC** and **BOCES Legal Services** as the school attorneys for the 2017-2018 school year.
- 4.18 RESOLVED, that the Board of Education appoint **Deborah Pinckney** as School Tax Collector for the 2017-2018 school year, and to be paid the stipend of \$4,613.00
- 4.19 RESOLVED, that the Board of Education appoint the following individuals to the School Safety Committee for the 2017-2018 school year:

**Jarett Powers**  
**Mark Snyder**  
**Mike Wurster**  
**Sheila LaDouce**  
**Andrea Lang**

**Marge Robbins**  
**Chuck Walker**

- 4.20 RESOLVED, that the Board of Education establish **The Syracuse Post Standard**, Syracuse, NY as the official school newspaper for the 2017-2018 school year.

### **CSE Appointments**

- 5.1 RESOLVED, that the Board of Education appoint the following individuals to the Committee on Special Education for the 2017-2018 school year:

**Sheila LaDouce**  
**Dr. Melinda Pritt- Smith**  
**Daniel Smith**  
**Dr. Heather MacAdam**  
**Nina Darnell**  
**Hannah Russell**

**Principal of Special Programs**  
**School Psychologist, Chairperson**  
**School Psychologist, Chairperson Alternate**  
**School Physician**  
**School Counselor (10-12)**  
**School Counselor (5-9)**

<b>Kathy Aguilar</b>	<b>Special Education Teacher (Alternate)</b>
<b>Lindsey Clark</b>	<b>Special Education Teacher (Alternate)</b>
<b>Heather Clark</b>	<b>Special Education Teacher (Alternate)</b>
<b>Katie Dennis</b>	<b>Special Education Teacher (Alternate)</b>
<b>Linda Drake</b>	<b>Special Education Teacher (Alternate)</b>
<b>Mandy Gonio</b>	<b>Special Education Teacher (Alternate)</b>
<b>Stacey Hearn</b>	<b>Special Education Teacher (Alternate)</b>
<b>Melissa LaGuardia</b>	<b>Special Education Teacher (Alternate)</b>
<b>Misty Marcuccilli</b>	<b>Special Education Teacher (Alternate)</b>
<b>Sharon Mills</b>	<b>Special Education Teacher (Alternate)</b>
<b>Patricia Vaughn</b>	<b>School Nurse (Alternate)</b>
<b>Jane Bacon</b>	<b>School Nurse (Alternate)</b>
<b>Colleen Romano</b>	<b>School Nurse (Alternate)</b>
<b>Grade Level Classroom Teacher – as designated</b>	

5.2 RESOLVED, that the Board of Education appoint the following individuals to the Committee on Preschool Special Education for the 2017-2018 school year:

<b>Dr. Melinda Pritt-Smith</b>	<b>Psychologist, Chairperson</b>
<b>Sheila LaDouce</b>	<b>Principal of Special Programs, Chairperson</b>
<b>Daniel Smith</b>	<b>Psychologist, Chairperson Alternate</b>

A professional who participated in the evaluation of the child, as designated by the agency charged with the responsibility, or district professional;

Designee from the Cayuga County Health Department. A certified or licensed professional designated by the agency charged with the responsibility for the child;

The parents of the preschool child;

A regular education teacher of the child whenever the child is or may be participating in the regular education environment;

District certified Special Education Teacher; and

For a child in transition from early intervention programs and services, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.

5.3 RESOLVED, that the Board of Education appoint the following individuals to the Committee on Special Education Sub-Committee for the 2017-2018 school year:

The parent of the student;

One of the student's regular education teachers;

One of the student's special education teachers; and

LEA- Local Educational Agency representative who is qualified to provide, administer or supervise special education and who is knowledgeable about the general curriculum and who is knowledgeable about the availability of resources.

5.4 RESOLVED, WHEREAS, Part 200 of the Regulations of the Commissioner of Education was amended to require that upon receipt of a request for an Impartial Hearing involving a student with, or a student suspected of having a disability, a Board of Education “immediately” appoint an Impartial Hearing Officer pursuant to the procedure set forth in said regulations; and

WHEREAS, said amendments also authorize a Board of Education to designate one or more of its members to appoint the impartial Hearing Officer.

NOW THEREFORE, it is resolved that the President and Vice-President of the Board of Education are hereby authorized to appoint the Impartial Hearing Officer to preside over Special Education Hearings held pursuant to 8 NYCRR 200.5.

5.5 RESOLVED, that the Board of Education appoint the following individual as 504 Compliance Officer for the 2017-2018 school year:

**Dr. Melinda Pritt-Smith**                      **K-12 Compliance Officer**

BE IT FURTHER RESOLVED, that the Board of Education appoint the following individuals as 504 Compliance Chairpersons:

<b>Dr. Melinda Pritt-Smith</b>	<b>School Psychologist</b>
<b>Nina Darnell</b>	<b>Guidance Counselor</b>
<b>Hannah Russell</b>	<b>Guidance Counselor</b>
<b>Sheila LaDouce</b>	<b>Principal of Special Programs</b>
<b>Charles Walker</b>	<b>Principal</b>
<b>Michael Wurster</b>	<b>Principal</b>

**Carried: 6-0**

**Motion by: Robin McKay**

**Seconded by: Ann Marie Daum**

**Designations:**

6.1 RESOLVED, that the Board of Education establish the following as official depositories and signatories for the 2017-2018 school year:

<b>Cayuga Lake National Bank</b>	<b>Key Bank</b>
<b>First Niagara</b>	<b>Tompkins Company Trust</b>
<b>M&amp;T Bank</b>	

6.2 RESOLVED, that the Board of Education establish the following calendar for regularly scheduled Board meetings for the 2017-2018 school year and that generally meetings will be held on the second and fourth Monday of each month, unless otherwise noted. Meetings will begin at 7:00 pm:

<b>July 11, 2017</b>	<b>January 8, 2018</b>
<b>(Reorganization Mtg.)</b>	<b>January 23, 2018 (Tues)</b>
<b>July 24, 2017</b>	<b>February 12, 2018</b>



August 14, 2017  
August 28, 2017  
September 11, 2017  
September 25, 2017  
October 10, 2017 (Tues)  
October 30, 2017  
November 13, 2017  
November 27, 2017  
December 11, 2017

March 12, 2018  
March 26, 2018  
April 18, 2018 (Wed)  
April 30, 2018  
May 14, 2018  
May 29, 2018 (Tues)  
June 11, 2018  
June 25, 2018

Carried: 6-0

Motion by: **Jeffrey Culver**

Seconded by: **Carol Quill**

**Authorizations:**

- 7.1 RESOLVED, that the Board of Education authorizes **Margaret Robbins** and **Jarett Powers** to certify payrolls for the 2017-2018 school year.
- 7.2 RESOLVED, that the Board of Education authorizes **Jarett Powers** to approve requests for individuals to attend conferences, workshops and conventions.
- 7.3 RESOLVED, that the Board of Education authorizes Petty Cash Funds in the amount of \$100 each as follows:
- | <u>Location</u>          | <u>Custodian</u>      |
|--------------------------|-----------------------|
| <b>District Office</b>   | <b>Mary Bard</b>      |
| <b>Cayuga Elementary</b> | <b>Penny Ross</b>     |
| <b>Middle School</b>     | <b>Marty Mills</b>    |
| <b>High School</b>       | <b>Wrenaye Matzen</b> |
| <b>Bus Garage</b>        | <b>Andrea Lang</b>    |
| <b>Cafeteria (\$50)</b>  | <b>Kathy Smith</b>    |
- 7.4 RESOLVED, that the Board of Education authorizes **Jarett Powers** and **Margaret Robbins** to approve budgetary transfers within the limits of the general fund budget.
- 7.5 RESOLVED, that the Board of Education authorizes the Purchasing Agent to enter into purchase contracts within the budgetary appropriations; all personal services contracts will be subject to prior Board of Education approval.
- 7.6 RESOLVED, that the Board of Education authorizes **Jarett Powers**, Superintendent, to require that employees be examined by a physician as designated.
- 7.7 RESOLVED, that the Board of Education appoint the following individuals as check signers:
- |   |                     |
|---|---------------------|
| <b>District Treasurer:</b>                | <b>Mary Bard</b>    |
| <b>Extra-Classroom Activity Accounts:</b> | <b>Kathy Carder</b> |
|   | <b>Mary Bard</b>    |
- 7.8 RESOLVED, that the Board of Education authorizes **Jarett Powers**, Superintendent, to apply for both State and Federal Grants in Aid.

- 7.9 RESOLVED, that the Board of Education authorizes the Superintendent to temporarily fill administrative, instructional, and non-instructional vacancies pending consideration and appointment by the Board.
- 7.10 RESOLVED, that the Board of Education authorizes the Business Office to participate in Cayuga-Onondaga BOCES and OCM BOCES bidding for the 2017-2018 school year.
- 7.11 RESOLVED, that the Board of Education authorizes the Superintendent to initiate and forward a Letter of Reasonable Assurance to all ten month employees and substitute teachers.
- 7.12 RESOLVED, that the Board of Education establish the 2017-2018 school lunch pricing as follows:

	<u>Breakfast</u>	<u>Lunch</u>
<b>Grades- Pre-K-4</b>	<b>\$ 1.75</b>	<b>\$ 2.25</b>
<b>Grades – 5-12</b>	<b>\$ 1.85</b>	<b>\$ 2.35</b>
<b>Reduced Price:</b>		<b>\$ 0.25</b>
<b>Adult</b>		<b>\$ 3.75</b>
 <b>Milk</b>		 <b>\$ 0.60</b>

- 7.13 RESOLVED, that the Board of Education establish the New York State minimum wage mandatory requirement from \$9.70 per hour to \$10.40 per hour effective September 1, 2017. This will affect the titles of food service helper, substitute teacher aide, substitute clerk, substitute cleaner, substitute food service helper, substitute typist and bus driver trainee.
- 7.14 RESOLVED that the Union Springs Central School District, Location Code 70505 hereby establishes the following standard work days for its employees and will report days worked to the NYS 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)
Account Clerk Typist	8
Assistant Superintendent for Business	8
Automotive Mechanic	8
Building Maintenance Helper	8
Building Maintenance Mechanic	8
Building Maintenance Person	8
Cleaner	8
Clerk	8
College & Career Counselor	7.25
Cook	5.5
Cook Manager	8
Custodian	8
Director of Facilities II	8
Food Service Helper	5.5
Groundskeeper-Building Maintenance Person	8
Guidance Counselor	7.25

Principal	8
Principal of Special Programs	8
Psychologist	7.25
RPN School Nurse	7
School Bus Driver	6
School District Treasurer	8
School Lunch Cashier	6
School Monitor	5
Secretary to the District Superintendent	8
Senior Typist	8
Superintendent	8
Teacher	7.25
Teacher Aide	7
Teacher Assistant	7.25
Transportation Supervisor	8

**Carried: 6-0**

**Official Undertakings:**

**Motion by: Daniel Testa**

**Seconded by: Jeffrey Culver**

- 8.1 RESOLVED, that the Board of Education assures that all persons and positions required by law or regulation be bonded through a Faithful Performance Blanket Bond.
- 8.2 RESOLVED, that the Board of Education readopt all policies and Code of Ethics in effect during the 2016-2017 for the 2017-2018 school year.
- 8.3 RESOLVED, that the Board of Education establish the mileage reimbursement rate as that established by the Internal Revenue Service.

**Carried: 6-0**

**Superintendent's Report:**

**Annual Review of District Investment Policy # 5320**

Superintendent Jarett Powers reviewed the District Investment Policy #5320 with the Board of Education as part of the Annual Reorganization Meeting. The current policy was adopted on April 22, 2015 and readopted by the board for 2017-2018 school year.

## Committees- Board Members

- Merger Committee:  
**B. Schwarting, M. Seitz & D. Testa**
- Facilities Improvement Committee:  
**A.M. Daum, C. Quill, B. Schwarting,  
M. Seitz (R. McKay – Alternate)**
- Audit Committee:  
**J. Culver & B. Schwarting**
- District Policy Committee:  
**A.M. Daum, R. McKay, B. Schwarting, D. Testa (C. Quill – Alternate)**
- District Negotiations Committee:  
**J. Culver & C. Quill**
- Safety Committee:  
**A.M. Daum, R. McKay, B. Schwarting & D. Testa**

### Adjournment

**Motion by: Carol Quill**

**Seconded by: Ann Marie Daum**

To adjourn the Board meeting at 7:25 p.m.

**Carried: 6-0**

Respectfully Submitted,

Valerie Castiglia  
District Clerk