

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016

Board Clerk, Carol Eaton opened the reorganizational meeting for the 2016-17 school year at 5:20 PM in the Conference Room of the Columbian School and led the Board in the Pledge of Allegiance.

### **ROLL CALL:**

**PRESENT:** John McNelis, Kerry Davis, Joshua DeLany, Judith Rose, James Marino, Uzma Mehr

**ABSENT:** Jessica Hess (in the building, not present at roll call)

### **RECOMMENDED ACTIONS**

Board Clerk Eaton administered the Oath of Office to newly elected Board members, James Marino and Uzma Mehr and requested nominations for President of the Board of Education.

BY: DAVIS, Seconded by DELANY that John McNelis be nominated as President of the Board of Education. John McNelis accepted the nomination. There being no further nominations for President, the nominations were closed.

**RESOLVED:** that John McNelis be appointed as President of the Board of Education.

CARRIED – 6 AYES – ALL

Board Clerk Eaton administered the Oath of Office to President John McNelis and turned over the meeting to the President. President McNelis requested nominations for Vice-President of the Board of Education,

BY: DELANY, Seconded by ROSE that Kerry Davis be nominated as Vice-President of the Board of Education. Kerry Davis accepted the nomination. There being no further nominations for Vice-President, the nominations were closed.

**RESOLVED:** that Kerry Davis be appointed as Vice-President of the Board of Education.

CARRIED – 6 AYES – ALL

Board President McNelis administered the Oath of Office to Vice-President Kerry Davis.

The Board acted on the following items for the 2016-17 school year:

### **APPOINTMENT OF OFFICERS**

BY: MCNELIS/DAVIS

**RESOLVED:** that Carol Eaton be appointed Clerk of the Board of Education.

CARRIED – 6 AYES – ALL

Board President McNelis administered the Oath of Office to Clerk Eaton.

BY: MCNELIS/DAVIS

**RESOLVED:** that Susan Brown be appointed Treasurer of the Board of Education.

CARRIED – 6 AYES – ALL

Clerk Eaton will administer the Oath of Office to Treasurer Brown at a later date.

BY: MCNELIS/DAVIS

**RESOLVED:** that Carol Eaton be appointed Deputy Treasurer.

CARRIED – 6 AYES – ALL

Board President McNelis administered the Oath of Office to Deputy Treasurer Eaton.

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016

BY: MCNELIS/DAVIS

**RESOLVED:** that Colby Moore be appointed as Claims Auditor, with an annual stipend of \$3,500.  
CARRIED – 6 AYES – ALL

BY: MCNELIS/DAVIS

**RESOLVED:** that Mary Wolf be appointed as Deputy Claims Auditor, at a rate of \$16.per hour on an as needed basis.  
CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that the City Chamberlain be appointed as the Tax Collector.  
CARRIED – 6 AYES – ALL

### OTHER APPOINTMENTS

BY: DAVIS/DELANY

**RESOLVED:** that agenda items III.A 4 a –f be grouped together for one action.  
CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that the Board

- approves the appointment of Hodgson Russ LLP as the school attorney at the rates established in the RFP and approves John Dagon to provide legal services on an as-needed basis.
- approves Timothy R. McGill, Esq. as bond counsel.
- approves the resolution to cross-contract with Tompkins-Seneca-Tioga BOCES in accordance with Section 170.12 of the Commissioner's Regulations.
- establishes an Audit Committee, consisting of John McNelis, Kerry Davis, Joshua DeLany, Judith Rose, Jessica Hess, James Marino and Uzma Mehr.
- approves Virdee Medical PLLC as the school physician for the period July 1, 2016 through June 30, 2017 at a fee of \$10,000.
- approves the following appointments ( C denotes compensated ):
  - Attendance Officer – Patrick Flaitz
  - Architect – Hunt Engineers, Architects and Land Surveyors - C
  - Broker of Record – Lawley Insurance. - C
  - Chemical Safety Officer – James Miller
  - Chief Information Officer – Richard Dunham - C
  - Chief Faculty Counselor – Scott Carroll
  - Construction Manager – Welliver McGuire, Inc. - C
  - District Copyright Officer – Patrick Flaitz
  - Emergency Disaster Coordinator – Patrick Flaitz
  - Financial Advisor – Bernard Donegan - C
  - Health & Safety Committee – Rescue Committee, others to be determined
  - Homeless Liaison – Amy Feeley
  - LEA Designee (Asbestos) -- James Miller
  - Records Access Officer – Carol Eaton
  - Records Retention Officer – Patrick Flaitz
  - Records Management Advisory Committee –Patrick Flaitz, Carol Eaton, Amy Feeley, and others to be determined

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- Representative for Public Law 874 – Patrick Flaitz
- Representative for Title IX – Barbara Kramer
- Representative for Section 504 of the Rehabilitation Act – Amy Feeley
- Rescue Committee – Patrick Flaitz, BOE, Building Administrators, Parent & Union representatives to be determined
- Student Activity Accounts Central Treasurer – Nyree Andrews
- Student Activity Accounts Assistant Treasurer – Patricia Clancy
- DASA Coordinator – Nancy Shedlock
- Administrative Staff as Lead Evaluators / APPR Plan:
  - Barbara Kramer
  - Jennifer Sorochin
  - Sean Gaffney
  - Ted Illi
  - Scott Carroll
  - Amy Clark
  - Lisa Sanford
  - Douglas Wyant

CARRIED – 6 AYES - ALL

### DESIGNATIONS

BY: DAVIS/DELANY

**RESOLVED:** that agenda items III.A 5 a –d be grouped together for one action.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that the Board

- approves Steuben Trust Company, Five Star Bank and Chase as the official bank depositories.
- approves the following dates for Board of Education meetings for the 2016-17 school year. (all meetings will begin at 5:15 PM and will be held in the Conference Room at the Columbian School, 25 Pearl Street, unless otherwise noted):
  - Mon., July 6, 2016 (immediately following reorganizational Meeting,)
  - Wed., August 3, 2016
  - Wed., September 7, 2016
  - Wed., October 5, 2016
  - Wed., November 2, 2016
  - Wed., December 7, 2016
  - Wed., January 4, 2017
  - Wed., February 1, 2017
  - Wed., March 1, 2017
  - Wed., March 15, 2017 (Budget Workshop)
  - Wed., April 5, 2017
  - Wed., April 19, 2017 (Budget Workshop)
  - Tues., May 2, 2017 (public hearing on budget at 6:00 PM / meeting at immediately following)
  - Tues. May 16, 2017 (HS Cafeteria @ 9:30 PM – Budget Vote/Election Results)
  - Wed., June 7, 2017
- approves The Evening Tribune as the official newspaper.

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016

- approves the following school holidays:

July 4, 2016	(4th of July)
September 5, 2016	(Labor Day)
October 10, 2016	(Columbus Day)
November 11, 2016	(Veteran's Day)
November 24 & 25, 2016	(Thanksgiving & day after)
December 26, 2016	(Christmas – 25 <sup>th</sup> is a Sunday)
January 2, 2017	(New Year's Day – 1 <sup>st</sup> is a Sunday)
January 16, 2017	(Martin Luther King Day)
February 20, 2017	(Presidents' Day)
April 14, 2017	(Good Friday)
May 29, 2017	(Memorial Day)

CARRIED – 6 AYES – ALL

### AUTHORIZATIONS

BY: DAVIS/DELANY

**RESOLVED:** that agenda items III.A 6 a –k be grouped together for one action.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that the Board

- authorizes the School Business Official to certify payrolls.
- authorizes the School Business Official to act as purchasing agent.
- authorizes the Purchasing Agent to open all bids.
- authorizes the Superintendent or designee to approve all in state conference attendance and expenses. Board approval is required for any out of state conference, convention and workshop attendance and expenses. Furthermore, the Board is to be notified of attendance at any conference, convention and workshop of more than three days in duration.
- authorizes the Superintendent or designee to apply for grants.
- authorizes the Superintendent, Board President, Purchasing Agent and/or Clerk to sign legal documents which have been previously approved by the Board of Education.
- establishes Petty Cash Funds in the amounts and with custodians so designated:

District Office	\$100	Susan Brown
High School (9-12)	100	Scott Carroll
High School (7-8)	100	Theodore Illi
Dean of Students Office	50	Adam Porter
Athletic Department:		
Admission Cash Box 1	100	Erik Werner
Admission Cash Box 2	100	Douglas Brown
Admission Cash Box 3	100	Mary Wolf
Intermediate School	100	Sean Gaffney
Bryant School	50	Jennifer Sorochin
N. Hornell School	50	Barbara Kramer
Food Service	100	Tracie McCarthy
Food Service	50	Wildwood – Tim Swisher
Food Service	25	Bryant – Tim Swisher
Food Service	25	Intermediate – Tim Swisher
Food Service	25	N. Hornell – Diane Morse

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Home Economics	100	Lynn (Wendy) Pollinger
Maintenance Dept.	100	James Miller
Pupil Personnel	100	Amy Feeley

- approves the signature (including facsimile) of Susan Brown (Treasurer) on checks.
- authorizes the Superintendent of Schools to approve budget transfers in accordance with Board of Education policy #~~6450~~ \*5330 for the 2016-17 school year.  
\* changed to the applicable policy number in the updated policy book
- authorizes the Superintendent to amend or approve cooperative service changes provided for in the 2016-17 GST BOCES contract.
- approves the list of credit cards and cell phones for district use (attached).

**OTHER ITEMS**

BY: DAVIS/DELANY

**RESOLVED:** that agenda items III.A 7 a –l be grouped together for one action.  
CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that the Board

- approves bonding of school district personnel as follows:

Treasurer and Deputy Treasurer	\$1,075,000
Tax Collector	500,000
Central Treasurer	150,000
All other personnel	100,000
- sets the mileage reimbursement rate for the 2016-17 school year to be the same as the IRS mileage rate, unless otherwise negotiated.
- sets the custodial rate charged to organizations using our facilities be established at \$34.00 per hour for the 2016-17 school year (with a minimum charge of \$68).
- approves the rate schedule for miscellaneous duties for the 2016-17 school year (attached).
- approves the District's membership in the following organizations:
  - Greater Southern Tier School Boards Association
  - New York State Association of Small City School Districts
  - New York State School Boards Association
- approves legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2015-16; and further, to hold her/him harmless therefrom.
- approve the following members of the Committee on Special Education for the 2016-17 school year:

Chairperson	Amy Feeley
Alternate Chairperson(s)	Special Education Teacher or School Psychologist present at the meeting
Psychologist(s)	Nancy Shedlock & Rachel Affronti
Alternating Parent(s)	Kelly Denning, Evelyn DiBella, Pamela Aini, Robyn Baty, Jennifer Kellogg, Abigail McKee

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Physician St. James Mercy Health, School Physician,  
Classroom Teachers, Guidance Counselors and Related Services Staff  
Further resolved, that the CSE/CPSE Chair make the decision when there is no  
consensus at a CSE/CPSE meeting.

- approves the following members of the Committee on Preschool Special Education for the 2015-16 school year:
  - Chairperson Amy Feeley
  - Alternate Chairperson(s) Special Education Teacher or School Psychologist present at the meeting
  - Psychologist(s) Nancy Shedlock & Rachel Affronti
  - County Representative TBD
  - Alternating Parent(s) Kelly Denning, Evelyn DiBella, Pamela Aini, Robin Baty, Jennifer Kellogg, Abigail McKee
  - Physician St. James Mercy Health, School Physician
  - Classroom Teacher and Related Services Staff
- approves subcommittees for the CSE and CPSE consisting of the following:
  - Parent of student
  - General education teacher of student whenever student is or may be participating in the general education environment
  - Student's special education teacher
  - Representative of the School District who is qualified to provide special education and is knowledgeable about the general education curriculum and the resources of the School District (can be the special education teacher)
  - School psychologist whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive student/teacher ratio is considered
  - An individual who can interpret the instructional implications of evaluation results (can be one of the people listed above)
  - Other people having knowledge or special expertise regarding the student
  - Parent representative for all CPSE meetings and when requested by a parent for a CPSE meeting
- approves Mrs. Kathy Labarron-Roberts, 12 Maplewood Avenue, to serve as the surrogate parent for the Committee on Special Education/Committee on Preschool Special Education for the 2016-17 school year.
- approves the list of impartial hearing officers designated for Steuben County for the 2016-17 school year, as provided by the State Education Department.
- readopts all policies in the official policy book kept by the District Clerk, including the code of ethics and code of conduct.

CARRIED – 6 AYES – ALL

**REGULAR MEETING (5:26 PM)**

BY: DAVIS/DELANY

**RESOLVED:** that the agenda be accepted as presented.

CARRIED – 6 AYES – ALL

Member Hess arrived at 5:27 PM.

# HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016

## PUBLIC COMMENT

James Oyer – Parent – Addressed the Board regarding his disagreement with the new time schedule and half days

## RECOMMENDED ACTION

### ROUTINE ITEMS

BY: DELANY/DAVIS

**RESOLVED:** upon the recommendation of Superintendent Wyant to approves/accepts the following Consent Agenda items:

- Approval of the minutes for the meetings of June 8, 2016
- Acceptance of Claims Auditor/Warrant Report for the period ending May 31, 2016
- Acceptance of the G F Budget Transfer Report of May 31, 2016
- Acceptance of the Appropriations Report of May 31, 2016
- Acceptance of the Treasurer's Report of May 31, 2016
- Acceptance of the Revenue Report of May 31, 2016
- Acceptance of the Student Activities Report of ~~April 30~~ May 31, 2016
- Acceptance of the Federal Budget Transfer Report of May 31, 2016
- Resolved that the Board has no objections to the recommendations of the Committee on Special Education and approves the authorization of funds to implement the special education programs and services consistent with such recommendations for the meeting of June 6, 21 and 24, 2016, and the Committee on Preschool Special Education meeting of June 6. 7. 21. 22 and 24, 2016 and the 504 meetings of June 6, 7 and 24, 2016

CARRIED – 7 AYES – ALL

## NEW BUSINESS

### REPORTS:

#### **Construction Report - (Mick Pavlick – Welliver):**

- Provided the Board with the Construction Report and reviewed same.

#### **Celebrating Success (Administrators):**

##### **Scott Carroll, Principal – Sr. High School**

- The School Inquiry Team (SIT) is made up of representatives of all core areas together with administrators review statistical data. After dissection of the last five years it appears that graduation rate has increased greatly; from the upper 60's / lower 70's percentile to tentatively the mid 80's. This is a huge accomplishment.

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016

### Superintendent's Report - Superintendent Wyant:

- Handed out to the Board copies of last year's goals together with information from the administrators and DLT regarding goals. He asked the Board to review the information and come back in August with the goals for the 2016/17 school year. Once the goals are established steps will be taken to meet them.
- Asked Sean Gaffney, Intermediate School Principal to review the Local Assistance Plan (LAP) for the upcoming year.
- Indicated that the Communication Chart was in the processes of being updated for the 2016/17 school year.
- Reported that the APPR Committee had made their final recommendation and he would be meeting with the union president to finalize.
- Discussed new committee opportunities now that we have a seven member Board. Stated that it is the Boards responsibility to set committees, he suggested three focus areas: Finance (to include audit), Curriculum and Instruction, and Facilities.

Board Member Hess was excused at 5:52 PM.

### POLICY / PROCEDURE

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the 2017-18 Budget Calendar.

CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board authorizes Patrick Flaitz to dispose of the following Library Books:

North Hornell - list dated June 22, 2016

High School – list dated June 17, 2016

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board authorizes Patrick Flaitz to dispose of the textbooks on the list dated June 20, 2016.

CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board authorizes Patrick Flaitz to dispose of the Health Class equipment on the list dated June 17, 2016.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the request of the History Club to travel out of the Country to Peru on July 8-17, 2019.

CARRIED – 6 AYES – ALL



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BY: DAVIS/DELANY

**RESOLVED:** that upon the recommendation of Superintendent Wyant, the Board approves the revised Hornell City School District Safety Plan as presented.  
CARRIED – 6 AYES – All

**FINANCE**

BY: DAVIS/DELANY

**RESOLVED:** that, agenda items III. B. 3 a – d be grouped together for one action.  
CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the following:

- the contract with GST BOCES for Cooperative Education Services for the 2016-17 school year.
- the resolution to participate in the GST BOCES joint bidding for cafeteria supplies for the 2016-17 school year.
- the participation in the DCMO Cooperative Purchasing Agreement for the 2016-17 school year.
- the Engagement Letter dated June 22, 2016 for Legal Services from John Lynch for a particular potential sale of real estate.

CARRIED – 6 AYES – ALL

**PERSONNEL**

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board accepts the resignation of Mitchell Weaver as Building Maintenance Mechanic to accept the position of Head Building Maintenance Mechanic, effective July 6, 2016.  
CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board accepts the resignation of William Pratt, Jr. as Groundsman to accept the position of Building Maintenance Mechanic, effective July 6, 2016.  
CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board accepts the resignation of Michelle (Shelly) Kelly as Library Aide, effective July 10, 2016.  
CARRIED – 6 AYES – ALL

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016**

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the probationary appointment of William Pratt, Jr. as Building Maintenance Mechanic, effective July 6, 2016. 12 months, 8 hours per day at the rate specified in the HESSA contract.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the probationary appointment of Susan Thompson. as Food Service Helper, effective September 2, 2016. 10 months, 3.75 hours per day at the rate specified in the HESSA contract.

CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the individual contract of Mitchell Weaver as Head Building Maintenance Mechanic.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the appointment of Danielle Carbone as Cheerleading Advisor for the 2016-17 school year.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board accepts the resignation of Lindsay Wilson as Elementary Teacher, effective August 30, 2016.

CARRIED – 6 AYES – ALL

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the four year probationary appointment of Stephanie Bergquist as School Counselor, effective July 1, 2016. 10 months plus an additional 22 summer days to be paid on a time sheet basis. Starting salary as specified in the HEA Contract.

CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the correction to the probationary appointment of Kristln Brunetto as School Counselor at the meeting of June 8, 2016 to include working an additional 22 days in the summer on a time sheet basis.

CARRIED – 6 AYES – ALL

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016**

BY: DELANY/DAVIS

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the request of Special Education Teacher, Terri Sanford, to extend her unpaid leave of absence for a period of time not to exceed June 30, 2018.  
CARRIED – 6 AYES – ALL

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the individual contract of:  
Richard Dunham – CIO/Technology Director  
Timothy Crowe – Grants Manager

BY: DAVIS/DELANY

**RESOLVED:** that, upon the recommendation of Superintendent Wyant, the Board approves the following changes to the substitute roster and other assignments, **pending successful fingerprint clearance through the New York State Education Department and approval through DMV and or Civil Service if applicable:**

**Substitute Additions:**

Kathy Carneal- Certified teacher (music)

Amanda Matteson- Typist

Margaret Smith- Food Service Helper

**Summer Feeding Program paid on a timesheet basis at their current hourly wage, otherwise \$9.00 per hour effective July 1, 2016:**

Delores Simpson

Mindy Preston

Angel Flint

David Elias

Susan Woodvine

**Summer Student Workers at the rate of \$7.25/ hr (starting on July 11, 2016 through September 2, 2016):**

Kevin Hixon

Teri Hawkes

Brendan Collins

Breanna Rudesil

Alexis Rudesil

**INFORMATIONAL:**

The next regular meeting of the Board of Education will be held on Wednesday, August 3, 2016 at 5:15 PM in the Columbian School Conference Room located at 25 Pearl Street, Hornell, NY.

BY: DAVIS/DELANY

**RESOLVED:** that at 6:04 PM the Board move to Executive Session for the purpose of discussing the appointment of particular individuals, sale of District property and the Superintendent's Contract. The Board invited Patrick Flaitz and Barbara Kramer to join them.  
CARRIED – 6 AYES – ALL

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 6, 2016**

BY: DAVIS/DELANY

**RESOLVED:** that at 7:27 PM the Board return to Regular Session and adjourn.

CARRIED – 6 AYES - ALL

Respectfully submitted,

Carol Eaton, District Clerk