

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

District Clerk, Carol Eaton opened the reorganizational meeting for the 2018-19 school year at 5:30 PM in the Conference Room of the Columbian School and led the Board in the Pledge of Allegiance.

### **ROLL CALL:**

**PRESENT:** Kerry Davis, Jessica Hess, Judith Rose, Uzma Mehr, Sarah Broderick

**ABSENT:** John McNelis, James Marino

### **RECOMMENDED ACTIONS**

District Clerk Eaton administered the Oath of Office to new Board of Education Member, Sarah Broderick.

District Clerk Eaton requested nominations for President of the Board of Education.

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

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

CARRIED – 5 AYES – ALL

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

BY: DAVIS, Seconded by MEHR that Jessica Hess be nominated as Vice-President of the Board of Education. Jessica Hess accepted the nomination. There being no further nominations for Vice-President, the nominations were closed.

**RESOLVED:** that Jessica Hess be appointed as Vice-President of the Board of Education.

CARRIED – 5 AYES – ALL

Board President Davis administered the Oath of Office to Vice-President Jessica Hess.

The Board acted on the following items for the 2018-19 school year:

### **APPOINTMENT OF OFFICERS**

BY: HESS/MEHR

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

CARRIED – 5 AYES – ALL

Board President Davis administered the Oath of Office to District Clerk Eaton.

BY: HESS/MEHR

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

CARRIED – 5 AYES – ALL

Board President Davis administered the Oath of Office to Treasurer Brown.

BY: HESS/MEHR

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

CARRIED – 5 AYES – ALL

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

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

BY: HESS/MEHR

**RESOLVED:** that, Mary Wolf be appointed as Claims Auditor, with an annual stipend of \$3,500.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, Renay Shall be appointed as Deputy Claims Auditor, at a rate of \$16.per hour on an as needed basis.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, the City Chamberlain be appointed as the Tax Collector.  
CARRIED – 5 AYES – ALL

### OTHER APPOINTMENTS

BY: HESS/MEHR

**RESOLVED:** that, agenda items IV A 3 a – 6 I be grouped together for one action.  
CARRIED – 5 AYES – ALL

BY: HESS/ROSE

**RESOLVED:** that, the Board takes the following action:

- approves the appointment of Hodgson Russ LLP as the school 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 Kerry Davis, Jessica Hess, Judith Rose, John McNelis, James Marino, Uzma Mehr and Sarah Broderick.
- approves Virdee Medical PLLC as the school physician for the period July 1, 2017 through June 30, 2018 at a fee of \$11,000.
- 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 – Colby Moore - 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
  - Head Building Maintenance Mechanics – James Miller and Mitchell Weaver - C
  - Health & Safety Committee – Rescue Committee, others to be determined
  - Homeless Liaison – Amy Feeley
  - LEA Designee (Asbestos) -- James Miller

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

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

### DESIGNATIONS

- approves Steuben Trust Company, Five Star Bank, Chase and Chemung Canal as the official bank depositories.
- approves the following dates for Board of Education meetings for the 2018-19 school year. (all meetings will begin at 5:30 PM and will be held in the Conference Room at the Columbian School, 25 Pearl Street, unless otherwise noted):
  - Mon., July 2, 2018
  - Wed., August 1, 2018
  - Wed., September 5, 2018
  - Wed., October 3, 2018
  - Wed., November 7, 2018
  - Wed., December 5, 2018
  - Wed., January 9, 2019
  - Wed., February 6, 2019
  - Wed., March 6, 2019
  - Wed., March 13 2019 (Budget Workshop if needed)
  - Wed., April 3, 2019
  - Wed., April 17, 2019 (Meeting / Budget Workshop)
  - Tues., May 7, 2019 (public hearing on budget at 6:00 PM / meeting at immediately following)
  - Tues., May 21, 2019 (HS Cafeteria @ 9:30 PM – Budget Vote/Election)
  - Wed., June 5, 2019
- approves The Evening Tribune as the official newspaper.
- approves the following school holidays (unless otherwise negotiated):
  - July 4, 2018 (4th of July)
  - September 3, 2018 (Labor Day)
  - October 8, 2018 (Columbus Day)

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018**

November 12, 2018	(Veteran's Day)
November 22 & 23, 2018	(Thanksgiving & day after)
December 25, 2018	(Christmas)
January 1, 2019	(New Year's Day)
January 21, 2019	(Martin Luther King Day)
February 18, 2019	(Presidents' Day)
April 19, 2019	(Good Friday)
May 27, 2019	(Memorial Day)

**AUTHORIZATIONS**

- 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 Superintendent to approve appointments of certified staff and classified staff until Board action is taken at the next meeting.
- 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 Office	100	Scott Carroll
Curriculum Office	100	Theodore Illi
Assistant Principal	50	Jessica Newby
Athletic Dept:		
Admission Cash Bx 1	100	John Cardamone
Admission Cash Bx 2	100	Douglas Brown
Admission Cash Bx 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
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 #5330 for the 2018-19 school year.
- authorizes the Superintendent to amend or approve cooperative service changes provided for in the 2018-19 GST BOCES contract.

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

- approves the list of credit cards and cell phones for district use.
- 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
- approves the mileage reimbursement rate for the 2018-19 school year be the same as the IRS mileage rate, unless otherwise negotiated.
- approves the custodial rate charged to organizations using our facilities be established at \$34.00 per hour for the 2018-19 school year (with a minimum charge of \$68).
- approves the rate schedule for miscellaneous duties for the 2018-19 school year.
- 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 2018-19; and further, to hold her/him harmless therefrom.
- approves the following members of the Committee on Special Education for the 2018-19 school year:

Chairperson	Amy Feeley
Alternate Chairperson(s)	Special Education Teacher, Reading Specialist or School Psychologist present at the meeting
Psychologist(s)	Nancy Shedlock & Katherine Henderson
Alternating Parent(s)	Kelly Denning, Evelyn DiBella, Pamela Aini, Robyn Baty, Jennifer Kellogg, Abigail McKee
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 2018-19 school year:

Chairperson	Amy Feeley
Alternate Chairperson(s)	Special Education Teacher, Reading Specialist or School Psychologist present at the meeting
Psychologist(s)	Nancy Shedlock & Katherine Henderson
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

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

- 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 2018-19 school year.
- approves the list of impartial hearing officers designated for Steuben County for the 2018-19 school year, as provided by the State Education Department.
- readopt all policies in the official policy book kept by the District Clerk, including the code of ethics and code of conduct.

### **REGULAR MEETING (5:39 PM)**

BY: HESS/MEHR

**RESOLVED:** that the agenda be accepted as presented.  
CARRIED – 5 AYES – ALL

### **PUBLIC COMMENT**

None

BY: HESS/MEHR

**RESOLVED:** that, at 5:40 PM the Board adjourn to Executive Session to discuss contract negotiations.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, at 6:02 PM the Board return to Regular Session  
CARRIED – 5 AYES – ALL

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

### RECOMMENDED ACTION

#### ROUTINE ITEMS

BY: HESS/MEHR

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

- Approves of the minutes for the meetings of June 13, 2018.
- Acceptance of the G F Budget Transfer Report of May 31, 2018.
- Acceptance of the Appropriations Report of May 31, 2018.
- Acceptance of the Treasurer's Report of May 31, 2018.
- Acceptance of the GF Revenue Report of July 1 – May 31, 2018.
- Acceptance of the Student Activities Report of May 31, 2018.
- 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 meetings of June 12, 15 and 20, 2018, the Committee on Preschool Special Education meeting of June 21 and the 504 meetings of June 15 and 18, 2018.

CARRIED – 5 AYES – ALL

### NEW BUSINESS

#### POLICY/PROCEDURE

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the Section V Combined Team Application to merge the Varsity Volleyball team from Canisteo-Greenwood CSD with that of the Hornell CSD for the 2018/19 sports season.

CARRIED – 5 AYES - ALL

#### FINANCE

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the agreement with Turning Point Behavioral Services to provide ABA consulting services, effective July 1, 2018 through June 30, 2019.

CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approve the contract of Amber Linza, DPT to provide Physical Therapy Services for students during the summer, effective July 1, 2018 – August 31, 2018.

CARRIED – 5 AYES – ALL

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018**

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the agreement with Charlene Oyer, SLP to provide Speech Services for students during the summer, effective July 1, 2018 – August 31, 2018.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board accepts the generous donation in the amount of \$396 from the Hornell Lady Red Raider Soccer Club to be used towards uniforms.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the payment of a retainer for the services of J Richard Ciccone, M.D. for conducting examinations pursuant to Education Law §913.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the MOU with ProAction for 2018/19 Family Resource Center.  
CARRIED – 5 AYES – ALL

**PERSONNEL**

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the amendment of the resignation of Erin Chaffee (accepted on June 13, 2018) to show a change in the effective date from June 22, 2018 to August 31, 2018  
CARRIED – 5 AYES – ALL

BY: HESS/ROSE

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves an amendment to the effective date of the appointment of Jessica Newby as Assistant Principal from July 1, 2018 to July 16, 2018  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the amended contract of the Secretary to the Superintendent/District Clerk.  
CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board accepts the resignation for the purpose of retirement of Eleanore “Ellie” Burzycki as Food Service Helper effective June 22, 2018 – 38 years of service.  
CARRIED – 5 AYES – ALL

The Board congratulated Ellie and thanked her for many years of dedicated service, stating that she will be missed.



**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018**

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the following additional Fall Coaching appointments (pending proper certifications and clearances) with salaries as defined in the HEA Contract:

Modified Cheerleading Head Coach Colleen Hayes Step 1

Varsity Volleyball Head Coach Krista Gemmell Step 1

CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board accepts the resignation of Amie Pizura as Special Education Teacher effective June 30, 2018 with a continuation of insurance coverage until September 1, 2018.

CARRIED – 5 AYES – ALL

HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board accepts the resignation for the purpose of retirement of James Walter as Social Studies Teacher effective July 31, 2018. – 34 years of service.

CARRIED – 5 AYES – ALL

The Board congratulated James and thanked him for his many years of dedicated service, stating that he will be missed.

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the four year probationary appointment of Daniel Horning as a Social Studies Teacher (10 month position), effective September 4, 2018 with a starting salary as defined in the HEA Contract. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of H or E in 3 of the 4 preceding years (and no I rating in the final year). Daniel is also hereby approved to work with his team on an hourly time sheet basis over the summer when requested by his building principal. (BA from SUNY Geneseo in History and Adolescent Education and MSED in Social Studies Education NYS Professional Certification in Social Studies 7-12.

CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the MOU with the HEA regarding the compensation of mentors for the 2018/19 school year.

CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, the Board approves the MOU with the HPDG Unit regarding the Assistant Principal salary.

CARRIED – 5 AYES – ALL

BY: HESS/MEHR

**RESOLVED:** that, upon the recommendation of Superintendent Palotti, 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:**

## HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018

### **Substitute Additions:**

Christian Bryant- Guidance Counselor effective 6/18/18

Keelia Hamden- Uncertified Teacher effective 6/8/18

Delores Simpson- Laborer effective 6/25/18

Carolyn Valpey- Uncertified Teacher effective 6/1/18

Laurie Wood- Uncertified Teacher effective 6/1/18

James Beers – Laborer

William Walters – Laborer

Michael Roche – Laborer

Donna Sue Olin – Laborer

**Summer Maintenance Employees (Program will run from July 9- August 31, 2018.) Employees will be paid the sub hourly rate and paid on a timesheet basis:**

Mark Kelly- Laborer

Todd VanDuser- Laborer

John Peace- Laborer

Delores Simpson- Laborer r effective 6/25/18

**Summer Academy Instructional Substitutes:**

Eric Jones

Kat Holbrook

Patti Damrath

Sally Norton

Kit Giglio

**Summer Academy Aide Substitute:**

Gretchen Hoyt

CARRIED – 5 AYES - ALL

### **Discussion:**

1. Superintendent Palotti informed the Board that the proposals for “Long Range Facility Planning” are due in later this week. There was a lot of interest; interviews will take place later in July with a committee made up of Board Member(s), Business Official, Buildings & Grounds and Administrators. Please let him know if you are interested in sitting in on the interviews.
2. Superintendent Palotti notified the Board that a committee to review the “Code of Conduct” will be meeting on July 12<sup>th</sup> in the afternoon at the High School. The committee is made up of Administrators, Board Member(s), teachers, advisors, coaches, parents and students. Information has been gathered from other districts.
3. Superintendent Palotti stated that there will be an Administrations/Board of Education Retreat on July 26, 2017 at 3:30 PM in the HS Learning Commons. He inquired who would be able to attend, a positive response was given by members Rose, Broderick and Hess.

### **Informational:**

The next regular meeting of the Board of Education will be held on Wednesday, August 1, 2018 at 5: 30 PM in the Columbian School Conference Room located at 25 Pearl Street, Hornell, NY.

**HORNELL CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING – JULY 2, 2018**

BY: HESS/MEHR

**RESOLVED:** that at 6:16 PM the meeting be adjourned.

CARRIED – 5 AYES - ALL

Respectfully submitted,

Carol Eaton, District Clerk