

MINUTES
Annual Organizational/Regular Meeting of the Board of Education
Corning City School District
165 Charles Street, Painted Post, NY 14870
Friday, July 7, 2017 at NOON

Approved

1.0 OPENING

Meeting called to order at 12:00 p.m. with Dr. Dale Wexell, presiding as Temporary Chairman.

1.1 ROLL CALL

Board Members:	Present	Absent
Nancy Arkin	<u> x </u>	<u> </u>
Kevin Ashton	<u> x </u>	<u> </u>
Kristina Belanger	<u> x </u>	<u> </u>
Mary Franklin	<u> x </u>	<u> </u>
Janelle Meteer	<u> x </u>	<u> </u>
Virginia Schultz	<u> x </u>	<u> </u>
Dr. James Webb	<u> x </u>	<u> </u>
Dr. Dale Wexell	<u> x </u>	<u> </u>
Victoria Zingler	<u> x </u>	<u> </u>
Administrators:		
Michael Ginalski, Superintendent	<u> x </u>	<u> </u>
Jeff Delorme, Asst. Supt.-Administrative Services	<u> x </u>	<u> </u>
Michelle Caulfield, Asst. Supt.-Secondary Ed.	<u> x </u>	<u> </u>
Kerry Hochreiter, Asst. Supt -Elementary Ed.	<u> x </u>	<u> </u>
Paul Webster, School Business Official	<u> x </u>	<u> </u>
Officers:		
Karen Dutcher, Clerk of the Board	<u> x </u>	<u> </u>

Media: Leader Star Gazette TWC News WETM-TV WENY-TV

Pledge of Allegiance

2.0 Acceptance of Agenda

Moved by: Arkin Seconded by: Zingler
 Aye 9 Nay 0 Absent 0 Accepted

3.0 Appointment of Clerk of the Board of Education for 2017-2018

Moved by: Arkin Seconded by: Franklin to appoint Karen Dutcher as Clerk of the Board of Education 2017-2018 with a stipend of \$12,000.
 Aye 9 Nay 0 Absent 0 Accepted

4.0 Oath of Office as Clerk of the Board administered to Karen Dutcher by Dr. Dale Wexell, Temporary Chairman.

5.0 The Oath of Office to be administered to newly elected members by Karen Dutcher, District Clerk: Janelle Meteer, Dr. James Webb, and Victoria Zingler.

6.0 The Oath of Office as Superintendent of Schools administered to Michael Ginalski, by Karen Dutcher, District Clerk.

7.0 The Nominating Committee recommends Dale Wexell for President, Victoria Zingler for Vice President; and, Nancy Arkin for Pro-Temp, for the 2017-2018 School year.

Further Nominations: None

Moved by: Franklin Seconded by: Schultz that nominations for President, Vice-President and Pro-Temp for the 2017-2018 School Year be closed.
 Aye 9 Nay 0 Absent 0 Accepted

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Motion on the Floor for Dale Wexell President, Victoria Zingler Vice President; and Pro-Temp will be the rotating Board Member serving on the Executive Committee, for the 2017-2018 School year.

Aye 9 Nay 0 Absent 0 Accepted

Oath of Office for President Dale Wexell and Vice-President Victoria Zingler .

8.0 The Nominating Committee recommends Kevin Ashton for NYSSBA Representative and James Webb for NYSSBA Representative Alternate for the 2017-2018 School year.

Further Nominations: None

Moved by: Schultz Seconded by: Zingler that nominations for NYSSBA Representative and NYSSBA Representative Alternate be closed.

Aye 9 Nay 0 Absent 0 Accepted

Motion on the Floor for Kevin Ashton NYSSBA Representative and James Webb NYSSBA Representative Alternate for the 2017-2018 School year.

Aye 9 Nay 0 Absent 0 Accepted

PRESIDENT ELECT PROCEEDS WITH MEETING

9.0 CONSENT AGENDA

A. Time and Place of Regular Meetings in 2017-2018 School Year

to designate the Time and Place of regular meetings in 2017-2018, per the attached list.

B. Official Newspaper 2017-2018

to designate the Official Newspapers for 2017-2018 as listed below:

The Leader	Star-Gazette
34 West Pulteney Street	201 Baldwin Street
Corning, New York 14830	Elmira, NY 14901

C. Official Depositories

to designate the following banks as Official Depositories:

JP Morgan Chase Bank, N.A.	M & T Bank	Five Star Bank
971 County Rte. 64, Suite 200	109 West Water Street	3131 Silverback Lane
Elmira, NY 14903	Painted Post, NY 14870	Painted Post, NY 14870
Community Bank, N.A.	Chemung Canal Trust Co.	Bancorp Bank
150 West Market Street	Market and Bridge Streets	6100 S. Old Village Place
Corning, NY 14830	Corning, NY 14830	Souix Falls, SD 57108

Chemung Canal Trust Co.
ICS Account
Market and Bridge Streets
Corning, NY 14830

D. Participation in NCLB Title I, II, III, VI and IDEA Section 611 and 619

that the School District participate, as per the following resolution:

BE IT RESOLVED, that the City School District of Corning, County of Steuben, New York express its intent to participate, whenever feasible, in Title I, II, III, VI and IDEA Section 611, IDEA Section 619 for the 2017-2018 school year.

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E. Establish Mileage Reimbursement for District Travel and Empower Approval of Claims
to establish mileage reimbursement rate for District travel for 2017-2018 per the following resolution:

BE IT RESOLVED, that the mileage reimbursement for District travel for 2017-2018 be the Internal Revenue Service rate per mile (currently 53.5 cents per mile), and that the Assistant Superintendent for Administrative Services, Jeffrey Delorme, or his designee, be authorized to approve all claims.

F. School District Treasurer and Interim Treasurer:

James Housworth (Confidential), as **School District Treasurer** and **Angie Finlayson**, Interim Treasurer, acting in the absence of the **School District Treasurer** for 2017-2018 at a stipend of \$2,500.

G. Tax Collector:

Jessica Ruble (Confidential), as Tax Collector for 2017-2018 at a stipend of \$6,000.

H. Claims Auditor and Interim Claims Auditor

Kim Dykes of GST BOCES CENTRAL BUSINESS OFFICE as Claims Auditor for 2017-2018 and **GST BOCES CBO** as Alternate Claims Auditor.

I. Purchasing Agent

Paul Webster, as Purchasing Agent for 2017-2018.

J. Interim Purchasing Agent

Jessica Ruble (Confidential), as Interim Purchasing Agent for 2017-2018, acting in the absence of Paul Webster, Purchasing Agent.

K. Public Relations Assistant

Karen R. Dutcher (Confidential), as Public Relations Assistant for 2017-2018 at a stipend of \$4,500.

L. Records Retention Officer

Jeffrey Delorme, as Records Retention Officer for 2017-2018.

M. Records Access Officer

Karen R. Dutcher (Confidential), as Records Access Officer for 2017-2018.

N. School Attorney

Harris Beach PLLC, as School District Attorney for 2017-2018.

O. Chief School Physician

Andrea Worley, as Chief School Physician for 2017-2018.

P. Chief Emergency Officer

Jeffrey Delorme, as Chief Emergency Officer for 2017-2018.

Q. Internal Auditor

Christopher Sutton (TST BOCES), as Internal Auditor for 2017-2018.

R. Local Educational Authority (LEA) Designee

Ronald Gillespie, as LEA Designee for 2017-2018.

S. Extra-Classroom Activity Fund Officers

Extra-Classroom Activity Fund Officers (Central Treasurers) for 2017-2018:

C-PP High School Joni Fenderson, Treasurer - Nick Kapral, Auditor

C-PP Middle School Patricia Fuller, Treasurer – Heather Wolfe, Auditor

All Schools James Housworth, Deputy Treasurer, for an extended absence of an appointed Treasurer

T. Designation of the Superintendent of Schools to Authorize Budget Transfers

the Superintendent of Schools, or his designee, be authorized to make transfers during the school year, as needed, in accordance with Section 170.2(1), Commissioner's Regulations, with the following exceptions: Individual object code transfers in excess of \$20,000 for non-salary items, and in excess of \$40,000 for salaries and wages, require Board approval. (Ref. Board Policy 6150-Approved: August 26, 2015).

U. Authorization for the Superintendent to Enter into Contracts for Health Services with Other Districts

authorize the Superintendent of Schools to enter into contracts with other New York State School Districts for health and welfare services, under Section 912 of the Education Law, for students who attend non-public schools in other districts in 2017-2018; also to authorize the President of the Board of Education to sign these contracts as they become due throughout the 2017-2018 school year.

V. Purchase of Blanket Bond for School District Officers

purchase Blanket Bonds from the insurance company for 2017-2018 School District Officers as follows:

Treasurer	1,000,000
Tax Collector	1,000,000
Claims Auditor/Interim Claims Auditor	100,000
Internal Claims Auditor	1,000,000
Purchasing Agent/Interim Purchasing Agent	100,000
Internal Auditor	100,000

W. Empower Certification of Payrolls

to empower certification of payrolls as per the following resolution:

BE IT RESOLVED, that the School Business Official be empowered to certify payrolls for the School District, and the Assistant Superintendent for Administrative Services be empowered to certify payrolls in the absence of the School Business Official. Further, that the Superintendent be empowered to certify payrolls in the absence of the Assistant Superintendent for Administration Services and the School Business Official for 2017-2018.

X. Empower Authorization of Travel and Conferences

empower authorization of travel and conference expenses, per the following resolution:

BE IT RESOLVED, that the Assistant Superintendent for Secondary Education and Assistant Superintendent for Elementary Education be empowered to authorize such travel and conference expenses for 2017-2018 as provided under annual budgeted funds (Ref. Ed. Law 1604).

Y. Authorization - Cash for Making Change - 2017-2018

funds for the sole purpose of making change are to be provided annually to designated employees on the recommendation of the immediate supervisor. This was developed as a parallel policy to our present policy "Petty Cash Accounts." (Ref. Board Policy 6670-Revised: December 4, 2013).

The following people are designated as responsible for these funds in 2017-2018:

William Pierce, III, Director of Athletics: Fund Supervisor

C-PP High School	\$600	Joni Fenderson
	\$600	Nick Kapral

Joseph Kilmer, Director of School Lunch Program: Fund Supervisor

Carder School	\$ 75	Fred Audinwood
C-PP Middle School	\$245	Jamie Wilson
Coopers BOCES (Alt. Ed.)	\$ 25	Jamie Wilson
C-PP High School	\$405	Linda Riley
Erwin Valley School	\$ 75	TBD
Gregg School	\$ 75	April Bower
Severn School	\$ 75	Kay Strines

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C. U. Smith School	\$ 75	Tracie Reed
Winfield School	\$ 75	Susan Gitchell
School Lunch Office	\$100	Wendy Rosenwinkel
Summer School	\$100	Wendy Rosenwinkel

Nick Kapral, Assistant Principal, C-PP High School: Fund Supervisor
 Extra-Class Fund \$100 Joni Fenderson

Paul Webster, School Business Official: Fund Supervisor
 Business Services \$ 75 James Housworth

Z. Designate Individual for Coordination of Fixed Assets Records

BE IT RESOLVED, the Board of Education designates the School Business Official, Paul Webster, responsible for developing and maintaining the inventory records of fixed assets.

AA. Petty Cash Fund Authorization 2017-2018

Establish Petty Cash Funds for 2017-2018 and authorize the following personnel to be responsible for these funds. (Ref. Sec. 170.3 Commissioner's Regulations and Sec. 1604 & 1709, Education Law.)

SCHOOL	AMOUNT	MONTHS	SUPERVISOR	DESIGNATED TO HANDLE MONEY
Carder	\$100	12	D. Davis	M. Bosket
C. U. Smith	\$100	12	J. Marchionda	T. Templar
Erwin Valley	\$100	12	K. Merrill	L. Zahradka
Severn	\$100	12	J. Whaley	G. Fratarcangelo
Gregg	\$100	12	A. Collins	N. Delfyette
Winfield	\$100	12	M. Wright	N. Johnson
C-PP MS	\$100	12	R. Kimble	M. Thompson
Bus Garage	\$100	12	L. Eccleston	K. Koser
C-PP HS	\$100	12	R. Sheehan	R. Scouten
Warehouse	\$100	12	R. Gillespie	A. Miller
Admin. Bldg.	\$100	12	P. Webster	J. Ruble
Food Service	\$100	12	J. Kilmer	W. Rosenwinkel

Moved by: Webb Seconded by: Franklin
 Aye 9 Nay 0 Absent 0 Accepted

REGULAR SCHOOL BUSINESS ITEMS

10.0 Approval of Minutes

Moved by: Arkin Seconded by: Meteer to approve the Regular Meeting minutes of June 21, 2017.
 Aye 9 Nay 0 Absent 0 Accepted

11.0 Authorization of Funds to Implement Special Education Programs/Services

RESOLVED, that the Board of Education approves the authorization of funds to implement the Special Education programs and services consistent with such recommendations from the CSE meetings of June 15, 2017 through June 23, 2017.

Moved by: Meteer Seconded by: Zingler
 Aye 9 Nay 0 Absent 0 Accepted

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12.0 REPORTS

12.1 Policy Committee

12.1.1 The Policy Committee submits the following policies per enclosure, to be presented for approval with revisions (these are annual approvals):

- 5300–Code of Conduct**
- 5405-Student Wellness**

Motion Submitted by Ms. Kristina Belanger on behalf of the Policy Committee
Aye 9 Nay 0 Absent 0 Accepted

12.1.2 The Policy Committee submits the following policy per enclosure, to be presented for approval with no revisions (these are annual approval):

- 4770-Graduation Requirements**
- 5100-Comprehensive Attendance Policy**
- 6240-Investments**
- 6255.1-Major Gifts to District***

Motion Submitted by Ms. Kristina Belanger on behalf of the Policy Committee
Aye 9 Nay 0 Absent 0 Accepted

12.2 Written Reports

- 12.2.1 District Owned Cell Phone Report – Submitted by Paul Webster, School Business Official**
- 12.2.2 District Credit Card Report – Submitted by Paul Webster, School Business Official**
- 12.2.3 May 2017 Claims Auditor Report - Submitted by Kim Dykes, BOCES CBO**
- 12.2.4 Board Member Requests for Additional Information on Above Written Reports**

13.0 PERSONNEL ITEMS

13.1 REDUCTION IN FORCE

Superintendent’s Recommendation: that the Board of Education accepts the following resolution:

WHEREAS, the Board of Education is charged with the responsibility to create or abolish an office or position, and

WHEREAS, the Board of Education finds it necessary to abolish positions,

THEREFORE, BE IT RESOLVED, that the Board of Education abolishes the following positions for economic reasons:

- | | | |
|-----------------------------|---------------------|--|
| Instructional Staff: | 1.0 Art | 1.0 Spanish |
| | 1.0 Business | 1.0 Math |
| | 1.0 English | 1.0 Social Studies |
| Teaching Assistants | 2.0 | |
| Support Staff: | 1.0 Cleaner | 1.0 Custodial Operations Supervisor |

This resolution shall become effective July 1, 2017.

Moved by: Webb Seconded by: Meteer
Aye 9 Nay 0 Absent 0 Accepted

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13.2 Retirement of Personnel

Superintendent's Recommendation: that the Board of Education accepts, with genuine regret, the retirement requests of:

1. **Angela Sanford**, Senior Account Clerk, Business Services, effective June 30, 2019 after 30 years and 5 months of service.
2. **Anne Hatton**, Teaching Assistant, Severn Elementary School, effective June 23, 2017 after 26 years and 7 months of service.
3. **Helen Schimizzi**, Registered Professional Nurse, Calvin U. Smith Elementary School, effective June 22, 2018 after 10 years of service.
4. **Kathleen Kennedy**, Math, C-PP Middle School, effective January 31, 2018 after 16 years and 5 months of service.

The Board offers the following resolution:

WHEREAS, Angela Sanford, Anne Hatton, Helen Schimizzi and Kathleen Kennedy, have served the children of the Corning-Painted Post area with distinction for many years, and

WHEREAS, throughout the years they have consistently discharged their duties in an outstanding and highly professional manner, giving unselfishly of their time and efforts,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Corning-Painted Post Area School District, County of Steuben, State of New York, accepts with deep regret the retirement requests of **Angela Sanford, Anne Hatton, Helen Schimizzi and Kathleen Kennedy** and records in the minutes of this meeting this expression of the Board's deep appreciation of their devoted service, as well as its sensitivity to the loss from the staff of these trusted and valued employees.

BE IT FURTHER RESOLVED, that the Clerk of the Board be and hereby is instructed to transmit to **Angela Sanford, Anne Hatton, Helen Schimizzi and Kathleen Kennedy** a copy of this expression of the Board's gratitude.

Moved by: Meteer Seconded by: Schultz
Aye 9 Nay 0 Absent 0 Accepted

13.3 Approval of MOU-Digital Learning Coordinator and Technology Specialists

Superintendent's Recommendation: that the Board approves the Memorandum of Agreement between the District and the Corning Teachers' Association continuing the eight (8) Technology Specialists positions and one (1) Digital Learning Coordinator position for the 2017-2018 school year.

Moved by: Meteer Seconded by: Zingler
Aye 9 Nay 0 Absent 0 Accepted

13.4 Personnel Items-Resignations, Appointments, Change in Assignments

Superintendent's Recommendation: that the Board approves the personnel items as listed on the attached pink sheets in Sections 13.4.1, 13.4.2, 13.4.3, 13.4.4, 13.4.5, 13.4.6, 13.4.7, 13.4.8, 13.4.9, 13.4.10 and 13.4.11.

Moved by: Belanger Seconded by: Meteer
Aye 9 Nay 0 Absent 0 Accepted

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14.0 BUSINESS ITEMS

14.1 Consent Agenda Items

A. Annual Update for Free and Reduced Meal Policy

that the Board accepts the “Policy Statement for Free and Reduced Price Meals” and attachments. Further, that the Board authorizes the Board President to sign the certificate of Acceptance.

B. Bid Awards

that the Board approves the Award of Bids to vendors meeting specifications in accordance with the description of items and summary of information as listed on the “Bid Recommendation Report”, filed as part of the Board minutes.

18-014 Athletic Uniform Bid

C. Authorization to Establish Student Club at the C-PP Middle School

that the Board authorizes the establishment of the C-PP MS 7th Grade History Club to be accounted for under the Student Activity Fund. A copy of the club’s constitution is filed with these minutes.

Moved by: Franklin Seconded by: Arkin
Aye 9 Nay 0 Absent 0 Accepted

14.2 Resolution to Approve the Greater Southern Tier BOCES Contract for the 2017-2018 School Year

THIS AGREEMENT made this 1st day of July, 2017 by and between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County, party of the first part, and Corning-Painted Post Area School District, party of the second part.

WITNESSETH, that whereas party of the first part has been duly authorized to provide the approved services listed on the attached contract for services and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW, THEREFORE, that said party of the first part hereby agrees to provide to the party of the second part the following services listed on the attached contract for services during the school year 2017-2018 at the cost indicated on the attached contract for services.

Moved by: Webb Seconded by: Meteer
Aye 9 Nay 0 Absent 0 Accepted

14.3 Approval of School Lunch Budget of \$2,323,544 for 2017-2018

Superintendent’s Recommendation: that the Board approves the 2017-2018 budget of the District’s School Lunch Program in the amount of \$2,323,544.

Moved by: Schultz Seconded by: Webb
Aye 9 Nay 0 Absent 0 Accepted

14.4 Adoption of Resolution Pertaining to State Environmental Quality Review

Superintendent’s Recommendation: that the Board approves the Resolution for the Environmental Review required for the 2017 Capital Outlay Project at Corning-Painted Post Middle School (copy attached).

Moved by: Zingler Seconded by: Meteer
Aye 9 Nay 0 Absent 0 Accepted

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14.5 Transportation Contract – Summer Program for Students with Special Needs

Superintendent’s Recommendation: that the Board authorizes the District to enter into transportation contract listed below for the period July 6, 2017 through August 16, 2017.

Birnie Transportation Services Inc. – \$35,426.40

Moved by: Webb Seconded by: Ashton
Aye 9 Nay 0 Absent 0 Accepted

14.6 Authorization to Dispose of Surplus Items

Superintendent’s Recommendation: that the Board declares surplus the following list of items and authorizes the School Business Official to dispose them.

Moved by: Franklin Seconded by: Meteer
Aye 9 Nay 0 Absent 0 Accepted

14.7 Approval of Increase for School Lunch Program Prices

Superintendent’s Recommendation: that the Board approves the price of adult breakfast at \$2.40 a \$0.05 increase and adult lunch at \$4.00 a \$0.10 increase beginning with the 2017 – 2018 school year.

Moved by: Meteer Seconded by: Zingler
Aye 9 Nay 0 Absent 0 Accepted

15.0 SPECIAL ITEMS

15.1 Appointment of Board Member as Designee to Appoint IHO

BE IT RESOLVED, that the Board of Education of the Corning-Painted Post Area School District, pursuant to Section 200.5 (j)(3) of the Regulations of the Commissioner of Education, hereby appoints each of the following Board members to make an appointment of the Impartial Hearing Officer when a special education impartial hearing is requested or initiated under Part 200 of the Regulations of the Commission of Education, each such individual empowered to act alone: President of the Board of Education and Vice-President of the Board of Education.

Moved by: Zingler Seconded by: Schultz
Aye 9 Nay 0 Absent 0 Accepted

15.2 Impartial Hearing Officer Compensation

BE IT RESOLVED, that the Board of Education of the Corning-Painted Post Area School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses:

[1] Certified Impartial Hearing Officers shall be compensated at the rate of one hundred dollars (\$100) per hour for time spent in pre-hearing, hearing, and post-hearing activities of researching and writing a decision. The District does not and will not pay for hearing dates which are adjourned or cancelled, regardless of the reason, when the adjournment or cancellation is on two or more business days’ notice.

[2] Certified Impartial Hearing Officers will be reimbursed for reasonable and customary office expenses of photocopying, postage and facsimiles incurred and for travel time to and from the hearing at the rate of forty dollars (\$40) per hour.

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[3] Automobile travel shall be reimbursed at the then-current per mile rate which is established from time-to-time for travel by District employees and representatives.

[4] Airline or train travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer.

[5] The District will reimburse Impartial Hearing Officers for the cost of their lodging up to eighty dollars (\$80) per night with receipt submitted or fifty-five dollars (\$55) per night without receipt submitted for hearing dates that fall on consecutive days.

Moved by: Meteer Seconded by: Zingler
Aye 9 Nay 0 Absent 0 Accepted

BOARD MEMBER COMMENTS: Mrs. Schultz noted that she heard from individuals who attended the graduation ceremony that the Valedictorian and Salutatorian speeches were amongst the best ever given. Dr. Wexell reminded the Board that starting in September the Board will move to one meeting a month. He also discussed the Board/Superintendent evaluation process and requested that the Clerk order copies of the *Key Work of School Boards Guidebook* which they will utilize for this process.

VISITOR COMMENTS: None

FUTURE AGENDA ITEMS: Dr. Webb talked about the different Reading programs created in some of the buildings as they relate to community interest or involvement and wanted to know if it was something we could expand on.

Dr. Webb also noted that the nomination committee discussed possible representation at the Capital Conference in March and he deferred the suggesting to the Executive Committee to add as a future agenda item for discussion as appropriate.

BOARD MEMBER REQUESTS FOR INFORMATION: None

ADJOURNMENT

Moved by: Meteer Seconded by: Belanger to adjourn the meeting at 12:20 p.m.
Aye 9 Nay 0 Absent 0 Accepted

Submitted by:



Karen R. Dutcher, District Clerk
Corning City School District

/krd