

**MINUTES FOR
Annual Organizational/Regular Meeting of the Board of Education
Corning City School District
165 Charles Street, Painted Post, NY 14870
Friday, July 6, 2018 at 12:15 p.m.**

Approved

1.0 OPENING

Meeting called to order at 12:15 p.m. with Dr. Dale Wexell, presiding as Temporary Chairman.

1.1 ROLL CALL

Board Members:	Present	Absent
Nancy Arkin	<u>X</u>	_____
Kevin Ashton	<u>X</u>	_____
Kelley Batrowny	<u>X</u>	_____
Kristina Belanger	<u>X</u>	_____
Mary Franklin	<u>X</u>	_____
Janelle Meteer	<u>Arr 12:22p</u>	_____
Dr. James Webb	<u>X</u>	_____
Dr. Dale Wexell	<u>X</u>	_____
Victoria Zingler	<u>X</u>	_____
Administrators:		
Michael Ginalski, Superintendent	<u>X</u>	_____
Jeff Delorme, Asst. Supt.-Administrative Services	<u>X</u>	_____
Michelle Caulfield, Asst. Supt.-Secondary Ed.	<u>X</u>	_____
Kerry Elsasser, Asst. Supt -Elementary Ed.	<u>Excused</u>	_____
Paul Webster, School Business Official	<u>X</u>	_____
Officers:		
Karen Dutcher, Clerk of the Board	<u>X</u>	_____

Media: Leader X Star Gazette _____ Spectrum _____ WETM-TV _____ WENY-TV _____

Pledge of Allegiance

2.0 Acceptance of Agenda

Moved by: Webb Seconded by: Belanger
Aye 8 Nay 0 Absent 1 Accepted

3.0 Appointment of Clerk of the Board of Education for 2018-2019

Moved by: Zingler Seconded by: Ashton to appoint Karen Dutcher as Clerk of the Board of Education 2018-2019 with a stipend of \$12,000.
Aye 8 Nay 0 Absent 1 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: Kevin Ashton, Kelley Batrowny and Dale Wexell.

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 President, Victoria Zingler Vice President, for the 2018-2019 School year.

Further Nominations: None

Moved by: Belanger Seconded by: Franklin that nominations for President and Vice-President for the 2018-2019 School Year be closed.
Aye 8 Nay 0 Absent 1 Accepted

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Motion on the Floor for Dale Wexell President and Victoria Zingler Vice President for the 2018-2019 School year.

Aye 8 Nay 0 Absent 1 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 Kelley Batrowny for NYSSBA Representative Alternate for the 2018-2019 School year.

Further Nominations: None

Moved by: Webb Seconded by: Franklin that nominations for NYSSBA Representative and NYSSBA Representative Alternate be closed.

Aye 8 Nay 0 Absent 1 Accepted

Motion on the Floor for Kevin Ashton NYSSBA Representative and Kelley Batrowny NYSSBA Representative Alternate for the 2018-2019 School year.

Aye 8 Nay 0 Absent 1 Accepted

PRESIDENT ELECT PROCEEDS WITH MEETING

9.0 CONSENT AGENDA

A. Time and Place of Regular Meetings in 2018-2019 School Year

to designate the Time and Place of regular meetings in 2018-2019, per the attached list.

B. Official Newspaper 2018-2019

to designate the Official Newspapers for 2018-2019 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.	NYCLASS	
ICS Account	777 Westchester Ave.	
Market and Bridge Streets	Suite 101	
Corning, NY 14830	White Plains, NY 10604	

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 2018-2019 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 2018-2019 per the following resolution:

BE IT RESOLVED, that the mileage reimbursement for District travel for 2018-2019 be the Internal Revenue Service rate per mile (currently 54.5 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 2018-2019 at a stipend of \$2,500.

G. Tax Collector:

Jessica Ruble (Confidential), as Tax Collector for 2018-2019 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 2018-2019 and **GST BOCES CBO** as Alternate Claims Auditor.

I. Purchasing Agent

Paul Webster, as Purchasing Agent for 2018-2019.

J. Interim Purchasing Agent

Jessica Ruble (Confidential), as Interim Purchasing Agent for 2018-2019, acting in the absence of Paul Webster, Purchasing Agent.

K. Public Relations Assistant

Karen R. Dutcher (Confidential), as Public Relations Assistant for 2018-2019 at a stipend of \$4,500.

L. Records Retention Officer

Jeffrey Delorme, as Records Retention Officer for 2018-2019.

M. Records Access Officer

Karen R. Dutcher (Confidential), as Records Access Officer for 2018-2019.

N. School Attorney

Harris Beach PLLC, as School District Attorney for 2018-2019.

O. Chief School Physician

Andrea Worley, as Chief School Physician for 2018-2019.

P. Chief Emergency Officer

Jeffrey Delorme, as Chief Emergency Officer for 2018-2019.

Q. Internal Auditor

Christopher Sutton (TST BOCES), as Internal Auditor for 2018-2019.

R. Local Educational Authority (LEA) Designee

Ronald Gillespie, as LEA Designee for 2018-2019.

S. Extra-Classroom Activity Fund Officers

Extra-Classroom Activity Fund Officers (Central Treasurers) for 2018-2019:

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

C-PP Middle School Patricia Fuller, Treasurer – Sarah Ainsworth, Auditor

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

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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 2018-2019; also to authorize the President of the Board of Education to sign these contracts as they become due throughout the 2018-2019 school year.

V. Purchase of Blanket Bond for School District Officers

purchase Blanket Bonds from the insurance company for 2018-2019 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 2018-2019.

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 2018-2019 as provided under annual budgeted funds (Ref. Ed. Law 1604).

Y. Authorization - Cash for Making Change - 2018-2019

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 2018-2019:

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	Robert Tucker
Gregg School	\$ 75	April Bower
Severn School	\$ 75	Kay Strines

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C. U. Smith School	\$ 75	Tracie Reed
Winfield School	\$ 75	TBD
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 2018-2019

Establish Petty Cash Funds for 2018-2019 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	H. Wolfe	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 8 Nay 0 Absent 1 Accepted

REGULAR SCHOOL BUSINESS ITEMS

10.0 Approval of Minutes

Moved by: Belanger Seconded by: Ashton to approve the Regular Meeting minutes of June 20, 2018.
 Aye 8 Nay 0 Absent 1 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, 2018 through June 22, 2018.

Moved by: Zingler Seconded by: Belanger
 Aye 8 Nay 0 Absent 1 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):

5100-Comprehensive Attendance Policy
5300-Code of Conduct

Motion Submitted by Ms. Kristina Belanger on behalf of the Policy Committee
Aye 8 Nay 0 Absent 1 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
5405-Student Wellness
6240-Investments
6255.1-Major Gifts to District

Motion Submitted by Ms. Kristina Belanger on behalf of the Policy Committee
Aye 8 Nay 0 Absent 1 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 Board Member Requests for Additional Information on Above Written Reports**

13.0 PERSONNEL ITEMS

13.1 Ratification of Agreement

Superintendent’s Recommendation: that the Board approves the ratification of the Employment Agreement between the Corning Teachers’ Association and the District for 2018-2022.

Moved by: Zingler Seconded by: Franklin
Aye 8 Nay 0 Absent 1 Accepted

13.2 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 position for economic reasons:

Support Staff: 1.0 Licensed Practical Nurse

This resolution shall become effective July 1, 2018.

Moved by: Webb Seconded by: Belanger
Aye 8 Nay 0 Absent 1 Accepted

Janelle Meteer arrived at 12:22 p.m.

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13.3 Retirement of Personnel

Superintendent's Recommendation: that the Board of Education accepts, with genuine regret, the retirement request of **Teresa Ruocco**, School Monitor at Hugh Gregg Elementary School, effective June 21, 2018 after 10 years and 5 months of service.

The Board offers the following resolution:

WHEREAS, Teresa Ruocco, has served the children of the Corning-Painted Post area with distinction for many years, and

WHEREAS, throughout the years she has consistently discharged her duties in an outstanding and highly professional manner, giving unselfishly of her 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 request of **Teresa Ruocco** and records in the minutes of this meeting this expression of the Board's deep appreciation of her devoted service, as well as its sensitivity to the loss from the staff of this trusted and valued employee.

BE IT FURTHER RESOLVED, that the Clerk of the Board be and hereby is instructed to transmit to **Teresa Ruocco** a copy of this expression of the Board's gratitude.

Moved by: Webb Seconded by: Meteer
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 and 13.4.7.

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

13.5 Approval of Terms and Conditions of Employment

Superintendent's Recommendation: that the Board approves the Terms and Conditions of Employment for Confidential Personnel and Education Assistants as outlined in the attached for the 2018-2019 school year.

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

13.6 Approval of Contract Extensions

Recommendation: that the Board of Education authorizes contract extensions with **Jeffrey Delorme**, Assistant Superintendent for Administrative Services; **Paul Webster**, School Business Official; **Kerry Elsasser**, Assistant Superintendent for Elementary Education; and, **Michelle Caulfield**, Assistant Superintendent for Secondary Education, all effective through June 30, 2022 (one year extensions). **Michael K. Ginalski**, Superintendent of Schools, effective through June 30, 2023 (one year extension).

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

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14.0 BUSINESS ITEMS

14.1 Consent Agenda Items

A. Approval of Monthly Treasurer's Report for May

the Monthly Treasurer's Report is submitted in the prescribed format in accordance with Regulations of the Commissioner of Education, Sec. 170.2 (p.). Included is a cash flow report (copy of the report to be filed with these minutes).

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.

- 19-012 Athletic Uniform Bid
- 19-014 Cooperative Milk Bid
- 19-015 Cooperative Bread Bid
- 19-016 Cooperative Ice Cream Bid
- 19-017 Cooperative Grocery Bid
- 19-018 Cooperative Cafeteria Soap Bid

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

that the Board authorizes the establishment of the C-PP MS Helping Hands, Helping Paws Club to be accounted for under the Student Activity Fund (a copy of the Club's Constitution is filed with these minutes).

D. Resolution to Correct Tax Rolls & Warrant

that in accordance with the statements submitted from the State of New York Supreme Court: Steuben County and the School Tax Collector, the 2017-2018 tax roll and warrant should be revised according to the schedule annexed hereto.

E. Accept and Appropriate Rose's Youth Philanthropists Grant

that the Board accepts a grant from Rose's Youth Philanthropists received through the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. in the amount of \$1,442 in support of the 2018 Taking Flight: School To Community program. Further, that the Board appropriate \$1,442 to the Special Aid Fund.

F. 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 President to sign the Certificate of Acceptance.

G. Appointment of Board Member as Designee to Appoint IHO

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.

H. Impartial Hearing Officer Compensation

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.

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[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.

[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: Belanger
Aye 9 Nay 0 Absent 0 Accepted

14.2 Approval of School Lunch Budget of \$2,447,396 for 2018-2019

Superintendent's Recommendation: that the Board approves the 2018-2019 budget of the District's School Lunch Program in the amount of \$2,447,396.

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

14.3 Approval of Decrease to School Lunch Program Reduced Meal Prices

Superintendent's Recommendation: that the Board approve the price of reduced meals at \$0.00, a \$0.25 decrease beginning with the 2018-2019 school year.

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

14.4 Approval of Increase to School Lunch Program Adult Meal Prices

Superintendent's Recommendation: that the Board approves the price of adult breakfast and lunch at the NYSED rate (expected to be published in August 2018), plus tax, rounded up to the nearest five cents, beginning with the 2018-2019 school year.

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

14.5 Approval of Bus Contractors' Extended Contracts for 2018 – 2019

Superintendent's Recommendation: that the Board approves the extension of the bus contracts for the 2018–2019 school year in the amounts listed below. Further, that the Board authorize the President of the Board to sign the contract extensions.

Birnie Transportation Services, Inc.:	\$2,077,119.40
Leland F. Harris, Inc.:	\$ 724,739.85
Loren R. Smith:	\$1,009,017.66
Earl Titus:	<u>\$ 93,635.64</u>
Total for School Year 2017-2018	\$3,904,512.55

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

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14.6 Resolution to Appropriate Premiums Received on Bonds to Pay Bond Anticipation Note Principal

Superintendent's Recommendation: that the Board authorizes the transfer of premiums in the amount of \$690,000, received on Bonds issued in connection with the \$63,000,000 Bond Authorization approved by the voters on September 23, 2014 to the general fund for the payment of Bond Anticipation Note principal. Further, that the Board appropriate \$690,000 to revenue code A5050 "Inter-fund transfer for Debt Service" and \$690,000 to expenditure code A9731-600-33 "BAN Principal" with an effective date of June 21, 2018.

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

BOARD MEMBER COMMENTS: Several Board members noted that they would not be available for the August 1st meeting. In order to maintain a quorum, the August 1st meeting was moved to 12:15 on August 7th where they will break from the Retreat to conduct regular business.

Dr. Webb commented on the Board visitation to Severn Elementary School.

Ms. Meteer thanked Mrs. Sheehan and the entire team for a well-done graduation.

VISITOR COMMENTS: Leslie Kapur, CTA President, thanked the Board for their support of the CTA contract.

FUTURE AGENDA ITEMS: Ms. Meteer requested an update on the status of the SRO's in the Elementary Schools in January.


Ms. Meteer requested a HSLC graduation presentation.

BOARD MEMBER REQUESTS FOR INFORMATION: Ms. Meteer requested written information relative to the Elementary SRO expectations prior to the start of the school year.

ADJOURNMENT

Moved by: Franklin Seconded by: Meteer to adjourn the meeting at 12:35 p.m.
Aye 9 Nay 0 Absent 0 Accepted

Submitted by:



Karen R. Dutcher, District Clerk
Corning City School District

/krd