

Minutes of the Reorganizational Board of Education Meeting
July 8, 2013

The Webutuck Board of Education held their July 8, 2013 Reorganizational meeting at 5:30 p.m. in the Webutuck High School Library.

The following Board members were present:

William McGhee, President

Christopher Mayville

Judy Moran

Kristen Panzer

Robert Trotta

Judy Westfall

Also Present:

James Gratto Jr., Superintendent

Therese Trotter, District Clerk

Jenny Hansell

Joe Rinaldi

Carol Kohl

Tom Kohl

Jon Zenz

Absent:

John Perotti

1. CALL TO ORDER

President McGhee called the business meeting of July 8, 2013 to order at 5:38 p.m.

Mr. Trotta made and Mrs. Panzer seconded a motion to adjourn to executive session at 5:38 pm for the purpose of discussing the employment history of a particular person or persons.

Ayes 6 Nays 0 The motion carried.

3. RECONVENE PUBLIC SESSION

Mr. Trotta made and Mrs. Panzer seconded a motion to adjourn the executive session and to reconvene the public session at 8:10 pm.

Ayes 6 Nays 0 The motion carried.

Ms. Moran administered the Oath of Office to Therese Trotter for the Office of District Clerk of the Board of Education prior to the meeting beginning.

ADMINISTRATION OF OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS

Mrs. Trotter administered the Oath of Office to William McGhee and Christopher Mayville.

ELECTION OF BOARD OFFICERS

Board President

Mrs. Trotter asked for nominations for the Office of President of the Board of Education.

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Mr. Trotta nominated Bill McGhee for President and Mrs. Panzer seconded the motion.

Mrs. Trotter asked for a roll call for William McGhee for President of the Board of Education. The vote was as follows:

William McGhee	Aye	Kristen Panzer	Aye
Christopher Mayville	Aye	Robert Trotta	Aye
Judy Moran	Aye	Judy Westfall	Aye

The motion to elect William McGhee President of the Board of Education passes.

Board Vice-President

President McGhee asked for nominations for the Office of Vice-President of the Board of Education.

Mrs. Panzer nominated Judy Moran for Vice-President and Mr. Trotta seconded the motion.

President McGhee asked for a roll call for Judy Moran for Vice-President of the Board of Education. The vote was as follows:

William McGhee	Aye	Kristen Panzer	Aye
Christopher Mayville	Aye	Robert Trotta	Aye
Judy Moran	Aye	Judy Westfall	Aye

The motion to elect Judy Moran Vice-President of the Board of Education passes.

Administration of Oath of Office to Board Officers

Mrs. Trotter administered the Oath of Office to the President and the Vice-President of the Board of Education.

ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT

Mrs. Trotter administered the Oath of Office to Superintendent James Gratto, Jr.

Ms. Moran made and Mrs. Panzer seconded a motion to follow Robert's Rules of Order as the governance of the Board of Education meetings.

Ayes 6 Nays 0 The motion carried.

CONSENT AGENDA VOTE

Mr. Trotta made and Mrs. Westfall seconded the following motion to approve the consent agenda (as amended). The following asterisked items can be consent agenda items. A consent agenda is a single vote, which approves all asterisked items. Board policy (#008a) prohibits discussion of consent agenda items. Asterisked items can be pulled from the consent agenda for discussion by any one Board member.

Ms. Moran asked that Poughkeepsie Journal be added to B2 for emergency only. The amendment called for removing A8 Consultant Appointments from the consent agenda.

Ayes 6 Nays 0 The motion carried.

BOARD OF EDUCATION REORGANIZATION

A. APPOINTMENTS 2013-2014

***1. Appointment of Officers**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that for the school year 2013-14, the following individuals shall be appointed as officers of the School District to serve at the pleasure of the Board in the following positions:

<u>Position</u>	<u>Nominee</u>	2013-2014 <u>Salary/Stipend</u>
District Clerk	Therese Trotter	per contract
Treasurer	Valerie Burdick	per contract
Deputy Treasurer	Mary Clinton	per contract
Tax Collector	Emma Jaromin	\$5,144
Claims Auditor/ Property Control Manager	Lorinda Coulthard	\$2,808

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Attendance Officer	Regina Delgado	(included in salary)
Ayes 6	Nays 0	The motion carried.

***2. Positions of Legal Advisor, School Physician and Independent Auditor**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that for the school year 2013-2014, the following individuals shall be appointed to serve in the following positions, for the following positions:

Legal Advisor	Girvin & Ferlazzo
School Physician	The Workplace
Independent Auditor	Sickler, Torchia, Allen & Churchill
Architect	Rhinebeck Arch. & Planning
Internal Auditors	Ray Preusser
Bond Counsel	Hiscock & Barclay
Fiscal Advisors	Fiscal Advisors, Inc.

BE IT FURTHER RESOLVED, that the Board President be authorized to execute a contract with the Legal Advisor, School Physician, and Independent Auditor.

Ayes 6	Nays 0	The motion carried.
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***3. Position of Transportation Department Physician**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that for the school year 2013-2014, the following designee shall be appointed to serve in the following position.

Transportation Department Physician	The Workplace
Ayes 6	Nays 0
The motion carried.	

***4. Insurance Reciprocal Authorization**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District desires to participate in the New York Schools Insurance Reciprocal (NYSIR); that the President of the Board of Education is authorized to sign the Subscribers Agreement; that upon signing the Subscriber's Agreement, it is the understanding of the Board of Education that Webutuck Central School will become a Subscriber to NYSIR and be afforded the insurance coverage underwritten by NYSIR for the policy period beginning July 1, 2013.

Ayes 6	Nays 0	The motion carried.
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***5. Appointments of Members of the Committee on Special Education and Pre-School Special Education**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that for the school year 2013-2014 the following individuals shall be appointed to the positions as indicated and they shall be authorized to act on the Board's behalf in said positions:

Director of Special Education/ CSE Chairperson:	Katy McEnroe \$3,500
Alternates:	
CSE Chairperson –	Cara Tomasetti, Kenneth Sauer
CPSE Chairperson –	Cara Tomasetti
School Physician:	The Workplace (as needed)
School Psychologist:	Cara Tomasetti
Random Moment Time Study (RMTS) Coordinator	Mary Grden
Parent Members:	To Be Decided (TBD)
All District Certified Personnel	To Be Decided (TBD)
Ayes 6	Nays 0
The motion carried.	

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6. Standing Committees - Board Members Assignments

Facilities Review Committee
Audit and Finance Committee
Policy Review Committee
CSE/CPSE Liasion
DCSBA Executive Committee
Emergency Planning
Negotiations Committee
Albany Connection
Cafeteria Committee
WFFEE Committee

***7. Emergency Planning Committee**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that for the school year 2013-2014 the following individuals shall be appointed to the positions as indicated and they shall be authorized to act on the Board's behalf in said positions:

Emergency Coordinator	Business Official
Superintendent	Superintendent
Board Member	Board Member
Webutuck High School Principal (Gr. 9-12)	High School Principal
Eugene Brooks Intermediate Principal (Gr. 4-8)	Intermediate Principal
Webutuck Elementary Program Principal (K-3)	Elementary Principal
Faculty Representative	WTA Union Representative
Transportation Representative	Head Bus Driver
Building and Grounds	Supervisor of Maint. & Operations
Health Services	School Nurse
Food Services	Business Official
Ayes 6	Nays 0

The motion carried.

8. Consultant Appointments

This item was removed from the consent agenda for further discussion.

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District agrees to employ the following consultant:

Complete OT/PT/SLP Services, PLLC

Mrs. Westfall wanted to be sure the person who applied last year had been able to apply this year. Mr. Gratto confirmed the company was included. Discussion ensued.

Mrs. Westfall made and Mr. Mayville seconded the above motion.

Ayes 6 Nays 0 The motion carried.

***9. DEHIC District Representatives Authorization**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the position indicated, at no additional compensation, as recommended by the Superintendent of Schools.

District DEHIC Trustee	Business Official
District DEHIC Trustee Alternate	Superintendent
Ayes 6	Nays 0

The motion carried.

***10. IMPARTIAL HEARING OFFICERS**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the individuals on the NYS Education Department list be appointed to serve as impartial hearing officers in accordance with 200.2(3) (1) of the Regulations of the Commissioner of Education, on a rotating basis, for the purposes of conducting impartial hearings pursuant to 200.5 of the

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Commissioner's Regulations.

Ayes 6 Nays 0 The motion carried.

***11. Approval of Omni Group as 403b Administrator**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Webutuck Board of Education approves Omni Group as the 403b Administrator, as recommended by the Superintendent of Schools.

BE IT ALSO RESOLVED, Upon the recommendation of the Superintendent, WHEREAS, the Board of Education desires to readopt 403b eligible vendor list to include: Caderet, Grant & Co., Equitable, ING, Legend Group, Lincoln Investment Planning , Vanguard Group, Oppenheimer Funds, Inc., Confidential Planning/Smart Choice.

Ayes 6 Nays 0 The motion carried.

B. DESIGNATIONS FOR 2013-2014

***1. Official Bank Depositories:**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that M & T Bank, Bank of Millbrook, Key Bank, Fleet Bank, Citizens Bank, Bank of New York, HSBC, JP Morgan Chase and M&T Bank (NYLAF *New York Liquid Asset Fund*), Salisbury Bank be designated as the Official Bank Depositories for the Webutuck Central School District.

Ayes 6 Nays 0 The motion carried.

***2. Official Newspaper:**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that the The Millerton News and Poughkeepsie Journal (for emergencies) be designated as the official newspaper of the district for the 2013-2014 school year.

Ayes 6 Nays 0 The motion carried.

C. AUTHORIZATIONS

***1. Petty Cash Accounts**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that petty cash and change fund accounts be established in the following amounts at the designated locations and under the custody of the following individuals:

Webutuck Elementary	Building Secretary	\$ 50.00
Eugene Brooks Intermediate School (Gr. 4-6)	Building Secretary	\$ 50.00
WHS (Gr. 7-12), & District Office	Deputy Treasurer	\$100.00

Ayes 6 Nays 0 The motion carried.

***2. Position Authorizations**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the positions indicated, at no additional compensation:

Check Signatory	M. Clinton, Deputy Treas./ V. Burdick, Treasurer/Superintendent
Payroll Certification	J. Gratto, Jr., Superintendent
School Purchasing Agent	M. Grden, Business Manager
Central Treasurer	M. Clinton, Deputy Treasurer
Asbestos Designee	M. Lounsbury, Supv. of Facilities
Records Access Officer	T. Trotter, District Clerk
FOIL Officer	T. Trotter, District Clerk
Records Management Officer	M. Clinton, Deputy Treasurer
Records Appeal Officer	J. Gratto Jr., Superintendent
Title VI Compliance Officer	J. Merwin, Teacher /C. Tomasetti, Psychologist, M. Grden, Business Manager

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Title IX Coordinator	C. Tomasetti, Psychologist
Title IX Investigative Officer	M. Grden, Business Manager
Title IX Investigative Officer	J. Merwin, Teacher
EEOC	M. Grden, Business Manager
504/ADA Coordinator	C. Tomasetti, Psychologist
504 Compliance Officer	M. Grden, Business Manager
OSHA Coordinator	M. Grden, Business Manager
Civil Service Section 75 Hearing Officer	K. Sauer , K. McEnroe
	J. Gratto, Jr., Superintendent
Title I Coordinator	M. Lounsbury, Supv. of Facilities
Title I – Homeless Liaison	M. Grden, Business Manager, J. Gratto, Jr., Supt.
Title I – Committee Chair	EBIS Principal
Residency Hearing Officer	EBIS Principal
WTA Sick Bank Committee	EBIS Principal
	M. Grden, Business Manager
CSEA Sick Bank Committee	M. Grden, Business Mgr., EBIS Principal, M. Clinton, Deputy Treasurer
	M. Grden, Business Mgr., EBIS Principal, M. Clinton, Deputy Treasurer
Director of Physical Education	K. Sauer, Dir. of Physical Education
Medicaid Compliance Officer	M. Grden, Business Manager
Ayes 6 Nays 0	The motion carried.

*3. Budget Transfers

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve budget transfers below \$5,000. The Superintendent informs the Board of Education of all such transfers through presentation of the monthly Comprehensive Budget Status Report.

Ayes 6 Nays 0 The motion carried.

*4. CSE/CPSE Contract Authorization

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to execute contracts to provide services for CSE/CPSE students, as recommended by the Committees on CSE/CSPE. Any expenditure over the amount of \$10,000 must be approved in advance by the Board of Education.

Ayes 6 Nays 0 The motion carried.

*5. Authorization to Execute Contracts

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Superintendent and/or Board President to execute contracts for the 2013-2014 school year upon approval of the Board of Education.

Ayes 6 Nays 0 The motion carried.

*6. Conference Attendance

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve administrative and teacher requests to attend conferences, conventions and workshops within the limit of the 2013-2014 budget appropriations.

Ayes 6 Nays 0 The motion carried.

*7. Authorization to Approve In-Service Participation

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the

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Superintendent of Schools to approve in-service participation for faculty and staff within the limit of the 2013-2014 budget appropriations.

Ayes 6 Nays 0 The motion carried.

D. OTHER ITEMS

***1. Readoption of Policies**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

WHEREAS, the Board of Education of the Webutuck Central School District is desirous of continuing to operate under the existing Board policies,

NOW THEREFORE BE IT RESOLVED, that the existing Board policies, as contained in the School District "Policy Handbook" be re-adopted for the 2013-2014 school year.

Ayes 6 Nays 0 The motion carried.

***2. Readoption of Webutuck Operating Principals**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

Upon the recommendation of Superintendent of Schools, **BE IT RESOLVED** that the Board of Education approves of the 2013-2014 Webutuck Operating Principals.

Ayes 6 Nays 0 The motion carried.

***3. Recognition of the District's Code of Conduct**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

WHEREAS, the Board of Education of the Webutuck Central School District recognizes the existing District's Code of Conduct for the 2013-2014 school year.

Ayes 6 Nays 0 The motion carried.

***4. Establishment of Mileage Reimbursement**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District, approves the established Mileage Reimbursement Rate as established by the IRS.

Ayes 6 Nays 0 The motion carried.

***5. Establishment of Short-term Substitute Rates**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Short-term Substitute Rate for the 2013-2014 school year and that Policy #402 be amended accordingly:

<u>Substitute Teachers</u>	<u>First 20 Days</u>	<u>Days 21-90</u>
Certified Teachers	\$ 90	\$115
Non Certified Teachers	\$ 85	\$ 95
Substitute School Nurse (RN)	\$125/day	
New Fingerprint Reimbursement:	Reimbursement after ten (10) days of work.	
Criminal Background Reimbursement	Reimbursement after ten (10) days of work for certified substitute teachers.	
	District will pay for criminal background checks for all other hires.	
Ayes 6 Nays 0	The motion carried.	

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***6. Establishment of Temporary and Substitute Support Employee Rates**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Temporary and Substitute Support Employee Rates for the 2013-2014 school year. Temporary and substitute support employees shall be paid as follows:

<u>Classification</u>	<u>Hourly Rate</u>	<u>Minimum</u>
Seasonal Cleaner		\$10.08
Seasonal Grounds Worker		\$10.08
Substitute Bus Driver		\$16.80
Substitute Bus Monitor		\$11.29
Substitute Custodial		\$13.36
Substitute Courier		\$13.36
Substitute Cleaner		\$13.36
Substitute Food Service Helper		\$10.69
Substitute Clerical Worker		\$12.85
Substitute Teacher Aide		\$11.96
Substitute Mechanic		\$17.86
Substitute Maintenance		\$13.50
Substitute Bus Mechanic Helper		\$12.00
Substitute Cook		\$12.43
Ayes 6	Nays 0	The motion carried.

***7. Establishment of Standard Work Day**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

Upon the recommendation of the Superintendent of Schools, **BE IT RESOLVED**, that the Board of Education adopts the standard work day for ERS (Employees Retirement System) as six (6) hours per day for reporting purposes only.

Ayes 6 Nays 0 The motion carried.

***8. Blanket Bond**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, by the Board of Education that the following personnel required by Law or Regulation shall be covered by faithful performance blanket bonds in accordance with Public Officers Law Section 11 in the amounts specified:

Central Treasurer	\$ 300,000	Internal Claims Auditor	\$ 300,000
Treasurer	\$1,000,000	Tax Collector	\$1,000,000
Deputy Treasurer	\$ 300,000	Independent Auditor	\$ 200,000
Ayes 6	Nays 0	The motion carried.	

***9. Adoption of 2013-2014 Board Meeting Calendar (as presented)**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the 2013-2014 Board Meeting Calendar (as presented), as recommended by the Superintendent of Schools.

Ayes 6 Nays 0 The motion carried.

***10. Authorization for Annual Renewal of School Lunch, Milk, and/or Breakfast Program**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Board President to execute the 2013-2014 Annual Renewal School Lunch, Milk, and/or Breakfast Agreement, as recommended by the Superintendent of Schools.

Ayes 6 Nays 0 The motion carried.

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11. Establishment of School Lunch Rates

BE IT RESOLVED, that the Board of Education hereby approves the following proposed school breakfast/lunch rates for the 2013-2014 school year:

**** PRICES TO BE DETERMINED IN AUGUST**

***12. Establishment of 2013-2014 Non-Resident Tuition Rates**

Mr. Trotta made and Mrs. Westfall seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the Estimated Non-Resident Tuition Rate consistent with Policy #507b for the 2013-2014 school year. They are as follows:

Full-Day K-6 Tuition \$ 8,963

Grades 7-12 Tuition \$12,766

Ayes 6 Nays 0 The motion carried.

14. ADJOURNMENT

There being no further business, Mr. Trotta made and Mrs. Panzer seconded a motion to adjourn the meeting of July 8, 2013 at 8:20 pm.

Ayes 6 Nays 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk