



**ORGANIZATIONAL MEETING AGENDA
OF THE BOARD OF EDUCATION
ELMIRA CITY SCHOOL DISTRICT
ADMINISTRATION BUILDING
WASHINGTON SCHOOL
430 W. WASHINGTON AVENUE
ELMIRA, NEW YORK 14901**

July 9, 2019

___PM Meeting

1.00 CALL TO ORDER

_____, called the Organizational Meeting of the Board of Education to order at _____p.m.



PLEDGE OF ALLEGIANCE

2.00 ROLL CALL

BOARD MEMBERS	PRESENT	ABSENT
Ruth Bruning		
Rose Drake		
Sara Lattin		
Scott Moore		
Josh Palmer		
Randy Reid		
Ron Shaw		
Kevin Sullivan		
Deborah White		
STUDENT BOARD REPRESENTATIVES		
ADMINISTRATORS		
Derek Almy, Director of Student Services		
Hillary Austin, Superintendent		
Jay Hillman, Director of Educational Services		
Melissa Mendolera, School Business Administrator		
Jake Sheehan, Director of Administration		
OTHERS		
Kathleen McDarby, Clerk of the Board		

3.00 APPROVAL OF AGENDA

4.00 NOMINATION FOR PRESIDENT

5.00 ELECTION OF PRESIDENT

6.00 OATH OF OFFICE FOR PRESIDENT

7.00 NOMINATION FOR VICE PRESIDENT

8.00 ELECTION OF VICE PRESIDENT

9.00 OATH OF OFFICE FOR VICE PRESIDENT

10.00 APPOINTMENT OF SCHOOL DISTRICT CLERK

RESOLVED, that Kathleen McDarby, presently employed on a permanent basis under the title of Executive Secretary to the Superintendent, is, in addition, designated and appointed the School District Clerk, as provided in Section 2503(15) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this additional title to be for the school year 2019-20. An undertaking with acceptable sureties in the amount of \$25,000 shall be provided, the cost to be paid by the Board of Education.

11.00 APPOINTMENT OF SCHOOL DISTRICT TREASURER

RESOLVED, that Lindsey Tice is appointed School District Treasurer, as provided in Section 2503 (15) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this additional title to be for the school year 2019-20. An undertaking with acceptable sureties in the amount of \$5,000,000 shall be provided, the cost to be paid by the Board of Education.

12.00 APPOINTMENT OF DEPUTY SCHOOL DISTRICT TREASURER

RESOLVED, that Jennifer Morris is designated and appointed as the Deputy to the School District Treasurer with power to act during the temporary absence from duty of the School District Treasurer, the term of such appointment to this additional title to be for the school year 2019-20. An undertaking with acceptable sureties in the amount of \$5,000,000 shall be provided, the cost to be paid by the Board of Education.

13.00 APPOINTMENT OF SCHOOL DISTRICT TAX COLLECTOR

RESOLVED, that Sue Stuart is designated and appointed School District Tax Collector, as provided in Section 2506(1) of the Education Law, with powers and duties as provided in said law, the term of such appointment to this title to be for the school year 2019-20. An undertaking with acceptable sureties in the amount of \$5,000,000 shall be provided, the cost to be paid by the Board of Education.

14.00 APPOINTMENT OF INTERNAL AUDITORS

RESOLVED, that Raymond F. Wager, CPA, P.C. is designated and appointed as Internal Auditors, as provided in Section 2116-b of Education Law, with powers and duties as provided in such law, the term of such appointment to be for the school year 2019-20.

15.00 APPOINTMENT OF CLAIMS AUDITORS

RESOLVED, that Jennie Adriaansen is designated and appointed as Internal Claims Auditor and, in addition, that the GST Central Business Office is designated as Alternate Internal Claims Auditor as provided in Section 2526 of the Education Law with powers and duties as provided in such law, the term of such appointment to be for the school year 2019-20.

16.00 APPOINTMENT OF SCHOOL ATTORNEY

RESOLVED, that the Law Firm of Frank W. Miller is appointed School Attorney for the 2019-20 school year.

17.00 APPOINTMENT OF BROKER OF RECORD

RESOLVED, that Chris Spaulding of the firm, Perry & Carroll Inc. is appointed Broker of Record for the school year 2019-20.

18.00 APPOINTMENT OF PURCHASING MANAGER AND ASSISTANT PURCHASING MANAGER

RESOLVED, that School Business Official Melissa Mendolera is authorized to act as Purchasing Manager and that Teresa Goldthwait is appointed as Assistant Purchasing Manager for all purchases, including those involving products or services provided by or through GST BOCES, for the school year 2019-20.

19.00 APPOINTMENT OF RECORDS MANAGEMENT OFFICER

RESOLVED, that School Business Official Melissa Mendolera is appointed as Records Management Officer; the term of such appointment to this title to be for the school year 2019-20.

20.00 APPOINTMENT OF RECORDS ADVISORY BOARD

RESOLVED, that Melissa Mendolera, School Business Official; Derek Almy, Director of Student Services; Joshua Miller, Technology Director; be appointed to the Records Advisory Board, the term of such appointment to be for the school year 2019-20.

21.00 APPOINTMENT OF PUBLIC RECORDS ACCESS OFFICER

RESOLVED, that School Business Official Melissa Mendolera is designated and appointed Records Access Officer as provided in Section 87(1)(b)(ii) of the Public Officers

Law with powers and duties as provided in such law, the term of such appointment to this title to be for the school year 2019-20.

22.00 APPOINTMENT OF SECTION 504 COMPLIANCE OFFICER

RESOLVED, that Jay Hillman, Director of Educational Services is appointed District Section 504 Compliance Officer for the school year 2019-20.

23.00 APPOINTMENT OF CHIEF SCHOOL PHYSICIAN AND MEDICAL INSPECTOR

RESOLVED, that Kenneth Sobel, M.D./Guthrie Southern Tier Pediatrics, PC is designated and appointed as the Chief School Physician and Medical Inspector as provided in Section 902 of the Education Law with powers and duties as provided in said law, the term of such appointment to this title to be for the school year 2019-20, and that the President of the Board of Education be authorized to execute a fee-based agreement with the appointee for the provision of appropriate services.

24.00 APPOINTMENT OF LIAISON FOR STUDENTS IN TEMPORARY HOUSING (MCKINNEY-VENTO LIAISON)

RESOLVED, that Derek Almy, Director of Student Services, is appointed as the District Liaison for students in temporary housing for the school year 2019-20.

25.00 APPOINTMENT OF IMPARTIAL HEARING OFFICERS

RESOLVED, the Board of Education approves the following list of Impartial Hearing Officers who have been certified by the Commissioner as Impartial Hearing Officers eligible to conduct hearings pursuant to Education Law Section 4404(1) for the 2019-20 school year; and it is further RESOLVED, that the President of the Board is authorized and directed to appoint from such list specific hearing officers to serve in accordance with Part 200 of the Regulations of the Commissioner of Education as such appointments are required from time to time.

IMPARTIAL HEARING OFFICERS:

Lynn B. Almeleh
James D. Bilik
Robert Briglio
Maryanne Dimeo
Lana S. Flame
Vanessa Gronbach
John C. Jacobs
Martin J. Kehoe. III
Michael Lazan
Nancy Lederman
James McKeever
Kenneth S. Ritzenberg
Jerome Schad
Craig Tessler

Aaron Turetsky
James Walsh
Mindy G. Wolman

26.00 APPROVAL OF THE MEMBERSHIP TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) AND THE COMMITTEE ON SPECIAL EDUCATION (CSE)

RESOLVED, that the Board of Education approves the listing of members to the CPSE and CSE for the 2019-2020 school year.

DISTRICT CSE/CPSE CHAIRPERSONS:

Joyce Carr
Suzanne Comstock
Molly Riordan
Rebecca Trank
Lea Tryon
Kristen Wilson
Sarah Woodward

PARENT REPRESENTATIVES TO THE COMMITTEE ON SPECIAL EDUCATION:

Ms. Blair Cady
Ms. Hollie Hughes
Ms. Jessica Roberts

SCHOOL PSYCHOLOGISTS:

As assigned to respective buildings:

Gretchen Gower-Robbins	Ernie Davis Academy/BOCES MS
Michelle Bristol	Elmira High School
Amy Timofeeff	Broadway Academy
Jake Cohen	Diven/Hendy
Shari Simmons	Broadway Elementary/Holy Family Elementary/Pine City
Jill Fuchs	Beecher/BOCES Elementary/Fassett
Kevin Deery	Coburn/Riverside
Heather Stanton	BOCES HS/Elmira High School/Notre Dame Jr./Sr. High
Kristen Wilson	District-Wide/Finn Charter School

27.00 APPOINTMENT OF PAYROLL CERTIFICATION OFFICER

RESOLVED, that School Business Official Melissa Mendolera is appointed Payroll Certification Officer as provided in Section 100 of the Civil Service Law with powers and duties as provided in said law, the term of such appointment to this additional title to be for the school year 2019-20.

28.00 APPOINTMENT OF ASBESTOS COMPLIANCE OFFICER

RESOLVED, that Dominic Insogna, Health, Safety and Environmental Compliance Specialist, is appointed as District Asbestos Compliance Officer as provided by 40 C.F.R. 763.84(g)(1) Asbestos-Containing Materials in Schools regulations.

29.00 APPOINTMENT OF EXTRACURRICULAR ACTIVITY TREASURERS

RESOLVED, that the following individuals are appointed Extracurricular Activity Treasurers: Laura Austen for Ernie Davis Academy and Broadway Academy; and Charlie Wilson for Elmira High School. Nancy Beebe is appointed Extracurricular Activity Treasurer/Athletic Account Advisor.

30.00 ACCEPTANCE OF LETTERS OF DISCLOSURE OF INTEREST

RESOLVED, that the Board of Education accepts letters of disclosure of interest from Board Members. Section 803 of the General Municipal Law requires that each Board Member publicly disclose the nature and extent of any interest he/she has in any contract or other agreement with the School District and that said disclosure be set forth in the official record of proceedings (minutes) of the Board of Education.

31.00 APPOINTMENT OF ATTENDANCE OFFICER

RESOLVED, that Derek Almy, Director of Student Services, is appointed as Attendance Officer as provided by Ed. Law 3213.

32.00 DESIGNATION OF OFFICIAL NEWSPAPER

RESOLVED, that the Elmira Star-Gazette is designated as the District's official newspaper where official District notices will be published for the fiscal year.

33.00 DESIGNATION OF CIVIL RIGHTS COMPLIANCE OFFICERS

RESOLVED, that Derek Almy, Hillary Austin, and Jake Sheehan are designated as the District's Civil Rights Compliance Officers for complaints pursuant to policy #3420, *Non-Discrimination and Anti-Harassment in the School District*.

34.00 DESIGNATION OF DEPOSITORY AND INVESTMENT OF FUNDS

RESOLVED, that the Chemung Canal Trust Company, Elmira, New York, be and it hereby is designated as sole depository for the General Fund NOW operating checking account of the Elmira City School District of the City of Elmira, New York; and

Further, that the Board of Education authorize the use of the following commercial banks, trust companies or municipal investment organizations located and authorized to do business in New York for the deposit of other fund NOW/IMMA checking accounts, savings accounts, and for the placement of temporary investments:

- a) Chemung Canal Trust Company

- b) J.P. Morgan Chase
- c) Any other commercial banks or trust companies meeting the requirements of the Elmira City School District investment policy; and

Further, that the School District Treasurer and the Business Official are authorized, acting jointly, to invest from time to time suitable amounts of each fund in interest-bearing accounts and/or in a manner and to the extent permitted by the laws of the State of New York relative to the handling of School District funds; and

Further, that the two designated School District officials are directed to require continued security consisting of Municipal, State or Federal securities to cover all deposited or invested monies in accordance with applicable law, and such securities must be confirmed in writing to the District Treasurer on the day deposits are made or investment monies transferred.

35.00 DESIGNATION OF PAYROLL PROCEDURES

RESOLVED, that after certification of the payroll by the School Business Official as to the services rendered and the amounts due, the District Treasurer is authorized to issue individual payroll checks on a bi-monthly basis, and

Further, that the Treasurer be ordered and authorized to prepare and file reports and to issue the necessary checks on F.I.C.A., Withholding Taxes, Retirement, Health Insurance, Tax Sheltered Annuities, Disability Insurance, Garnishees, Credit Union, Association Dues, Life Insurance, Health and Accident Insurance, Workers' Compensation and United States Savings Bonds.

36.00 AUTHORIZATION OF WORKERS' COMPENSATION COVERAGE FOR ELECTED AND APPOINTED OFFICERS

RESOLVED, that all elected and appointed officers of the school district are hereby brought within the coverage of the Workers' Compensation Law in accordance with the provisions of Section 3, Subdivision 1, Group 19 of such law for the 2019-20 school year.

37.00 AUTHORIZATION FOR SUPERINTENDENT TO APPROVE ATTENDANCE AT CONFERENCES

RESOLVED, that Hillary Austin, Superintendent of Schools, is authorized to approve budgeted conference requests in accordance with School District policy within maximums for the 2019-20 school year.

38.00 AUTHORIZATION FOR SUPERINTENDENT TO APPROVE BUDGET TRANSFERS

RESOLVED, that Hillary Austin, Superintendent of Schools, is authorized to approve budget code transfers for the school year 2019-20, pursuant to Policy 5330.

39.00 AUTHORIZATION FOR SUPERINTENDENT TO APPROVE CAPITAL CONSTRUCTION CHANGE ORDERS

RESOLVED, that Hillary Austin, Superintendent of Schools, or Superintendent's Designee, is authorized to approve capital construction change orders valued up to \$30,000 for the school year 2019-20, per internal auditor recommendation.

40.00 AUTHORIZATION FOR SUPERINTENDENT TO PREFER CHARGES REGARDING EMPLOYEE DISCIPLINE

RESOLVED, that Hillary Austin, Superintendent of Schools, is designated and authorized to prefer charges in matters of employee discipline.

41.00 AUTHORIZATION FOR SUPERINTENDENT TO SIGN EMPLOYMENT CONTRACTS ON BEHALF OF THE BOARD OF EDUCATION

RESOLVED, that Hillary Austin, Superintendent of Schools, is authorized to sign employment contracts that have been adopted by resolution by the Board of Education.

42.00 REAFFIRM AND CONTINUE EXISTING BOARD POLICIES FROM 2018-19 TO 2019-20

RESOLVED, that the Board of Education approves the continuation of existing board policies from 2018-2019 to 2019-2020.

43.00 AUTHORIZATION TO REIMBURSE BOARD MEMBERS FOR CONFERENCE ATTENDANCE

RESOLVED, that in fulfillment of Board of Education Policies 2110 and 2320, Board Members shall be reimbursed for attendance at conferences and education-related conventions.

44.00 SCHEDULING OF THE DISTRICT BUDGET VOTE AND ELECTION OF BOARD OF EDUCATION MEMBERS AND DATE FOR THE CANVASS OF VOTES

RESOLVED, that the Budget Vote and Election of Board of Education Members shall be held on Tuesday, May 19, 2020 between 7:00 a.m. and 8:00 p.m., and the Canvass of Votes and final election results to take place at the Regular Meeting of the Board of Education to be held on May 20, 2020 at the Washington School.

45.00 APPROVAL OF DIGNITY FOR ALL STUDENTS ACT COORDINATORS

RESOLVED, that the Board of Education designates each building principal as the Dignity Act Coordinator within their school building for the 2019-20 school year.

46.00 COMMITTEE MEMBERSHIPS

47.00 ADJOURNMENT

[_____ p.m.]