

*Oneonta City School District
Board of Education
Reorganizational Meeting
July 8, 2015*

Location: District Office – 2nd floor Library

Time: 7:00 p.m.

- I. *Administration of Oath to the District Clerk* by Joseph J. Yelich, Superintendent

- II. *Call to Order /Roll Call-* Eileen Lishansky, District Clerk

- III. *Election of Officers*

Joseph J. Yelich, Superintendent will now accept nominations for the office of President of the Board of Education.

Resolved, to elect _____ as President of the OCSD Board of Education. Term expires June 30, 2016. *Action Item*

- A. President of the Board *Action Item*
The District Clerk will administer the Oath of Faithful Performance to the newly elected President.

Joseph J. Yelich, Superintendent will now accept nominations for the office of Vice-President of the Board of Education.

Resolved, to elect _____ as Vice-President of the OCSD Board of Education. Term expires June 30, 2016. *Action Item*

- B. Vice-President of the Board *Action Item*
The District Clerk will administer the Oath of Faithful Performance to the newly elected Vice-President.

Joseph J. Yelich, Superintendent will now turn the meeting over to the Board President.

IV. Appointment of Officers

Action Item

Resolved, to approve the appointment of officers for the 2015-2016 school year as presented.

	<i>Position</i>	<i>Employee Rate of Pay</i>
A.	Clerk of the Board	Eileen Lishansky \$6,664
B.	District Treasurer	Karen Czerkies \$15,226
C.	Deputy Treasurer	Erica Labuz Not Applicable
D.	Tax Collector	Regina McGuinness \$4,751
E.	Deputy Tax Collector	Lisa Weeks Not Applicable
F.	Internal Claims Auditor	Jacquelyn Moore \$5,034
G.	Alternate Internal Claims Auditor	John Chamard \$100 per warrant
H.	Medicaid Billing Clerk	Jane Pidgeon \$5,034
I.	Records Management Officer	Eileen Lishansky \$6,304

V. *Other Appointments*

Resolved, to approve the following appointments for the 2015-2016 school year as presented.

Action Item

	<i>Responsibility</i>	<i>Designee/ Rate of Pay</i>
A.	School Attorney	Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP \$12,000 + reimbursables
B.	School Physician	Oneonta Family Practice \$18,553.40
C.	Central Treasurer of Extra Curricular Accounts	John Chamard \$8,617
D.	External Independent Auditor	Bonadio & Co.,LLP not to exceed \$19,000
E.	Internal Auditor	Cwynar & Co. not to exceed \$5,000
F.	Audit Committee/Community Members	Kristen Shearer George Palladino
G.	Records Access Officer	Lisa Weeks, Business Mgr. Not Applicable
H.	Purchasing Agent	Lisa Weeks, Business Mgr. Not Applicable
I.	504 Officer	Timothy Gracy, Director of Special Education/CPSE/CSE Chairperson Not Applicable
J.	Title IX Officer	Coleen Lewis Not Applicable

K.	ADA Coordinator	Timothy Gracy, Director of Special Education/CPSE/CSE Chairperson	Not Applicable
L.	Complaint Officers	Thomas Brindley Nancy Osborn	Not Applicable
M.	<i>SAVE Legislation (responsible for prompt enrollment of students being released from residential placement)</i>	Timothy Gracy Director of Special Education/CSE Chairperson	Not Applicable
N.	Education Liaison for homeless students <i>(Required as per McKinney-Vento Act)</i>	Walter Baskin	Not Applicable
O.	Migrant Education Program Coordinator	Kevin Johnson	Not Applicable
P.	Trustee/Broome-Tioga- Delaware Health Insurance Consortium <i>Alternates</i>	Melissa Jervis Board Members	Not Applicable Not Applicable
Q.	DASA Coordinator <i>Dignity for All Students Act</i>	Thomas Brindley	Not Applicable
R.	Home School Instruction Liaison	Kevin Johnson	Not Applicable

VI. *Designations*

Resolved, to approve the following designations for the 2015-16 school year as presented.

Action Item

- | | | |
|----|---------------------------------------|--|
| A. | Official Bank Depositories, All Funds | J.P. Morgan Chase Bank,
Community Bank, N.A.,
NBT, N.A., and any other bank
or trust company located and
authorized to do business
in New York State. |
| B. | Official Newspaper | The Daily Star |

VII. Authorizations

Resolved, to approve the following authorizations for the 2015-2016 school year as presented.

Action Item

	Responsibility	Designee
A.	To Certify Payrolls	Joseph J. Yelich, Superintendent
B.	To approve Conferences, Conventions, Workshops Attendance with expenses	Kevin Johnson Director of Instruction
C.	To establish Petty Cash Funds	Kathy Green
D.	Designation of Signatures on Checks	Karen Czerkies, Treasurer Erica Labuz, Deputy Treasurer
E.	Budget Transfers on Chief School Officer's approval	Joseph J. Yelich, Superintendent
F.	Superintendent to apply for Grants in Aid (State & Federal)	Joseph J. Yelich, Superintendent
G.	Delegation to the President of the Board of Education or Vice-President in his/her absence, the power to authorize, from time to time and year to year, the issuance and sale of Revenue Anticipation Notes of said school district in anticipation of the collection of revenues to be received as State Aid by said school district from the State of New York.	OCSD Board President/ Vice-President

VIII. *Other Items*

Resolved, to approve the following items as presented.

Action Item

- A. Mileage Reimbursement Rate continues @ .50 cents per mile or as per mileage reimbursement procedure.
- B. Designate the Superintendent as Chief School Officer, to approve the Free and Reduced Price Lunch Policy according to Federal regulations.
- C. Designate the Superintendent as Chief School Officer to be the Hearing Officer for the Free and Reduced Price Lunch Program.
- D. All persons and positions required by law or regulation to be bonded.
- E. Adoption of all Textbooks currently in use.
- F. Adoption of the Policy Manual as presented.
- G. Approval of members of CPSE and CSE for the 2015-2016 school year as presented.
- H. 2015-2016 Board of Education meeting calendar as presented.

IX. *Establishment of Board Committees:*

The following committees will be established:

Information Item

(B) indicates *Board* committee (D) indicates *District* committee

1. Buildings & Grounds Committee (B)
2. Policy Committee (B)
3. Labor Relations/Litigation Committee (B)
4. Diversity Committee (D)
5. Audit Committee (D)
6. Wellness Committee (D)
7. Safety Committee (D)
8. Finance Committee (B)
9. Technology Committee (D)
10. Health Insurance/Labor Management Advisory Committee (D)
11. Communications Committee (D)

Others as needed

X. *Adjournment*

**Oneonta City School District
Board of Education Meeting
July 8, 2015
AGENDA**

Location: District Office – 2nd floor Library

Time: Immediately following the annual Reorganizational meeting

I. Opening

A. Call to Order

B. Roll Call

C. *Resolved*, to adopt the agenda as presented.

Action Item

D. *Resolved*, to approve the minutes of the June 24, 2015 Board of Education meeting as presented.

Action Item

II. Communications

Opportunity to Address the Board

III. New Business

A. Personnel

Approval of Personnel Memorandum 2015-12

Action Item

1. Non-Certificated

Resolved, that the reading of the Non-Certificated Personnel Memorandum # 2015-12 be waived and that the action items dated July 8, 2015 be approved as recommended by the Superintendent of Schools.

2. Teaching and Administrative

Action Item

Resolved, that the reading of the Teaching and Administrative Personnel Memorandum #2015-12 be waived and that the action items dated July 8, 2015 be approved as recommended by the Superintendent of Schools.

B. Business Manager's Report

1. *Resolved*, that the reading of Financial Memorandum #2015-12 dated July 8, 2015 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

Action Item

IV. Opportunity to Address the Board/Committee Reports/Minutes when available

V. Roundtable

VI. Executive Session

VII. Adjournment

ONEONTA CITY SCHOOL DISTRICT
PERSONNEL MEMORANDUM NO. 2015 – 12

TO: Board of Education
 FROM: Joseph Yelich, Superintendent of Schools
 DATE: July 8, 2015
 RE: Personnel Memorandum No. 2015 – 12

NON-CERTIFIED

A. Discontinuance

1. Retirement

<u>Name</u>	<u>Position</u>	<u>Effective</u>
-------------	-----------------	------------------
2. Resignation

<u>Name</u>	<u>Position</u>	<u>Effective</u>
-------------	-----------------	------------------
3. Termination

<u>Name</u>	<u>Position</u>	<u>Effective</u>
-------------	-----------------	------------------

B. Civil Service Annual Appointments

1. Provisional (Temporary)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lyla Bonnici	Senior Clerk	\$25,381. Pro	08/18/14

Permanent appointment contingent upon successful completion of, and reachability on civil service senior clerk eligibility
2. Permanent with Probationary Period

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
-------------	-----------------	---------------	------------------
3. Permanent

<u>Name</u>	<u>Position</u>	<u>Effective</u>
-------------	-----------------	------------------
4. Exempt/Non-Competitive

<u>Name</u>	<u>Position</u>	<u>Effective</u>
-------------	-----------------	------------------
5. Contract Salary

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Bonnie Nobiling	Director of Technology	\$101,756.50	7/01/15 – 6/30/16
Adjustment including grad hours			
Steven Havens	Security Guard	\$21,792.90	7/01/15-6/30/16
6. Additional Assignment

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective</u>
-------------	-----------------	----------------	------------------

7. School Monitor and School Monitor Substitute

*pending fingerprint clearance

8. Clerical Substitute

9. Custodial Substitute

10. Special Education Summer Program 2015 -Appointment contingent upon Board approval and enrollment

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Tina Smith	Teacher	\$62.47 5 days 3hrs per day
Joshua Vandewerker	Substitute Assistant Teacher	

11. Student Worker (Peer Tutor)

12. Game Staff (Recreational Attendant)

13. Extended Day Programs Non-Instructional staff – Before/After School Programs

- a. Appointments

<u>Name</u>	<u>Initial Placement</u>	<u>Hourly Rate</u>
-------------	--------------------------	--------------------
- b. Adjustment

<u>Name</u>	<u>Placement from</u>	<u>To</u>	<u>Hourly Rate From</u>	<u>To</u>
-------------	-----------------------	-----------	-------------------------	-----------
- c. Terminated

1. Leave of Absence
Name Position Type Leave Effective Date
2. Abolish Position
Title Effective
3. Create Position
Position Effective Hourly Rate
4. Contract Continuation
Name Position Effective Through
5. Hourly Rates/Game Fee Schedule
Position Hourly Rate
6. Job Title Change
Name From To Effective

TEACHING AND ADMINISTRATIVE

A. Discontinuance

1. Retirement
Name Position Effective
2. Resignation
Name Position Effective
3. Termination
Name Position Effective
Allison Cappiello **Elementary Teacher** **7/01/2015**

B. Appointments

1. Tenure
Name Tenure Area Effective
2. Administrative/Teaching
Name Position Salary Effective Date of Hire
Tenure Area Cert. Status 90 Day Notif. Date Tenure Date
3. Reinstatement
Name Position Salary Effective Date of Hire
4. Long-term Substitute
Name Position Salary Effective Date of Hire
5. Substitute Teacher/Teaching Assistant
*pending fingerprint clearance
6. Appointment FTE Adjustment due to reduction/increase of staff in respective tenure area
Name From To Effective
- 6a. Special Education Summer Program 2015 -Appointments contingent upon Board approval and enrollment
Name Position Hourly Rate
- 6b. Summer School 2015 -Appointments contingent upon Board approval and enrollment
Name Position Hourly Rate
7. Volunteers
8. Coach: contingent upon compliance with NYSED mandates and student participation
Name Position Stipend
9. Extra-Curricular Advisors
Name Position Stipend
10. Additional Assignment
Name Position Stipend
Joseph Hughes Athletic Director \$18,743.97
11. Other Assignment
Name Position Stipend

C. Adult Education
 1. Appointment effective July 1, – August 31, 2016
Name Position Hourly Rate

Appointment effective June 30, 2015 – August 31, 2015
Name Position Hourly Rate

2. Resignation
Name Position Effective

D. District Extended Day Program

1. Appointment
Name Position/Initial Placement Effective Hourly Rate

2. Resignation
Name Position Effective

E. Continuation Administrative/Teaching

1. First Year Probation
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective
 Kaitlyn Hoffman Guidance Counselor 07/01/15 4/01/18 6/30/18

2. Second Year Probation
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective
 Allison Coe Teaching Assist. 9/1/14 6/2/17 8/31/17
 Shannon Forbes Lib/ Media Spec. 9/1/14 6/2/17 8/31/17
 Jillian McGraw Spec. Ed. Teacher 9/1/14 6/2/17 8/31/17
 Stephanie Milligan Spec. Ed. Teacher 9/1/14 6/2/17 8/31/17
 Sandra Moxley Teaching Assist. 9/1/14 6/2/17 8/31/17
 Larry Ramsey Teaching Assist. 1/8/15 10/7/17 1/7/18
 Amy Warren Spec. Ed. Teacher 9/1/14 6/2/17 8/31/17
 Nicole Zavarella Teaching Assist. 11/20/14 8/21/17 11/19/17

3. Third Year Probation
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective
 Dayle Allen Elementary Teacher 9/3/13 6/4/16 9/2/16
 Caterina Esposito ESL Teacher 9/1/13 6/2/16 8/31/16
 Megan Fulkerson Spec. Ed. Teacher 9/1/13 6/2/16 8/31/16
 Kelly Maynard Spec. Ed. Teacher 2/24/14 11/25/16 2/23/17
 William Neale Spec. Ed. Teacher 9/1/13 6/2/16 8/31/16
 Andrea Reece Music Teacher 9/1/13 6/2/16 8/31/16
 Julie Sheip Reading 9/1/14 6/2/16 8/31/16
 Patricia Sullivan Reading 9/1/14 6/2/16 8/31/16
 Anne Woistenholme Assistant Principal 8/16/13 5/17/16 8/15/16

4. First of Two Year Probation
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective

5. Second of Two Year Probation (Jarema Credit)
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective

6. Second of Two Year Probation (Previous Tenure)
Name Position Effective Date of Hire 90 Day Contractual Notification Tenure Effective
 Nancy Masucci Spec. Ed. Teacher 10/20/14 7/21/16 10/19/16
 Katie Miller English Teacher 9/1/14 6/2/16 8/31/16

7. First of Two Year Probation (Jarema Credit)

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
-------------	-----------------	-------------------------------	--	-------------------------

8. First of Two Year Probation (Previous Tenure)

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
-------------	-----------------	-------------------------------	--	-------------------------

9. Fourth Year Probation (July Extension)

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
-------------	-----------------	-------------------------------	--	-------------------------

F. Other

1. Leaves of Absence

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Approximate</u>
Eileen Robbins	Science Teacher	Sick	10/11/14-10/13/15

*Leaves will run concurrently and be with pay as designated by available time and a physicians' note

**note change in approximate effective (end) date

***employee type does not qualify for FMLA

****this employee is not currently eligible for FMLA (12 weeks used 3/11-6/6/2014)

2. Abolish Position

Position	Effective
----------	-----------

3. Create Position

Position Increase to	Effective
----------------------	-----------

4. Contract Continuation

Name	Position	Salary	Effective
------	----------	--------	-----------

5 Hourly/Per Diem Rate Schedule

Name	Position	Stipend
------	----------	---------

ONEONTA CITY SCHOOL DISTRICT
FINANCIAL MEMORANDUM #2015-12
JULY 8, 2015

TO: JOSEPH YELICH
SUPERINTENDENT OF SCHOOLS

FROM: LISA J. WEEKS
BUSINESS MANAGER *lew*

DATE: JULY 8, 2015

RE: FINANCIAL MEMORANDUM #2015-12

RESOLVED, that the reading of Financial Memorandum #2015-12, dated July 8, 2015 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

1. Food Service Contract Extension Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the contract extension with Compass Group USA, Inc. for the period of 7/1/15 – 6/30/16 as presented.

2. Surplus Items Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to declare the following items as surplus. These items will be donated to a non-profit, Foothills Performing Arts Center:

<u>ITEM</u>	<u>LOCATION</u>
2 Mitsubishi Data Projectors	Information Technology

3. BOCES Revised Contract for Rental of Facilities Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the Revised Contract for Rental of Facilities for the period of 9/1/2015 – 8/31/2016 in the amount of \$37,800.00 as presented.

4. Athletic Field Maintenance Bid Award Action Item (To Approve)

Resolved upon the recommendation of the Superintendent, to award the Athletic Field Maintenance Bid for 2015-16 to Turfgrass Technologies, in the amount of \$18,200.00 for the base bid and \$3,000.00 for Alternate # 2 for work to be performed as needed. Turfgrass Technologies was the lowest responsible bidder meeting specifications. Total bid award is \$21,200.00.

5. Custodial Supplies Bid Award Action Item (To Approve)

Resolved upon the recommendation of the Superintendent, to award the Custodial Supplies Bid for 2015-16 to Sanico in the amount of \$360.00, as presented. They were the lowest responsible bidder meeting specifications.

6. Capital Project Final Expense Report

Informational Item

Building Project Cost Breakdown as of June 26, 2015

ONEONTA CITY SCHOOL DISTRICT
PERSONNEL MEMORANDUM NO. 2015 –12 ADDENDUM

TO: Board of Education
 FROM: Joseph Yelich, Superintendent of Schools
 DATE: July 8, 2015

RE: Personnel Memorandum No. 2015 –12 Addendum

NON-CERTIFIED

B. Civil Service Annual Appointments

1. Provisional (Temporary)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Lyla Bonnici	Senior Clerk	\$25,381. Pro	08/18/14

Permanent appointment contingent upon successful completion of, and reachability on civil service senior clerk eligibility

2. Permanent with Probationary Period

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Rebecca Vandewerker	School Secretary	\$37,332.56	7/8/2015

*Transfer from OMS to support for the Director of Instruction

TEACHING AND ADMINISTRATIVE

B. Appointments

1. Tenure

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
-------------	--------------------	------------------

2. Administrative/Teaching

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
Debra Hamilton	Library/Media Specialist	\$38,866.	9/01/2015

*This appointment is pending completion of certification

<u>Tenure Area</u>	<u>Cert. Status</u>	<u>90 Day Notif. Date</u>	<u>Tenure Date</u>
Library Media	Pending	Pending	Pending

Meta Mandris	Reading Teacher	\$38,866.	9/01/2015
<u>Tenure Area</u>	<u>Cert. Status</u>	<u>90 Day Notif Date</u>	<u>Tenure Date</u>
Literacy B-12	Initial	6/03/2019	9/01/2019

ONEONTA CITY SCHOOL DISTRICT
ADDENDUM TO
FINANCIAL MEMORANDUM #2015-12
July 8, 2015

fw

1. Surplus Items Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to declare the following items as surplus for sale:

B&G Vehicle #401: 1993 Ford Tractor; VIN: UV25703; poor condition; 1,449 hours; does run

*B&G Vehicle #209: 2005 Ford F-550 Box Truck
VIN: 1FDAF57P45EC19858; body – good condition
interior and mechanical-fair condition; 70,391 miles; does run*

*B&G Vehicle #106: 2003 Dodge Dakota Standard Cab;
VIN: 1D7GG46NO3501418; body and interior – good condition;
mechanical – poor condition; does not start*

*B&G Vehicle #400, 1974 Ford 2110 Tractor, VIN C437120;
fair condition; 1707 hours; does run*

Plow #1: Fisher Minute Mount 2 V Plow 8'6"

Plow #2: Fisher Minute Mount 2 8' HD

2. Municipal Resolution for Telephone/E-mail Wires Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the Municipal Resolution for Telephonic/E-Mail Wires, as presented.

3. Purchase of 29-Passenger Bus Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve a budget amendment in the amount of \$51,446.85 as presented, for the purchase of a 29-passenger bus as approved by voters on 5/19/2015.

4. 2014-15 Budget Transfers (over \$10,000.00) Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the budget transfers in the amount of \$485,482.87 according to Board of Education Policy No. D.12, as presented.

5. 2014-15 Budget Transfers (under \$10,000.00) Information Item

In accordance with Board of Education Policy No. D.12, budget transfers in the amount of \$34,843.40 were approved as presented.

