

**Oneonta City School District
Board of Education Meeting
JANUARY 10, 2018
AGENDA**

Location: District Office Distance Learning Room

Time: 7:00 p.m.

I. Opening

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. *Resolved*, to adopt the agenda as presented. *Action Item*
- E. *Resolved*, to approve the minutes of the December 13, 2017 Regular meeting of the Board of Education as presented. *Action Item*

Communications

Opportunity to Address the Board

The privilege of speaking from the floor will be extended to any person in attendance. Persons desiring to speak shall be required to give their name and address and will be limited to three (3) minutes for their presentation. The time allowed each speaker may be adjusted by the Chair. The speaker's privilege may also be terminated by the Chair if found to be out of order.

II. Personnel

- A. Approval of Personnel Memorandum 2018-01 *Action Item*

1. Non-Certificated

Resolved, that the reading of the Non-Certificated Personnel Memorandum # 2018-01 be waived and that the action items dated January 10, 2018 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 #2018-01 be waived and that the action items dated January 10, 2018 be approved as recommended by the Superintendent of Schools.

III. New Business

A. Superintendent's Report

1. Capital Project Update

Information Item

2. Student Trips:

Information Item

Senior Class – Pocono Valley Resort on June 1, 2018
(*Information attached*)

Outdoors Club – Lexington, KY / March 24-29, 2018
(*Information attached*)

3. Board of Education Retreat – Wednesday, 1/24/18
District Office/ Distance Learning Room
Start time: _____

Information Item

B. Business Manager's Report

1. *Resolved*, that the reading of Financial Memorandum #2018-01 dated January 10, 2018, 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

The privilege of speaking from the floor will be extended to any person in attendance. Persons desiring to speak shall be required to give their name and address and will be limited to three (3) minutes for their presentation. The time allowed each speaker may be adjusted by the Chair. The speaker's privilege may also be terminated by the Chair if found to be out of order.

V. Roundtable/Committee Reports/Committee minutes when available

VI. Executive Session

VII. Adjournment

ONEONTA CITY SCHOOL DISTRICT
PERSONNEL MEMORANDUM NO. 2018 – 01

TO: Board of Education
FROM: Joseph Yelich, Superintendent of Schools
DATE: January 10, 2018
RE: Personnel Memorandum No. 2018 – 01

NON-CERTIFIED

A. Discontinuance

1. Retirement

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

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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B. Civil Service Annual Appointments

1. a. Create Position

<u>Position</u>	<u>Salary</u>
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1. b. Provisional

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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This appointment is subject to the satisfaction of all civil service requirements.

Permanent appointment contingent upon successful completion of, and reachability on civil service custodian eligibility list.

2. Temporary Contingent with Probationary Period

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

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

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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6. Additional Assignment

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective</u>
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7. School Monitor/Substitute School Monitor

Jacob Robinson*

*pending fingerprint clearance/ this appointment is subject to the satisfaction of all civil service requirements

8. Clerical Substitute effective 2017-2018

*pending fingerprint clearance

9. Custodial Substitute Summer

*pending fingerprint clearance

10. Special Education Summer School Substitute Nurse

<u>Name</u>	<u>Hourly Rate</u>
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11. Substitute School Nurse effective 2017-2018

*Pending fingerprint clearance / this appointment is subject to the satisfaction of all civil service requirements

12. Student Worker / Life Guard

Adell Coe*

* This appointment is subject to the satisfaction of all civil service requirements

13. Game Staff/Life Guard (Recreational Attendant) effective 2017-2018

Bonnie Johnson **Stephanie Miller**

* This appointment is subject to the satisfaction of all civil service requirements

C. Other

1. Resignation

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
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2. Leave of Absence

<u>Name</u>	<u>Position</u>	<u>Type Leave</u>	<u>Effective Date</u>
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3. Abolish Position

<u>Title</u>	<u>Effective</u>
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4. Create Position

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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6. Hourly Rates/Game Fee Schedule

7. Job Title Change

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
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8. Volunteers

TEACHING AND ADMINISTRATIVE

A. Discontinuance

1. Retirement

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Kim Downie	Teacher	7/02/2018
Susan Payton	Teacher	7/02/2018
Sandra Bright	Teacher	4/03/2018

Resignation

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Lori Ganio	Teacher	1/3/2018

3. Termination

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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B. Appointments

1. Tenure

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
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2a. Administrative

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
<u>Tenure Area</u>	<u>Cert Status</u>	<u>90 Day Notif Date</u>	<u>Tenure Date</u>

2b. Teaching

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
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<u>Tenure Area</u>	<u>Cert Status</u>	<u>90 Day Notifi</u>	<u>Tenure Date</u>
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<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
<u>Tenure Area</u>	<u>Cert Status</u>	<u>90 Day Notifi</u>	<u>Tenure Date</u>

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
<u>Tenure Area</u>	<u>Cert Status</u>	<u>90 Day Notifi</u>	<u>Tenure Date</u>

4. Long-term Substitute

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
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5. Substitute Teacher/Teaching Assistant
Brittany Gunther*

*Pending Fingerprint Clearance

6a. Other Appointments

<u>Name</u>	<u>Position</u>
Kevin Dorritie	ASP Teacher
Joseph Condon	ASP Teacher
Donna Calhoun	ASP Teacher

- 6b. Summer School 2017 -Appointments contingent upon the passing of the budget, board approval, and enrollment
Staff will be paid at their contractual hourly rate

- 6c. Special Education Summer Program 2017 -Appointments contingent upon the passing of the budget, board approval and enrollment
Staff will be paid at their contractual hourly rate

7. Volunteers

8. Coach effective 2017-2018: *contingent upon compliance with NYSED mandates and student participation*

9. Extra-Curricular Advisor (Elementary) effective 2017-2018

<u>Name</u>	<u>Position</u>
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Extra-Curricular Advisors (Middle School) effective 2017-2018

<u>Name</u>	<u>Position</u>
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Salary per agreement between the OTA and the Oneonta City School District

Extra-Curricular Advisors (High School) effective 2017-2018

<u>Name</u>	<u>Position</u>
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10. Additional Assignment effective 2017-2018

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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11. Other Assignment

<u>Name</u>	<u>Position</u>
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*pending clearance

C. Adult Education
1. Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>
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Adjusted due to updated contract

2. Resignations

<u>Name</u>	<u>Position</u>	<u>Rate</u>
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D. TASC Test Center

1. Appointments effective July 1, 2017 – June 30, 2018

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Julie Shelp	TASC Test Proctor	01/10/2018

E. District Extended Day Program

1. Appointments effective September 1, 2017– June 30, 2018

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Joe Reilly	Staff Substitute	\$10.

F. Continuation Administrative/Teaching

1. First Year Probation of Four Years

Name	Position	Effective Date of Hire	90 Day Contractual Notification	Tenure Effective
Emily Wright	Special Education	6/19/17	3/01/21	6/20/21
Christopher Mannina	Math	8/30/17	5/02/21	8/30/21
Laura Bouton	Guidance	7/01/17	4/01/21	7/01/21
Dena Watson	Math	8/30/17	5/02/21	8/30/21
Megan Connolly	Elementary	8/30/17	5/02/21	8/30/21
Kimberly Bode	Special Education	8/30/17	5/02/21	8/30/21
Susan Johnson	Physical Education	8/30/17	5/02/21	8/30/21
Renee Fairgrieve	Teaching Assistant	8/30/17	5/02/21	8/30/21
Teriann Baker	Teaching Assistant	9/14/17	6/2/21	9/15/21
Heather Bouton	Teaching Assistant	9/14/17	6/2/21	9/15/21

2. Second Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
Brandi Nissen	Special Education	8/31/16	5/31/20	8/31/20
Colleen Whitehurst	Foreign Lang	8/31/16	5/01/20	8/31/20
Kirby Morenus	Special Education	8/31/16	5/01/20	8/31/20
Erin Filupeit	Math	8/31/16	5/01/20	8/31/20
Zachary Hamilton	Music	8/31/16	5/01/20	8/31/20
Steve Andrews	Teaching Assistant	8/31/16	5/01/20	8/31/20
Nicholas Whelly	Social Studies	8/31/16	5/01/20	8/31/20
Nathan Mills	Social Studies	8/31/16	5/01/20	8/31/20
Jessica Stanton	Special Education	8/31/16	5/01/20	8/31/20
Dominick D'Imperio	Music	8/31/16	5/01/20	8/31/20
Jennifer Havens	Teaching Assist	3/09/17	12/9/20	3/09/20

* Second of Four Years

3. Third Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
Kaitlyn Hoffman	Guidance Counselor	7/01/15	4/01/18	6/30/18
Meta Manchester	Reading Teacher	9/01/15	6/03/19	9/01/19*
Grace Demerath	Music Teacher	9/01/15	6/03/19	9/01/19*
Genna Farrell	Spec Ed Teacher	9/01/15	6/03/19	9/01/19*
Debra Hamilton	Library/Media	9/01/15	6/03/19	9/01/19*
Catherine Gorman	Spec Ed Teacher	1/04/16	10/4/19	1/04/20*
Carrie Grace	Teaching Assist	9/01/15	6/03/19	9/01/19*

* Third of Four Years

4. Fourth Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
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5. First of Three-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>
Kristopher Kaschak	Guidance	7/1/2017	4/1/20	7/1/20
Laura Wahlberg	Music	8/30/17	6/02/20	8/30/20
Jessica Jochem	Elementary	8/30/17	6/02/20	8/30/20
Lauren Seward Thomas	Elementary	8/30/17	6/02/20	8/30/20
Kevin Dorritie	Special Ed	8/30/17	6/02/20	8/30/20
Julie Shelp	Teacher	8/31/17	6/02/20	8/30/20

*pending tenure letter

6. Second of Three-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>
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7. Third of Three-Year Probation (Jarema Credit)

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>90 Day Contractual</u>	<u>Tenure</u>
	<u>Date of Hire</u>		<u>Notification</u>	<u>Effective</u>
Leigh Zimmerman	Psychologist	11/05/15	8/03/18	11/5/18

8. First of Three-Year Probation (Previous Tenure)

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

9. Second of Two-Year Probation (Previous Tenure)

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>90 Day Contractual</u>	<u>Tenure</u>
	<u>Date of Hire</u>		<u>Notification</u>	<u>Effective</u>
Jamie Privitera	Elementary Teacher	8/31/16	06/01/19	8/31/19
Matthew Martindale	PE Teacher	8/31/16	06/01/19	8/31/19
Prior to regulations changing*				

10. First of Two-Year Probation (Previous Tenure)

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>90 Day Contractual</u>	<u>Tenure</u>
		<u>Date of Hire</u>	<u>Notification</u>	<u>Effective</u>
Prior to regulations changing				

11. Fourth Year Probation (Juul Extension)

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

F. Other

1. Leaves of Absence

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Approximate Effective Date</u>
Marcia Bowne	OT	medical	4/24/2017
Lori Ganio	Teacher	personal	9/01/17-6/29/18
Dawn Gillette	LTA	FMLA	08/30/2017-TBD*
Michelle Osterhoudt	Teacher	personal	8/17/2017-6/30/2018
Teresa Patry	Teacher	Child Rearing (not paid)	9/14/17-2/16/18
*This is an extension of a previously granted FMLA.			
Kenneth Sider	Teacher	Sabbatical	second half of school year
Susan Johnson	Teacher	FMLA	11/13/2017- TBD

*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

2. Abolish Position

<u>Position</u>	<u>Effective</u>
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3. Create Position

<u>Position</u>	<u>Salary</u>
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4. Continuation


<u>Name</u>	<u>Position</u>
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5. Hourly/Per Diem Rate Schedule

<u>Name</u>	<u>Position</u>	<u>Hourly</u>
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ONEONTA CITY SCHOOL DISTRICT
FINANCIAL MEMORANDUM #2018-01
January 10, 2018

TO: JOSEPH J YELICH
SUPERINTENDENT OF SCHOOLS

FROM: LISA J. WEEKS
BUSINESS MANAGER 

DATE: January 10, 2018

RE: FINANCIAL MEMORANDUM #2018-01

RESOLVED, that the reading of Financial Memorandum #2018-01, dated January 10, 2018 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

1. Budget Monthly Report Action Item (To Accept)
Resolved, upon the recommendation of the Superintendent, to accept as presented the Budget Monthly Report for the period ending November 30, 2017.
2. Claims Audit Report Action Item (To Accept)
Resolved, upon the recommendation of the Superintendent, to accept as presented the Claims Audit Report for the period ending November 30, 2017.
3. Kids Unlimited Preschool at Springbrook
Universal Pre-Kindergarten Proposal Action Item (To Accept)
Resolved, upon the recommendation of the Superintendent, to accept the Request for Proposals from Kids Unlimited Preschool at Springbrook to become a collaborative, community partner with the Oneonta City School District to provide Universal Pre-Kindergarten Programming. The partnership will be effective beginning with the 2018-19 school year.
4. Jostens Yearbook Agreement Action Item (To Approve)
Resolved, upon the recommendation of the Superintendent, to approve the Agreement with Jostens, Inc. in the amount of \$8,532.00 to create the 2018-19 yearbook, as presented.
5. Donations Action Item (To Accept)
Resolved, upon the recommendation of the Superintendent, to accept the following donations:

<u>FROM</u>	<u>FOR</u>	<u>AMOUNT</u>
The Dewar Foundation	Backpack Program	\$15,000.00
Anonymous	Reflex Site License	\$ 2,196.67
Meg Nowak	Lunch Accounts	\$ 185.15
Community Bank	OMS Choir	\$ 100.00
Capella University	RS Nurse's Fund	\$ 10.00

ONEONTA CITY SCHOOL DISTRICT
FINANCIAL MEMORANDUM #2018-1
January 10, 2018

6. Treasurer's Monthly Report

Action Item (To Accept)

Resolved, upon the recommendation of the Superintendent, to accept as presented the Treasurer's Monthly Report for the period ending November 30, 2017.

7. Park Emergency Access Maintenance Agreement

Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the Park Emergency Access Maintenance Agreement with the City of Oneonta. This agreement gives the district use of the roadway in Wilber Park for an emergency egress for the high school and middle school.

ONEONTA CITY SCHOOL DISTRICT
BOARD OF EDUCATION
MEETING OF JANUARY 10, 2018
ADDENDUMS TO THE AGENDA

ADDITIONS TO PERSONNEL MEMORANDUM # 2018-01

NON-CERTIFIED

A. Civil Service

1. Resignation

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Rudy Laguna	Monitor	Immediately

TEACHING AND ADMINISTRATIVE

1. Other Appointments

<u>Name</u>	<u>Position</u>
Carolyn Leon Palm	Activity Leader

<u>Mentors</u>	<u>Stipend</u>
Lisa Giovagnoli	\$1,500.
Stephanie Milligan	\$1,500.
Stacy Markell	\$1,500
Anna Rossi	\$1,500.
Tim McKane	\$1,500.

2. Leaves of Absence

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Approx. Effective Date</u>
Susan Johnson	Teacher	Child Rearing (not paid)***	1/08/18-1/22/18
Flannery Foster	Teacher	FMLA*	1/22/18 TBD
Renee Fairgrieve	Teaching Assistant	FMLA*	March 2018 date pending

*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

ADDITIONAL RESOLUTION TO THE SUPERINTENDENT'S REPORT:

The following resolution is an ACTION ITEM to read aloud:

Resolved, to approve a First Reading and to waive a Second Reading of the presented edits to Policy A. 8 and Policy D. 6.

Resolution Moved:

Seconded by:

ADDITIONS TO FINANCIAL MEMORANDUM # 2018-02

ADDENDUM TO FINANCIAL MEMORANDUM #2018-1 January 10, 2018

1. 2017-18 Budget Transfers (over \$10,000) Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to approve the budget transfers in the amount of \$23,351.75 according to Board of Education Policy No. D.12, as presented.

2. 2017-18 Budget Transfers (under \$10,000 per line item) Informational Item

In accordance with Board of Education Policy No. D.12, budget transfers in the amount of \$2,580.00 were approved, as presented.

3. Donations Action Item (To Accept)

Resolved, upon the recommendation of the Superintendent, to accept the following donations:

<u>FROM</u>	<u>FOR</u>	<u>AMOUNT</u>
Nicole Pearson, Heather	Overdue Lunch	\$3,239.62
Dolan and Oneonta Alumni	Accounts	
GoFundMe Campaign		

POLICY A.8

By-Laws

SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITIES FUNDS TREASURER(S)

The Extraclassroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the extraclassroom activities funds.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

8 New York Code of Rules and Regulations
(NYCRR) Part 172

Adopted: 7/07/10

POLICY A.8

By-Laws

SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITIES FUNDS TREASURER(S)

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The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.
- f) Meets annually at the start of the school year with all advisors and student treasurers to review all extra-classroom funds procedures.

8 New York Code of Rules and Regulations
(NYCRR) Part 172

Adopted: 7/07/10
Updated: 01/10/18 (Item f.)

POLICY D. 6

**Non-Instructional/Business
Operations/Community Relations**

SUBJECT: EXTRACLASSROOM ACTIVITIES FUND

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education. All funds in the extraclassroom activities fund shall be kept according to standards of good financial management. Proper books will be kept and all monies deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit.

All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extraclassroom activities fund in their respective buildings.

Adopted: 7/07/10

POLICY D. 6

Non-Instructional/Business Operations/Community Relations

SUBJECT: EXTRACLASSROOM ACTIVITIES FUND

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education. All funds in the extraclassroom activities fund shall be kept according to standards of good financial management. Proper books will be kept and all monies deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit.

All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extraclassroom activities fund in their respective buildings.

All advisors and student treasurers will meet annually at the start of the school year with the Activity Funds Treasurer to review all extra-classroom activities funds procedures.

Adopted: 7/07/10

Revised: 01/10/18 (*last paragraph*)

