

**MIDDLEBURGH CENTRAL SCHOOL DISTRICT
Middleburgh, New York 12122**

**BOARD OF EDUCATION
AGENDA**

ANNUAL REORGANIZATION MEETING and REGULAR MEETING

Date: July 13, 2017 Jr.-Sr. High School Library Information Center 4:30 p.m.

- I. Call to order and roll call at 4:30 p.m. in the Jr.-Sr. High School Library Information Center by Kim Lawyer, District Clerk
- II. Oath of Office administered to Board of Education member Ernest W. Kuehl, Jr. and Superintendent Michele R. Weaver
- III. Election of Officers
 - A. President of the Board of Education
 - B. Vice President of the Board of Education
- IV. Oath of Office administered to elected Officers of the Board of Education
- V. Signing of Code of Ethics by Members of the Board of Education
- VI. Pledge of Allegiance led by Board President
- VII. Appointment of Officers
 - A. District Clerk – Kim Lawyer
 - B. District Treasurer – Terrence Gillooley
 - C. Deputy Treasurer – Michele R. Weaver
 - D. Tax Collector – Maria Jones
 - E. Internal Claims Auditor-Todd Cipperly
- VIII. Other Appointments
 - A. School Physician: Bassett Health Care: \$80.00 per employee physical exam, \$80.00 per 19A Bus Driver Physical Exam
Bassett Health Care: Student physicals
 - B. School Attorney: Legal Counsel - Girvin & Ferlazzo, PC
Bond Counsel-Barclay Damon LLP
 - C. Central Treasurer - Extraclassroom Activity Account: Donna Nunamann
 - D. Petty Cash Officer: Maria Jones
 - E. Independent Auditor: Bonadio Group

- F. Records Management Officer: Terrence Gillooley
- G. Records Access Officer: Terrence Gillooley
- H. Asbestos (LEA) Designee: Stephen Weinhofer
- I. Purchasing Agent: Terrence Gillooley
- J. Title IX Officers: Lori Petrosino and Rock Loiselle
- K. Designated Education Official: Maura Green (DEO)
- L. Dignity For All Coordinators: Michael Teator
- M. Schoharie Area Workers' Compensation Plan: Trustee: Terrence Gillooley
Alternate: Michele R. Weaver
- N. Section 504 Compliance Officer Maura Green
- O. Liaison for Homeless Children and Youth Maura Green

IX. Annual Designations

- A. Official Bank Depository - NBT Bank
CLASS Investment - JP Morgan/Chase
- B. Adoption of Board of Education Calendar of Meetings (allowing for revisions as necessary)
- C. Annual District Election - May 15, 2018 from 12:00 noon until 9:00 p.m.
- D. Official Newspaper: Times-Journal

X. Authorizations

- A. Michele R. Weaver, Superintendent to act on behalf of Board filing necessary reports and forms
- B. Michele R. Weaver, Superintendent to approve and sign State and Federal Reports
- B. Re-Establish Petty Cash Funds:
\$100.00 School Lunch Fund
\$100.00 General Fund
\$100.00 Jr.-Sr. High School
\$100.00 Elementary School
- D. Designation of Signatures on Checks: One signature required either Terrence Gillooley, School Business Manager or Michele R. Weaver, Superintendent
- E. Budget Transfers on Superintendent's approval up to \$10,000
- F. Michele R. Weaver, Superintendent to apply for Grants in Aid (State and Federal)

- G. Michele R. Weaver , Superintendent and President of the Board of Education authorized to sign and execute service contracts for student services and facility maintenance services
- H. Michele R. Weaver Superintendent and/or Terrence Gillooley School Business Manager to certify payrolls
- I. Superintendent to approve attendance at conferences, conventions, workshops and the like
- J. School District Charge Cards:

VISA	Superintendent and District Treasurer
WALMART	Superintendent and District Treasurer
	(two charge cards under the control of the Business Office)

XI. Official Undertakings (Bonds)

- A. \$1,000,000 Employee Theft
- B. \$100,000 Forgery or Alteration
- C. \$50,000 Theft, Disappearance & Destruction Coverage (Money & Securities In & Out)
- D. \$1,000,000 Computer Fraud Coverage
- E. \$100,000 Computer Restoration Expense Coverage
- F. \$1,000,000 Fund Transfer Fraud Coverage
- G. \$100,000 Contracted BOCES Employee Coverage
- H. \$100,000 Shared Services Endorsement
- I. \$100,000 Social Engineering Fraud

XII. Other Items

- A. All policies and Code of Ethics presently in effect will continue to be in effect
- B. Establish the mileage reimbursement rate – Consistent with IRS guidelines for the 2017-18 school year
- C. Tax Collection - date and location of warrant: September 1, 2017- September 30, 2017 with no penalty; October 1-31, 2017-2% penalty NBT Bank
- D. Re-Establish per diem substitute teacher/registered nurse compensation:
 - Certified - \$93.00 per day;
 - Daily Interim (over 20 consecutive days) \$112.00 per day;
 - Non-Certified - \$75.00 per day

E. Re-establish hourly/daily substitute compensations:

	July 1, 2017	*January 1, 2018
Teaching Assistant/Aides/Food Service Helpers/Monitors	\$10.00/hour, \$70.00/day	\$10.50/hour, \$75.00/day
Custodian/Cleaner	\$10.50/hour	\$11.00/hour
Daily Interim Custodial Sub (over 20 consecutive days)	\$11.00/hour (retro-day 1)	\$11.50/hour (retro-day 1)
Clerical	\$10.00/hour, \$70.00/day	\$10.50/hour, \$75.00/day
Daily Interim Clerical Sub (over 20 consecutive days)	\$11.00/hour, \$80.00/day (retro-day 1)	\$11.50/hour, \$85.00/day (retro-day 1)
Bus Aide	\$10.00/hour	\$10.50/hour
Bus Driver	\$17.25/hour	n/a

*New York State increase in minimum wage effective December 31, 2017

F. Re-establish \$250 stipend to new bus drivers and new bus driver substitutes after the successful completion of the 30-hour basic course and continued employment with the district for one full year.

G. Approve voting delegate

1. Schoharie County School Boards Association _____

H. Appointment of standing Board committees/representatives

1. Policy Development and Review Committee Representative _____
2. Curriculum Committee Representative _____
3. Facility and Grounds Committee Representative-ADHOC _____
4. Transportation Committee Representative _____
5. Budget and Finance Committee Representative _____
6. Communication Committee Representative _____

I. Appointment of Chairman of Elections: Kim Lawyer, District Clerk

J. Official spokesperson of District: Michele R. Weaver, Superintendent

K. Michele R. Weaver, Superintendent to sign Change Orders and bring to the Board at their next scheduled meeting

L. Re-establish Tutoring/Academic Intervention Services rate at \$29.00 per hour

M. Re-establish the Bus Driver Instructor and Training Rate of \$25.00 per hour SBDI (School Bus Driver Instructor) and/or 19-A Certified Examiner credentials are required.

XIII Board action to move to Regular Board meeting

**BOARD OF EDUCATION
AGENDA
REGULAR MEETING**

- I. Call to Order in the Junior/Senior High School Library Information Center by BOE President
- II. Privilege of the Floor **(During this portion of the meeting the Board of Education may, at its discretion, recognize members of the audience and hear their comments.)**
- III. Board action to approve the Order of the Agenda
- IV. Minutes
Request Board approval of the minutes from a meeting held on June 14, 2017 and June 23, 2017.

Public Hearing: Smart Schools Investment Plan

- V. Public Comments (Limited to those items appearing on the agenda – 10 minutes total allotted for this portion of the agenda)
- VI. Board of Education Workshop/Discussion
- VII. Personnel
 - A. Superintendent recommends appointment of Kim Lawyer to the position of District Clerk for a yearly stipend of \$10,000 effective July 1, 2017 to June 30, 2018.
 - B. Superintendent recommends appointment of the following Summer Programming Staff:

Mallorie Meyer	Office Support	\$14.68 hourly
Beth Smith	Teacher Aide	\$14.68 hourly
 - C. School Business Manager recommends approval of the appointment of the following Summer Bus Drivers and Aides:

Driver Route 1	Lloyd Paddock	Step 9	Effective July 10-August 18, 2017
Driver Route 2	Jaime Carbonetto	Step 3	Effective July 10-August 18, 2017
Driver Route 3	Erica Coons	Step 5	Effective July 5-August 15, 2017
Driver Route 4	Rich Vilegi	Step 9	Effective July 10-August 18, 2017
Aide Route 1	Barb Bender	Step 9	Effective July 10-August 18, 2017

Aide Route 2	Maureen Sniffen	Step 9	Effective July 10-August 18, 2017
Driver Route A SLA	David Cain	Step 1	Effective July 5-August 15, 2017
Driver Route B SLA	Ken Decker	Step 1	Effective July 5-August 15, 2017
Driver Route C SLA	Claudette Wainwright	Step 1	Effective July 5-August 15, 2017

- D. Superintendent recommends approval of the appointment of Joy Jensen as District Data Coordinator for the 2017-18 school year at a rate of \$29/hour.
- E. Superintendent recommends approval of the appointment of Deborah Herodes as Summer Learning Academy Lead Teacher for the 2017-18 school year for a stipend of \$1,000.

VIII. New Business

A. First Reading of Code of Conduct

B. Superintendent recommends approval of a Memorandum of Agreement by and between the Middleburgh Central School District and the Middleburgh Central School Administrators' Association, dated July 11, 2017.

C. BOND RESOLUTION DATED JULY 13, 2017 OF THE BOARD OF EDUCATION OF THE MIDDLEBURGH CENTRAL SCHOOL DISTRICT AUTHORIZING NOT TO EXCEED \$224,644 AGGREGATE PRINCIPAL AMOUNT OF SERIAL GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES AT AN ESTIMATED MAXIMUM COST OF \$224,644, LEVY OF TAX IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUM FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the Middleburgh Central School District, Middleburgh, New York (the "District"), at the annual meeting of such voters duly held on the 16th day of May, 2017, duly approved a proposition authorizing the issuance of serial general obligation bonds in an aggregate principal amount not to exceed \$224,644, to finance the acquisition of two (2) 48-passenger school buses during the 2017-18 school year;

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The District shall purchase two (2) 66-passenger school buses during the 2017-18 school year, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the District at the annual District meeting held on May 16, 2017.

Section 2. In order to finance the class of objects or purposes described herein, the District is hereby authorized to issue its serial general obligation bonds (the "Bonds") in the aggregate principal amount of not to exceed \$224,644 pursuant to the Local Finance Law of New York.

Section 3. The class of objects or purposes to be financed pursuant to this Resolution (the "Purpose") is the purchase of two (2) 48-passenger buses during the 2017-18 school year.

Section 4. It is hereby determined and declared that (a) the maximum cost of the Purpose, as estimated by the Board of Education, is \$224,644, (b) no money has heretofore been authorized to be applied to the payment of the cost of the Purpose, and (c) the District plans to finance the cost of the Purpose entirely

from aid received from the State of New York and funds raised by the issuance of the Bonds and bond anticipation notes hereinafter referred to.

Section 5. It is hereby determined that the Purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of the Purpose is five (5) years.

Section 6. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the sale of the Bonds, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President of the Board of Education, consistent with the provisions of the Local Finance Law.

Section 7. The power to further authorize the issuance of the Bonds and bond anticipation notes and to prescribe the terms, form and contents of the Bonds and bond anticipation notes, including the consolidation with other issues and the use of substantially level debt, subject to the provisions of this Resolution and the Local Finance Law, and to sell and deliver the Bonds and bond anticipation notes, is hereby delegated to the President of the Board of Education. The President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any Bonds and bond anticipation notes issued pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such Bonds and bond anticipation notes the corporate seal of the District.

Section 8. The faith and credit of the District are hereby irrevocably pledged for the payment of the principal of and interest on the Bonds and bond anticipation notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall be levied annually on all taxable real property of the District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 9. This Resolution shall constitute the declaration of the School District's "official intent" to reimburse expenditures authorized by Section 1 with proceeds of the Bonds and notes, as required by United States Treasury Regulation Section 1.150-2.

Section 10. This Resolution shall be published in full by the District Clerk together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the District. The validity of the Bonds or of any bond anticipation notes issued in anticipation of the sale of the Bonds may be contested only if such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or the provisions of law which should be complied with at the date of publication of this Resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 11. This Resolution shall take effect immediately upon its adoption.

IX. Topics for future discussion and/or Board action

XV. Board action to recess/adjourn meeting

(Please note: The Board of Education may deem it necessary to enter Executive Session for further discussions. It is in this instance that the Board will recess the meeting. While an Executive Session of the Board of Education is not open to the public, the members do invite those wishing to observe any actions taken by them following their discussions to wait outside of the room until they reconvene in Regular Session.)

