



# *Newfane Central School District Board of Education*

## **MEETING CALL**

You are hereby notified that the Newfane Central School District's Board of Education will hold a **reorganizational meeting on Tuesday, July 10, 2018, at 7:00 p.m., in Room 129 of the Newfane Early Childhood Center**, in order to administer oaths of offices, vote for officers for the coming 2018-2019 school year, approve annual appointments and designations, and to accept the other proposed orders of business here appended.

### **Reorganizational Meeting Proposed Orders of the Day**

- I. Call to Order
- II. Pledge of Allegiance
- III. Appointment of the District Clerk
- IV. Administration of Oaths – Trustees
- V. Election of Board Officers
- VI. Administration of Oaths – Officers
- VII. Designations
- VIII. Reorganizational Consensus Items
- IX. Adjournment

*Notice is given to approve the Designations and Reorganization Consensus Items of Business, by unanimous consent, without objection.*

- I. CALL TO ORDER (by District Clerk)
- II. PLEDGE OF ALLEGIANCE
- III. A resolution to *appoint the District Clerk, B. Seymour.*

RESOLVE, that Bernadette Seymour, residing in Burt, New York, be and is appointed to an exempt position as District Clerk, effective July 1, 2018, per the conditions of her employment agreement with the District.

- IV. The Administering of Oaths – Trustees.

The District Clerk will administer the oath of office to elected Board Members Anthony Casinelli, Margaux Lingle and Laura Licht

- V. The Election of Board of Education Officers.

The District Clerk will call for nominations for the offices of President and Vice President of the Board of Education and conduct an election for each office.

- A. President of the Board of Education
- B. Vice-President of the Board of Education

- VI. The Administering of Oaths – BOE Officers.

The District Clerk will administer the oath of office to the President and Vice-President of the Board of Education.

The Board President will administer the oath of office to the District Clerk.

*The newly elected Board President will conduct the remainder of the meeting.*

VII. DESIGNATIONS

- A. A resolution to ***approve the Official Bank Depositories and Investment Banking Firms.***

RESOLVE, that the following designations be approved as Official Bank Depositories and Investment Banking Firms: Key Bank, Manufacturers & Traders, Evans Bank and JP Morgan/Chase Bank.

- B. A resolution to ***approve the 2018-2019 Board Meeting Schedule/Official Newspapers.***

RESOLVE, that the Board of Education approve the following meeting schedule and official newspaper for the 2018-2019 school year:

July	10 <sup>th</sup> Re-Org	
August	7 <sup>th</sup>	21 <sup>st</sup>
September	4 <sup>th</sup>	18 <sup>th</sup>
October	2 <sup>nd</sup>	16 <sup>th</sup>
November	6 <sup>th</sup>	20 <sup>th</sup>
December	4 <sup>th</sup>	18 <sup>th</sup>
January		15 <sup>th</sup>
February	5 <sup>th</sup>	19 <sup>th</sup> (tentative)
March	5 <sup>th</sup>	19 <sup>th</sup>
April	2 <sup>nd</sup>	23 <sup>rd</sup> (tentative)
May	7 <sup>th</sup>	21 <sup>st</sup>
June	4 <sup>th</sup>	18 <sup>th</sup>

Meetings will be held in Room 129 of the Newfane Early Childhood Center, unless notice of location change given.

The annual required Public Budget Hearing will be May 7, 2019.

The annual Budget Vote and Election will be held May 21, 2019.

The official newspaper is: Lockport Union Sun & Journal.

VIII. REORGANIZATION CONSENSUS ITEMS

A. APPOINTMENTS

A1. A resolution to *approve appointments – district wide Special Category.*

RESOLVE, to approve the appointment of the following individuals for the 2018-2019 school year:

- a. School Physician: Dr. Harnath Clerk
- b. Potential Impartial Hearing Officers: The certified list promulgated by the Commissioner of Education.
- c. Committee Chairpersons for the Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE):  
Jennifer Bower, Director of Special Education  
Lisa Stack, CSE/CPSE Chairperson  
Dr. Elizabeth Botzer, School Psychologist  
Kim Sorrentino, School Psychologist  
Julie Hinton, Special Education Counselor  
Pamela Bochnewetch, Special Education Teacher
- d. Chapter 504 Grievance Hearing Officer: Jennifer Bower
- e. Records Access Officer: Michael Baumann, Superintendent  
Records Management Officer (Disposition): Bernadette Seymour
- f. Human Rights Officers/Civil Rights Compliance Officers: Jennifer Bower, Thomas Adams.
- g. DASA Coordinators: Daniel Bedette, Danielle Hawkins, Thomas Adams, Jenna Arroyo, Peter Young, Jennifer Bower.
- h. Medicaid Compliance Officer: Jennifer Bower
- i. Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) Privacy Official/Complaint Official: Bart Schuler
- j. Asbestos designee: George Noon
- k. Board Officials:  
Derek Vallese – School District Treasurer  
Bart Schuler – Purchasing Agent, Deputy Treasurer  
Michael Baumann- Deputy Purchasing Agent  
Janet Roger – Tax Collector
- l. Central Treasurers – Extra Classroom Accounts: Derek Vallese and Colette Weyers
- m. Designated Education Official: Michael Baumann, Superintendent
- n. School Pesticide Representative: George Noon
- o. Liaison for Homeless Children and Youth: Peter Young
- p. Designee for determining residency of students: Bart Schuler
- q. Federal Child Nutrition Program: JoAnn Huntington  
Reviewing and/or Verification Official: JoAnne Huntington  
Hearing Official (for appeals): Bart Schuler
- r. Debt Obligation, Tax Exempt Compliance Officer: Bart Schuler
- s. Mentor Coordinator, Peter Young
- t. Faculty Auditor, extra-classroom activities funds; Bart Schuler, elementary and middle schools and Derek Vallese, high school
- u. Check Signatory: Derek Vallese, Bart Schuler

A2. A resolution to ***appoint school attorneys.***

RESOLVE, that the law firms of Hodgson Russ, LLP, William Berard Law, and Harris Beach, PLLC be Appointed as school attorneys; and,  
FURTHER RESOLVE, that the Superintendent of Schools be and is authorized to enter into agreement with other attorneys as needed; and  
FURTHER RESOLVE, that the following individuals shall be authorized to contact school attorneys:  
Board of Education President  
Board of Education Vice-President  
Superintendent of Schools  
Secretary to the Superintendent of Schools  
District Clerk  
School Business Administrator  
Director of Special Education  
\*\*\*Attorney fees shall be based on a per hour rate.

A3. A resolution to ***appoint school district's fiscal advisor.***

RESOLVE, that Fiscal Advisors & Marketing, Inc. be appointed as the District Fiscal Advisor.

A4. A resolution to ***approve a stipend, Speech Pathologist.***

RESOLVE, that the board of education grant Kim Reddinger, speech pathologist, a stipend of \$1,500 for the 2018-2019 school year, for services as a New York State licensed service provider.

A5. A resolution to ***approve a stipend, Occupational Therapist.***

RESOLVE, that the board of education grant Kim Schuler, Occupational Therapist, a stipend of \$1,500 for the 2018-2019 school year, for services as a New York State licensed service provider.

A6. A resolution to ***appoint the Director of Health and Physical Education, D. Ames.***

RESOLVE, that Douglas Ames be appointed as the Director of Health and Physical Education for the 2018-2019 school year.

B. A resolution to ***assure bonding of personnel.***

RESOLVE, that the School Business Administrator be and is directed to assure that each employee be bonded for in excess of \$100,000 and that the Treasurer, Internal Claims Auditor, Tax Collector, School Business Administrator, and Superintendent be bonded for an additional \$1,000,000 (provided in the District's Insurance package).

C. A resolution to *approve authorizations*.

RESOLVE, that the Board of Education authorize the following:

1. Superintendent to certify payrolls.
2. Superintendent, or his designee, be authorized to approve field trips, in-service credits, professional development and graduate hours, leave days, leaves of absence, estimated expenses, district representation, and attendance at meetings, conferences, or conventions pursuant to Board of Education policy. Also members of the Board of Education are authorized to attend local, state, and national meetings as provided within budgetary allocation, upon approval of the Board of Education.
3. Superintendent to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent of Schools shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution.
4. School Business Administrator to advertise for any items that require bidding.
5. Petty Cash Funds

Business Office	Derek Vallese	\$75.00
District Office	Shannon Emborsky	\$100.00
Central Services	Connie Heselberger	\$75.00
Middle School	Kirsten Wright	\$75.00
Newfane Elementary	Tracy Kaiser	\$100.00
Newfane Early Childhood Ctr.	Gretchen Harrington	\$75.00
High School	Colette Weyers	\$100.00
Food Service	JoAnn Huntington	\$75.00
6. Authorized Signature on Checks and Wire Transfers: Derek Vallese as Treasurer, Bart Schuler as Deputy Treasurer.
7. The Superintendent to approve temporary changes in special education placements in such special, extenuating circumstances when placement is necessary prior to a regularly scheduled Board of Education meeting.

D. A resolution for *authorization to Borrow Money*.

RESOLVE, that the Board of Education adopt the following resolution delegating the Board of Education's power to authorize the issuance of revenue anticipation notes of the District: The Board of Education of the Newfane Central School District, in the County of Niagara, New York, hereby resolves (by the favorable vote of not less than a majority of all the members of said Board of Education) as follows:

Section 1. In order to facilitate the issuance from time to time of revenue anticipation notes (the "Notes") to meet periodic cash-flow needs, the Board of Education of the Newfane Central School District, in the County of Niagara, New York, hereby delegates its power to authorize the issuance of revenue anticipation notes to the President of the Board of Education, the chief fiscal officer of the District, pursuant to Section 30.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law").

Section 2. All Notes so authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on

the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 3. Subject to the provisions of this resolution and the Law, and pursuant to Section 50.00 and Sections 56.00 to 61.00 of the Law, inclusive, the powers to sell and issue such Notes, including any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto (and any other necessary related documents), are hereby further delegated to the President of the Board of Education.

Section 4. All of such Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 5. The powers hereby delegated shall be exercised by the President of the Board of Education until such time as the Board of Education, by resolution, shall elect to resume the same.

Section 6. This resolution shall take effect immediately.

- E. A resolution to ***re-adopt all board policies, By-laws, and code of ethics.***

RESOLVE, that the Board of Education adopt, for the 2018-2019 school year, all Board Policies, By-Laws, and Code of Ethics that were in effect during the 2017-2018 school year.

- F. A resolution to ***establish the mileage reimbursement rate.***

*Clerk comment: The rate is currently 54.5 cents per mile. Traditionally this will change January 1<sup>st</sup>.*

RESOLVE, that the Board of Education establish the mileage reimbursement rate for the 2018-2019 school year based upon the IRS standard mileage rate.

- G. A resolution to ***authorize signature for child nutrition program.***

RESOLVE, that the Superintendent of Schools, or his designee, be and is authorized to act as the District's agent with regard to the Newfane Central School District's participation in the National School Lunch/Special Milk Programs and to enter into contracts and agreements for participation on behalf of the District.

H. A resolution *for designation of building administration, relating to suspension of students.*

*Clerk Comment: Education Law Section 3214 pertains to suspension of students. This motion permits the following administrators to suspend students if necessary.*

RESOLVE, that the Board of Education hereby designates the following building administrators, based upon their current job assignments, as “principals” for the purposes of Education Law Section 3214 for the 2018-2019 school year: Michael Baumann, Daniel Bedette, Danielle Hawkins, Thomas Adams, Jenna Arroyo, Bart Schuler, Jennifer Bower, and Peter Young.

I. A resolution to *authorize pay rates.*

RESOLVE, that the Superintendent shall be authorized to employ the following personnel, as necessary, with compensation according to the following schedule:

**Uncertified** Substitute Teachers:

Per Diem \$90.00/day

**Certified** Substitute Teachers:

Per Diem (Less than 10 continuous days in same assignment) \$110.00/day

Long Term (if assignment is determined to be more than 10 days) \$120.00/day

Substitute Operations & Maintenance \$12.00/hr

Substitute Typist \$12.00/hr

Scheduled 10 or more days in same assignment Step 1 of CSEA CBA

Substitute Instructional Associate \$12.00/hr

Substitute Food Service Helper \$11.00/hr

Substitute School Monitor \$12.00/hr

Substitute Registered Nurse \$22.00/hr

Substitute School Health Care Aide (LPN) \$21.00/hr

Lifeguards

Chief Lifeguard \$15.75/hr

Lifeguard w/WSI \$13.50/hr

Instructional Lifeguard \$12.75/hr

CPR/AED Instruction \$20.00/hr

Lifeguard – Nancy Phillips \$19.00/hr

Fitness Room Supervisors \$16.00/hr

J. A resolution to *authorize letters of reasonable assurance.*

RESOLVE, that the Superintendent of Schools or his designee be and is authorized to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to Newfane School District staff whom the District intends to be employed during the subsequent school year.



- K. A resolution *authorizing terminations*.

RESOLVE, that the Superintendent of Schools be and is authorized to conduct termination hearings as required by law or collective bargaining agreement and is authorized to terminate persons from employment subject to the final approval of the Board of Education.

- L. A resolution *regarding the District Health Care Plan*.

RESOLVE, that the Superintendent of Schools or his designee be and is authorized to vote and otherwise act on behalf of the Newfane Central School District with respect to all business pertaining to the Orleans/Niagara School Health Plan, and that the Superintendent of Schools shall have the standing authority to delegate such responsibility to the Business Administrator.

- M. A resolution *regarding authorization of fund transfers*.

RESOLVE, that the Superintendent of Schools be and is authorized to transfer funds between accounts as necessary to the operation of the District in amounts up to \$5,000; and further that any amounts exceeding \$5,000 will require Board approval.

- N. A resolution to *adopt the non-discrimination statement*.

RESOLVE, that the Board of Education hereby adopts the following non-discrimination statement and directs that it be published to staff, students, and others as appropriate: The Newfane Central School District does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), unless based upon a bona fide occupational qualification or otherwise provided for by law. Any person wishing to obtain information about the District's procedures for grieving alleged civil rights violations may obtain information by contacting Jennifer Bower, a Civil Rights Compliance Officer.

- O. A resolution to *authorize BOCES bidding*.

WHEREAS, it is the plan of a number of public school districts in Western New York, to bid jointly various commodities and services including but not limited to: art supplies; general office and school supplies; medical supplies; physical education and athletic supplies; custodial supplies; toner cartridges; fuel oil and gasoline; natural gas; electricity; trash/recycling; fire extinguisher and fire systems inspections; back flow prevention; and emergency generator inspection and preventative maintenance service.

WHEREAS, the Newfane Central School District wishes to participate in the cooperative bidding program through Orleans/Niagara BOCES, and other BOCES as permitted by law, that will be drafting specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the BOCES Board of Education and making a recommendation thereon; therefore,

BE IT RESOLVED that the Newfane Central School District Board of Education authorizes the above mentioned program to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and  
 BE IT FURTHER RESOLVED that the Newfane Central School District Board of Education agrees to assume its equitable share of the cost of the cooperative bidding; and  
 BE IT FURTHER RESOLVED that the Newfane Central School District Board of Education agrees (1) to abide by majority decision of the participating district on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the group; (3) that after award of the contract(s), it will conduct all negotiations directly with the successful bidder(s).

- P. A resolution for *authorization to execute Orleans-Niagara BOCES and Erie1 BOCES service agreements.*

RESOLVE, that the Superintendent of Schools be and is authorized to execute service agreements with the Orleans-Niagara BOCES and ERIE1 BOCES for services that may from time to time be required.

- Q. A resolution to *adopt the fee schedule.*

RESOLVE, that the Board of Education adopt the following fee schedule for the use of District facilities for persons or organizations using the District facilities:

**Fees for Use of Facilities:**

Classroom	\$15.00 per half day/\$30.00 per day
Cafeteria	\$15.00 per half day/\$30.00 per day
(SH/MS) (Any kitchen must have café employee on site)	
Gyms	\$100.00 per hour
Baseball/Softball Field	\$30.00 per event
Soccer Field	\$30.00 per event
Football Field	\$100.00 per event
Pool	\$15.00 per hour (mandatory) *
Auditorium/Stage (Full use)	\$30.00 per hour
Auditorium (House only)	\$15.00 per hour

Fees may be waived for community or non-for profit groups.

\* Residents are required to execute a waiver form or provide for insurance coverage as well as hire a sufficient number of school-approved lifeguards, as determined by the Aquatic Director.

**Personnel Fees:**

Pool	
Chief Lifeguard	\$19.46/hr
Each add'l Instruct. Lifeguard	\$15.75/hr
Custodian	\$22.54/hr
Custodian OT	\$33.80/hr
Grounds person	\$28.89/hr
Grounds person OT	\$43.34/hr
Laborer	\$19.97/hr
Laborer OT	\$29.95/hr

- R. A resolution to *adopt tuition rates*.

RESOLVE, the Board of Education adopt the following tuition rates for the 2018-2019 school year:

General Education

K-6 \$4,830

7-12 \$7,962

Special Education

K-6 \$17,841

7-12 \$20,793

- S. A resolution to *authorize an insurance contract- comprehensive coverage*.

RESOLVE, that Utica Mutual Insurance Company, Utica, NY, through The Evans Agency, Inc., Angola, NY, is authorized to provide the Newfane Central School District's comprehensive insurance coverage which includes, but is not limited to property, general, auto, and excess coverage for the period of July 1, 2018 to June 30, 2019.

- T. A resolution to *authorize overnight travel*.

RESOLVE, that the Superintendent of Schools is permitted to authorize students and their respective coaches/advisors to travel overnight, if needed, to engage in sectional and state competitions; and further such expenditures are designated to the dollar amount permitted by Board policy.

- U. A resolution to *authorize a use of facilities agreement – American Red Cross shelter agreement*.

RESOLVE, that the President of the Board of Education be and is authorized to execute an agreement with the American Red Cross concerning the use of district facilities as mass care shelters.

- V. A resolution to *authorize arbitration payments*.

RESOLVE, that the Superintendent of Schools or his designee be and is authorized to approve payments for and related to matters of arbitration, not to exceed \$10,000.00.

- W. A resolution to *designate authorized agents, hold harmless agreements*.

RESOLVE, that the Board of Education designates the following as agents for the district in regards to hold harmless agreements for the use of facilities:

Michael Baumann Superintendent

Bart Schuler Business Administrator

George Noon Director of School Facilities and Operations

- X. A resolution to *authorize interim appointments, staff.*

RESOLVE, that the Superintendent of Schools or his designee be and is authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation per appointment. Such interim appointments shall be considered temporary in nature.

- Y. A resolution to *approve established standard work day, additional titles.*

RESOLVE, upon the recommendation of the Superintendent of Schools, that the Board of Education hereby establishes the following standard work days for appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of the body.

Title/Name	Standard work day	Term begins/ends	Participates in employer's time keeping system	Days/Month (based on record of activities)
Treasurer				
Derek Vallese	7.5 hrs	7/1/18-6/30/19	Y	n/a
Claim auditor				
Mary Ann Neff	2.0 hrs	7/1/18-6/30/19	Y	n/a
Tax collector				
Janet Roger	7.5 hrs	7/1/18-6/30/19	Y	n/a
District clerk				
Bernadette Seymour	6.0 hrs	7/1/18-6/30/19	Y	n/a

- Z. A resolution to *approve compensation for Impartial Hearing Officers.*

RESOLVE, that the Board of Education of the Newfane Central School District, upon recommendation of the Superintendent of Schools, shall compensate Impartial Hearing Officers who have been certified by the Commissioner of Education of the State of New York to serve as Impartial Hearing Officers in accordance with Education Law Section 4404(1) and 8 N.Y.C.R.R. Section 200.1(x), at the following rates for services and expenses:

1. Certified Impartial Hearing Officers shall be compensated at the rate of one hundred dollars (\$100) per hour for time spent in pre-hearing, hearing, and post-hearing activities of researching and writing a decision. The District does not and will not pay for hearing dates which are adjourned or cancelled, regardless of the reason, when the adjournment or cancellation is on two or more business day's notice.
2. Certified Impartial Hearing Officers will be reimbursed for reasonable and customary office expenses of photocopying, postage and facsimiles incurred and for travel time to and from the hearing at the rate of forty dollars (\$40) per hour.
3. Automobile travel shall be reimbursed at the then-current per mile rate which is established from time-to-time for travel by District employees and representatives.

4. Airline or train travel shall be reimbursed at the actual reasonable costs incurred by the Impartial Hearing Officer.
5. The District will reimburse Impartial Hearing Officers for the cost of their lodging up to eighty dollars (\$80) per night with receipt submitted or fifty-five dollars (\$55) per night without receipt submitted for hearing dates that fall on consecutive days.

IX. Meeting adjournment

MOVE, that the Board of Education adjourn the meeting.

**END OF REORGANIZATION MEETING**