

MINUTES OF THE REORGANIZATION AND REGULAR MEETING
OF THE BOARD OF EDUCATION
Royalton-Hartland Central School District
Middleport, New York

July 9, 2015

A reorganization and regular meeting of the Royalton-Hartland Board of Education was held on the above date at the high school.

Prior to the meeting a public hearing was held on the acceptable use of technology, internet content filtering and data privacy.

The meeting was called to order at 7:00 p.m.

CALL TO ORDER

Present: Keith Bond
Daniel Bragg
Carrie Choate
Sara Fry
Kenneth Koch
Chad Owen
Jeffrey Waters

Also Present: Roger Klatt, Ed.D., Superintendent of Schools

The Board and audience stood for the Pledge of Allegiance

The Oath of Office was administrated to newly elected Board Members Carrie Choate and Chad Owen.

ELECTION OF OFFICERS

Mr. Bond nominated Dan Bragg for President. There were no other nominations. Dan Bragg was elected President of the Board of Education and took the Oath of Office.

Mr. Bond nominated Mr. Koch for Vice President. Mr. Koch nominated Mr. Bond for Vice President. There were no further nominations. Voting for Mr. Bond – Mr. Koch. Voting for Mr. Koch – Mr. Bond, Mrs. Fry, Mrs. Choate and Mr. Waters. Mr. Koch was elected as Vice President of the Board of Education and took the Oath of Office.

APPOINTMENTS

Mr. Bond moved, seconded by Mr. Waters to approve the following appointments:

Marjorie Masters is appointed as District Clerk for the 2015-2016 school year at a stipend of \$4,799.

The Superintendent of Schools and the Business Administrator is appointed to serve as District Clerk Pro-Tem in the absence of the District Clerk for the 2015-2016 school year.

Carol Boardway is appointed as District Treasurer for the 2015-2016 school year.

Kelly Griffith is appointed as Deputy Treasurer for the 2015-2016 school year.

Kelly Griffith is appointed as Tax Collector of the school district for the 2015-2016 school year at a stipend of \$2,850.

Beth Nichter is appointed as Central Treasurer of the Extra-Classroom Activity Funds for the 2015-2016 school year at a stipend of \$2,200.

Sandy Kress is appointed as Claims Auditor for the 2015-2016 school year at a stipend of \$6,000.

Sandy Kress is appointed as Faculty Auditor of the Extra-Classroom Activity Funds for the 2015-2016 school year.

Chief Faculty Counselors of the Extra-Classroom Activity Funds for the 2015-2016 school year: High School – High School Principal; Middle School - Middle School Principal; Elementary School – Elementary School Principal

Lumsden & McCormick, LLP is appointed to conduct the district's annual external audit for the 2015-2016 school year (fiscal year ending June 30, 2016).

Kelly Griffith is appointed as Purchasing Agent for the 2015-2016 school year, and she is authorized to purchase, procure, store and distribute all supplies and equipment for which appropriations have been made with due regard for existing law, economy and efficiency and the needs of the school district, and she is also authorized to execute in the name of the Board of Education any and all documents, contracts, orders or other instruments necessary to carry out the intent of this resolution.

Motion carried.

Mr. Waters moved, seconded by Mrs. Fry to approve the following appointments:

Marjorie Masters is appointed as Records Access/Management Officer for the 2015-2016 school year.

Osborn, Reed & Burke, LLP; Harris Beach PLLC; Ferrara Fiorenza PC; Hodgson Russ, LLP; Orrick, Herrington & Sutcliff, LLP and Orleans/Niagara BOCES is appointed as legal counsel for the 2015-2016 school year.

The High School Principal, the Middle School Principal and the Elementary School Principal are appointed as Attendance Officers for their respective buildings for the 2015-2016 school year.

The Business Administrator is appointed as representative to the Board of Directors for the Genesee Area Healthcare Plan for the 2015-2016 school year.

The Director of Facilities and Operations is appointed as the Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) Designee for the 2015-2016 school year.

The Director of Facilities and Operations as Integrated Pest Management (IPM) Coordinator for the 2015-2016 school year.

The Superintendent of Schools and/or the Assistant Superintendent are appointed as Title IX/Section 504/ADA/Civil Rights Compliance Officer for the 2015-2016 school year.

The following are appointed as Dignity Act Coordinators for the 2015-2016 school year: High School – Gary Bell; Middle School – John Fisgus; Elementary School – Donna VanSlyke; District-wide – Sheila Murphy.

Sheila Murphy is appointed as Liaison for Homeless Children and Youth for the 2015-2016 school year.

Motion carried.

AUTHORIZATIONS

Mr. Koch moved, seconded by Mr. Waters to approve the following authorizations:

The School District Treasurer (or in the Treasurer's absence, the Deputy Treasurer) is authorized to open and keep an account of deposit with the official depositories to be named by this Board of Education in the name of and for the use of the Royalton-Hartland Central School District, Niagara County, Middleport, New York, and the purpose to execute any depositories' signature cards, deposit agreements and other documents requested by said depositories, to deposit with them all monies, drafts, checks, acceptances and other evidences of indebtedness which may now or hereinafter come into the Treasurer's possession, and the said depositories are hereby authorized to make payment from funds of the Royalton-Hartland Central School District on deposit with them, upon and according to the check draft, note, or other acceptances of this district, signed by the Officers of the School District as designated by the Board of Education.

The District Treasurer, School Business Administrator, Deputy Treasurer and Superintendent of Schools are authorized to sign all checks of the school district for the 2015-2016 school year, either manually or electronically.

The District Treasurer, School Business Administrator, Deputy Treasurer, and Superintendent of Schools are the officials authorized to make bank transfers of school district monies for the 2015-2016 school year.

The Superintendent of Schools is the official authorized to make investments of school district monies for the 2015-2016 school year.

The Superintendent of Schools, Business Administrator, District Treasurer, Deputy Treasurer, District Clerk, Central Treasurer and Tax Collector are authorized to be bonded for the 2015-2016 school year.

The establishment of petty cash funds for the 2015-2016 school year is authorized as follows:

<u>Amount and Location</u>	<u>Custodian</u>
\$100 District Office	District Clerk
\$50 High School Office	High School Principal
\$50 Middle School Office	Middle School Principal
\$50 Elementary School Office	Elementary School Principal

The Superintendent of Schools is authorized to approve Budget Transfers in accordance with Section 170.2 of the Commissioner's Regulations for the 2015-2016 school year.

The Superintendent of Schools, or in his absence, the Business Administrator, is authorized to certify payrolls of the school district for the 2015-2016 school year.

Motion carried.

Mr. Waters moved, seconded by Mr. Bond to approve the following authorizations:

The Superintendent of Schools is authorized to approve the use of school facilities by outside organizations for the 2015-2016 school year.

The Superintendent of Schools is authorized to approve faculty and staff conference requests and the President of the Board is authorized to approve all Board Member conference requests in accordance with budget appropriations for the 2015-2016 school year.

Motion carried.

Mr. Waters moved, seconded by Mr. Bond to approve the following resolution:

WHEREAS, it is the plan of a number of public school districts in Western New York to bid jointly: art supplies; general office and school supplies; medical supplies; physical education and athletic supplies; chlorine and swimming pool supplies; custodial supplies; toner cartridges; fuel oil and gasoline; trash/recycling; fire extinguisher and fire systems inspections; backflow prevention and emergency generator inspection and preventive maintenance service; and other commodity groupings as they become available, and

WHEREAS, the Royalton-Hartland Central School District wishes to participate in the cooperative bidding program through Orleans/Niagara BOCES, Erie II BOCES, Erie 1 BOCES, and other New York State BOCES that will be drafting specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education and making a recommendation thereon; therefore,

BE IT RESOLVED, that the Royalton-Hartland Central School District Board of Education authorizes the above-mentioned program(s) to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned goods and services; and,

BE IT FURTHER RESOLVED, that the Royalton-Hartland 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 contract(s), it will conduct all negotiations directly with the successful bidder(s).

Motion carried.

Mr. Waters moved, seconded by Mr. Bond to approve the following authorizations:

The Superintendent of Schools, or his designee(s), is authorized to apply for State and Federal Grants in Aid for the 2015-2016 school year.

The Superintendent of Schools is authorized to send letters of reasonable assurance of continuing employment to teachers, substitute teachers, non-instructional staff, substitute non-instructional staff whom the District intends to employ during the 2016-2017 school year for the purpose of complying with the Unemployment Insurance Amendments of 1976.

Motion carried.

Mr. Bond moved, seconded by Mr. Owen to approve the following designations:

Official depositories of the Royalton-Hartland Central School District for the fiscal year 2015-2016:

BANK NAME	MAXIMUM DEPOSIT AMOUNT (per GML Section 10(2))
Key Bank:	\$ 5,000,000
Bank of Castile:	\$10,000,000

Fiscal Advisors, Inc., is designated as Municipal Bond Consultant for the 2015-2016 school year at a fee to be agreed upon for each bond/note issue.

The Superintendent of Schools is designated as the educational official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings for the 2015-2016 school year.

The Lockport Union-Sun & Journal and the Buffalo News are designated as the official newspapers of the school district for the 2015-2016 school year.

The Board President is designated to appoint Impartial Hearing Officers on behalf of the Board in accordance with Board Policy #7670 during the 2015-2016 school year.

Motion carried.

Mr. Bond moved, seconded by Mr. Waters to approve the following:

The mileage reimbursement rate for the 2015-2016 school year will be established at the current IRS rate.

The rate of pay for substitutes for the 2015-2016 school year be established as follows:

Certified Teachers	\$85.00/day
Non-Certified Teachers	\$60.00/day
Clerical	minimum wage
Sub Cleaners	minimum wage
Aides/Monitors	minimum wage
RN	\$20.00/hour

Motion carried.

The Board reviewed the following policies:

#5220 District Investments

#5410 Purchasing: Competitive Bidding and Offering

The Board readopted all Board Policies for the 2015-2016 school year.

BOARD ITEMS

Mr. Bond moved, seconded by Mr. Koch, that the meetings of the Board of Education to be held at 7:00 p.m. during the 2015-2016 school year will generally be the third Thursday of the month and the actual dates be established as follows:

August 20, September 17, October 15, November 10, December 17, January 21, February 25, March 17, April 21, May 26 and June 16.

Motion carried.

Mr. Koch moved, seconded by Mr. Bond, the Patricia Riegle is appointed as the liaison to the Wilmot Fund for the 2015-2016 school year.

5 yes/2 no – Fry and Waters

Motion carried.

Mr. Waters moved, seconded by Mr. Bond, that Sara Fry is appointed as Delegate to the New York State School Boards Association's (NYSSBA) Annual Convention and Ken Koch is appointed as alternate for the 2015-2016 school year.

Motion carried.

Mr. Owen moved, seconded by Mr. Koch, that Jeff Waters is appointed as representative to the Rural Schools Association for the 2016-2017 school year.

Motion carried.

Mr. Bond moved, seconded by Mrs. Fry, that Ken Koch is appointed as representative to the Niagara Orleans School Board Association for the 2015-2016 school year.

Motion carried.

Mr. Waters moved, seconded by Mr. Bond, to approve the following resolution:

RESOLVED, that the following resolution providing for defense and indemnification of members of the Board of Education, Superintendent of Schools and Administrators of the Royalton-Hartland Central School District in civil actions or proceedings arising out of any alleged act or omission which occurred or allegedly occurred while acting within the scope of his/her duties is approved:

WHEREAS members of the Board of Education, district supervisory personnel, superintendent and administrators are or may be subject to civil actions or proceedings in their individual capacity on account of acts performed within the scope of their duties; and

WHEREAS to provide for shifting the cost of the defense and indemnification of such civil actions or proceedings from the school board member, superintendent or administrator to the district in general it is resolved as follows pursuant to Public Officers Law §18:

The Royalton-Hartland Central School District shall, upon compliance by the school board member, superintendent or administrator with the provisions hereof, provide for the defense of the board member, superintendent or administrator in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the board member, superintendent or administrator was acting within the scope of his/her duties. This duty to provide for a defense shall not arise where such civil action or proceeding is brought by or at the behest of the school district.

The board member, superintendent or administrator shall be entitled to be represented by private counsel of choice in any civil action or proceeding whenever the chief legal officer or other counsel designated by the school district determines that a conflict of interest, or otherwise by a special proceeding, determines that a conflict of interest exists and that the board member, superintendent or administrator are entitled to be represented by counsel of his/her choice.

Any dispute with respect to representation of multiple employees or the amount of litigation expenses or the reasonableness of attorney's fees shall be resolved by the court upon motion or by way of special proceedings.

The school district shall indemnify and save harmless the school board members, superintendent and administrator in the amount of any judgment obtained in state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or claim arose occurred while the board member, superintendent or administrator was acting within the scope of his/her duties; provided further that in the case of any settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of settlement by the school district.

The duty to indemnify and save harmless prescribed by this resolution shall not arise where the injury or damage resulted from intentional wrong doing or recklessness on the part of the board member, superintendent or administrator.

The duty to indemnify and save harmless does not include punitive or exemplary damages, fines, penalties, or money recovered from an employee pursuant to §51 of the General Municipal

Law; provided, however, that the school district shall indemnify and save harmless the board member, superintendent or administrator in the amount of costs, attorney's fees, damages, fines or penalties which may be imposed by reason of adjudication that said board member or employee, acting within the scope of his/her employment or duties, has violated a prior order, judgment, consent decree or stipulation of settlement entered in any court of this state or of the United States.

The duty to defend or indemnify and save harmless shall be conditioned upon delivery by the board member, superintendent or administrator to the chief school officer of a written request to provide for his/her defense together with the original or copy of the summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document, and the full cooperation of the board member, superintendent or administrator in the defense of such action or proceeding and in the defense of any action against the school district is based upon the same act or omission and in the prosecution of any appeal.

The chief school officer is hereby authorized and empowered to purchase insurance against liability imposed by the provisions of this resolution, subject to approval of the Board of Education. Benefits accorded hereunder supplement benefits conferred by any other provisions of law or rule.

Except as hereinabove stated, the provision of §18 of the Public Officers Law shall govern the defense, indemnification and save harmless provisions applicable to board members, the superintendent and administrators of the Royalton-Hartland Central School District.
Motion carried.

Mr. Bond moved, seconded by Mrs. Fry to go into an executive session to discuss the collective bargaining agreements on the agenda for approval and the employment history of an employee.
Motion carried.

The Board went into executive session at 7:40 p.m.

Mrs. Fry moved, seconded by Mr. Koch, to end the executive session and return to open session.
Motion carried.

The Board returned to open session at 7:50 p.m.

Mr. Waters moved, seconded by Mr. Koch that the following members are appointed to the Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE) for the 2015-2016 school year:

CSE Chairperson	Douglas King
CPSE Chairperson	Douglas King
Substitute CSE/CPSE Chairperson	Annette Smith
	Therese Lawson
School Psychologists	Annette Smith
	Therese Lawson
School Physician (if requested to attend)	Christopher Beney, MD
School Nurses	Sabrina Pearce
	Teresa Bobzien
	Rebecca Mahar

Special Education Teacher
General Education Teacher
Related Service Providers
County Representative
Parent Representatives

Case Specific for CSE/CPSE
Case Specific for CSE/CPSE
Case Specific for CSE/CPSE
CPSE Only
Pam Coons and Cammy DiMayo

Motion carried.

Mr. Bond moved, seconded by Mr. Waters that the Board of Education hereby ratifies and approves funds to implement the tentative agreement, dated June 19, 2015, between the District and the Classified Employees Association of CSEA, Inc., for a collective bargaining agreement with a term of July 1, 2015 through June 30, 2018.

Motion carried.

Mr. Waters moved, seconded by Mrs. Fry that the Board of Education hereby ratifies and approves funds to implement the tentative agreement, dated June 26, 2015, between the District and the Educational Secretaries Unit of CSEA, Inc., for a collective bargaining agreement with a term of July 1, 2015 through June 30, 2018.

Motion carried.

Mr. Koch moved, seconded by Mr. Waters that the Board of Education hereby ratifies and approves funds to implement the tentative agreement, dated June 26, 2015, between the District and the Royalton-Hartland Administrators Association, for a collective bargaining agreement with a term of July 1, 2015 through June 30, 2018.

Motion carried.

Mrs. Fry moved, seconded by Mr. Bond that John Grzymala is appointed to the position of Athletic Director for the 2015-2016 school year. Stipend of \$3,960 is based on 10% of Step 3 of the current RHTA Contract.

Motion carried.

Mrs. Fry moved, seconded by Mr. Owen that Michelle Jennings is appointed as an unpaid assistant coach for girls varsity soccer for the 2015 fall sports season.

Motion carried.

PRESENTATION

John Grzymala, Athletic Director, gave an overview of the new standard issued by the SED called the Athletic Placement Process (APP) for interschool athletic programs.

POLICY

By unanimous vote, the Board waived a second and third reading and completed the adoption of the following policies at its first reading: #7420 Sports and the Athletic Program

BOARD ITEMS

The Board members were given a list of the district's committees and were asked to note which committee(s) they would like to on.

Mr. Bragg asked the Board to bring a few ideas for the 2015-2016 school year to the meeting on August 20.

PUBLIC FORUM

No comments.

ADJOURNMENT

Mrs. Fry moved, seconded by Mr. Koch that the meeting adjourns.

Motion carried.

The meeting adjourned at 8:10 p.m.

Marjorie Masters
District Clerk