

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

July 13, 2017

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

The meeting was called to order at 6:00 p.m.

CALL TO ORDER

Present: Carol Blumrick
Tom Brigham
Carrie Choate
Sara Fry
Chad Owen
Jeffrey Waters
Jason Wilhelm

Also Present: Roger Klatt, Ed.D., Superintendent of Schools, Sheila Murphy, Assistant Superintendent, Daniel Grant, Business Administrator

The Board and audience stood for the Pledge of Allegiance

The Oath of Office was administrated to newly elected Board Members Carol Blumrick and Tom Brigham, Jr. and re-elected Board Member Jeffrey Waters.

ELECTION OF OFFICERS

Mrs. Choate nominated Mrs. Fry for Board President. Mr. Owen seconded the nomination. Mrs. Fry accepted the nomination. There were no other nominations.

Mrs. Fry took the Oath of Office.

Mr. Owen nominated Mr. Waters for Vice President. Mrs. Choate seconded the nomination. Mr. Waters accepted the nomination. There were no other nominations

Mr. Waters took the Oath of Office.

APPOINTMENTS

Mr. Waters moved, seconded by Mr. Owen to approve the following appointments for the 2017-2018 school year:

Marjorie Masters as District Clerk at a stipend of \$5,198.

The Superintendent of Schools and the Assistant Superintendent to serve as District Clerk Pro-Tem in the absence of the District Clerk.

Carol Boardway as District Treasurer.

Daniel Grant as Deputy Treasurer.

Kathy Polka as Tax Collector of the school district at a stipend of \$3,500.

Beth Nichter as Central Treasurer of the Extra-Classroom Activity Funds at a stipend of \$2,450.

Sandy Kress as Claims Auditor at a stipend of \$6,000.

Sandy Kress as Faculty Auditor of the Extra-Classroom Activity Funds.

Chief Faculty Counselors of the Extra-Classroom Activity Funds: High School – High School Principal; Middle School – Middle School Principal; Elementary School – Elementary School Principal

Lumsden & McCormick, LLP as external auditor.

Marjorie Masters as Records Access/Management Officer.

Osborn, Reed & Burke, LLP; Harris Beach PLLC; Ferrara Fiorenza PC; Hodgson Russ, LLP; Orrick, Herrington & Sutcliff, LLP and Orleans/Niagara BOCES as legal counsel.

C. Jay Ellie, Jr., MD (WorkFit Medical, LLC), is appointed as the school physician

Labella Associates, D.P.C. as architect.

The High School Principal, the Middle School Principal and the Elementary School Principal are appointed as Attendance Officers for their respective buildings.

The Business Administrator as representative to the Board of Directors for the Genesee Area Healthcare Plan.

The Director of Facilities and Operations as the Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) Designee.

The Director of Facilities and Operations as Integrated Pest Management (IPM) Coordinator.

Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE):

CSE Chairperson

CPSE Chairperson

Substitute CSE/CPSE Chairperson

Douglas King

Douglas King

Annette Smith

Therese Lawson

School Psychologists	Annette Smith
	Therese Lawson
School Physician (if requested to attend)	C. Jay Ellie, Jr., MD
School Nurses	Tammy Bentley
	Teresa Bobzien
	Nicole Zglinicki
Special Education Teacher	Case Specific for CSE/CPSE
General Education Teacher	Case Specific for CSE/CPSE
Related Service Providers	Case Specific for CSE/CPSE
County Representative	CPSE Only
Parent Representatives	Pam Coons and Cammy DiMayo

The Superintendent of Schools and/or the Assistant Superintendent as Title IX/Section 504/ADA/Civil Rights Compliance Officer.

Dignity Act Coordinators: High School – Gary Bell; Middle School – John Fisgus; Elementary School – Donna VanSlyke; District-wide – Sheila Murphy.

Sheila Murphy as Liaison for Homeless Children and Youth.

Motion carried.

AUTHORIZATIONS

Mrs. Choate moved, seconded by Mr. Owen to approve the following authorizations for the 2017-2018 school year:

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 to sign all checks of the school district, either manually or electronically.

The District Treasurer, School Business Administrator, Deputy Treasurer and Superintendent of Schools as the officials to make bank transfers of school district monies.

The Superintendent of Schools, District Treasurer, Deputy Treasurer and Business Administrator as the officials to make investments of school district monies.

The Superintendent of Schools, Business Administrator, District Treasurer, Deputy Treasurer, District Clerk, Central Treasurer and Tax Collector to be bonded.

The establishment of petty cash funds 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 to approve Budget Transfers in accordance with Section 170.2 of the Commissioner's Regulations.

The Superintendent of Schools, or in his absence, the Business Administrator, to certify payrolls of the school district.

The Superintendent of Schools to approve the use of school facilities by outside organizations.

The Superintendent of Schools to approve faculty and staff conference requests.

The Board authorized participation in cooperative bidding programs as follow:

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).

The Superintendent of Schools, or his designee(s), to apply for State and Federal Grants in Aid.

The Superintendent of Schools 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 2018-2019 school year for the purpose of complying with the Unemployment Insurance Amendments of 1976.

The Superintendent of Schools, Business Administrator, or their designees, to use the District credit card.

The Superintendent of Schools to require any district employee to submit to a medical examination by a school medical inspector in order to determine the physical or mental capacity of such person to perform his or her duties.

Motion carried.

Mr. Wilhelm moved, seconded by Mr. Owen to approve the following designations for the 2017-201 school year:

Official depositories of the Royalton-Hartland Central School District:

BANK NAME	MAXIMUM DEPOSIT AMOUNT (per GML Section 10(2))
Bank of Castile:	\$15,000,000

The firm of Bernard P. Donegan, Inc. as Financial Consultant.

The Superintendent of Schools as the educational official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

The Lockport Union-Sun & Journal and the Buffalo News and Business First as the official newspapers of the school district.

The Board President to appoint Impartial Hearing Officers on behalf of the Board in accordance with Board Policy #7670.

Motion carried.

Mr. Owen moved, seconded by Mrs. Choate to approve the following miscellaneous items for the 2017-2018 school year:

The mileage reimbursement rate will be established at the current IRS rate.

The rate of pay for substitutes be established as follows:

Certified Teachers	\$90.00/day
Non-Certified Teachers	\$85.00/day

Clerical	minimum wage
Sub Cleaners	minimum wage
Aides/Monitors	minimum wage
RN	\$20.00/hour

To readopt all Board Policies

BOARD ITEMS

Mr. Wilhelm moved, seconded by Mr. Waters, that the meetings of the Board of Education to be held at 7:00 p.m. during the 2017-2018 school year be established as follows:

August 17	January 18	May 3 (Budget Hearing)
September 21	February 15	May 15 (Budget Vote)
October 19	March 15	June 14
November 16	April 19	
December 14		

Motion carried.

Mrs. Choate moved, seconded by Mr. Owen, that Carol Blumrick is appointed as Delegate to the New York State School Boards Association's (NYSSBA) Annual Convention, October 12-14, 2017 at Lake Placid and Jason Wilhelm as an alternate.

Motion carried.

Mrs. Choate moved, seconded by Mr. Brigham, that Jeff Waters is the representative to the Rural Schools Association for the 2018-2019 school year.

Motion carried.

Mr. Waters moved, seconded by Mrs. Choate, that Chad Owen is the representative to the Niagara Orleans School Board Association.

Motion carried.

Mrs. Choate moved, seconded by Mr. Waters, 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.

EXECUTIVE SESSION

Mrs. Choate moved, seconded by Mr. Waters to go into an executive session to discuss the personnel items on the agenda.
Motion carried.

The Board went into executive session at 6:10 p.m.

Mr. Wilhelm moved, seconded by Mr. Owen, to end the executive session and return to open session.
Motion carried.

The Board returned to open session at 7:00 p.m.

STANDING RESOLUTIONS

Mr. Waters moved, seconded by Mr. Wilhelm, upon the recommendation of the Superintendent, that the minutes of the special meeting of June 8, 2017, the minutes of the regular meeting of June 15, 2017, and the May 2017 appropriation status report and treasurer's report are approved.
Motion carried.

PERSONNEL ITEMS

Mr. Waters moved, seconded by Mr. Brigham, upon the recommendation of the Superintendent, that John Grzymala is appointed to the position of Athletic Director for the 2017-2018 school year. Stipend of \$4,481 is based on 10% of Step 5 of the current RHTA Agreement.
Motion carried.

Mr. Wilhelm moved, seconded by Mr. Waters, upon the recommendation of the Superintendent, that Emily Uderitz is appointed to the position of modified volleyball coach for the 2017 fall sports season. Salary stipend of \$1,194.00 is 3% of Step 1 of the current RHTA Agreement. Employment shall be effective through the end of the 2017 fall sports season unless terminated sooner.
Motion carried.

Mr. Wilhelm moved, seconded by Mrs. Blumrick, upon the recommendation of the Superintendent, that Heather Pedini is appointed to the position of girls JV soccer coach for the 2017 sports season. Salary stipend of \$2,010.00 is 5% of Step 2 of the current RHTA Agreement. Employment shall be effective through the end of the 2017 fall sports season unless terminated sooner.
4 yes (Blumrick, Owen, Waters, Wilhelm)/3 no (Brigham, Choate, Fry)
Motion carried.

Mr. Waters moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that Michelle Jennings is appointed to the position of unpaid assistant girls soccer coach for the 2017 fall sports season.
Motion carried.

Mr. Wilhelm moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that Megan Houseman, Gasport is appointed to a twelve-month probationary position as part-time school monitor. Salary of \$12.89 per hour is based on the current contract between the District and the CSEA Classified Employees Association.
Motion carried.

Mr. Wilhelm moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that Erin Kusnierczak, Gasport is appointed to a twelve-month probationary position as part-time school monitor. Salary of \$12.89 per hour is based on the current contract between the District and the CSEA Classified Employees Association.
Motion carried.

Mr. Owen moved, seconded by Mr. Wilhelm, upon the recommendation of the Superintendent, that the following individuals are appointed to the twelve-month probationary position of part-time cook at a salary of \$12.00 per hour: Bobbie Merlin, Gasport; Shelly Etheridge, Gasport; MaryAnn Buczkowski, Lockport
Motion carried.

Mr. Waters moved, seconded by Mr. Wilhelm, upon the recommendation of the Superintendent, that the following individuals are appointed to the twelve-month probationary position of part-time food service helper at a salary of \$10.00 per hour: Nicole Langendorfer, Barker; Julie Shaffer, Middleport; June Draper, Gasport; Peggy Baxter, Lyndonville; Janet Pitrello, Lockport; Donna Rubert, Lockport; Sally Bietz, Newfane; Shentel Carnes, Gasport; Carol Miller, Gasport
Motion carried.

Mr. Waters moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the Memorandums of Agreement between the Superintendent of Schools and the Director of Facilities, the Business Administrator and the Assistant Superintendent are approved and the Superintendent is authorized to sign the same.
Motion carried.

Mr. Wilhelm moved, seconded by Mr. Waters, upon the recommendation of the Superintendent, that Jill Heck who has School District Leader Professional Certification and PreK-Grade 6 Teacher Permanent Certification, is appointed to a three-year probationary appointment as Director of Technology effective August 3, 2017 per the terms and conditions of the agreed upon contract.
Motion carried.

BUSINESS AND FINANCIAL ITEMS

Mrs. Choate moved, seconded by Mr. Waters, upon the recommendation of the Superintendent, to approve the following resolution:

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis; and

WHEREAS, the Royalton-Hartland Central School District wishes to invest certain of its available investment funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement; and

WHEREAS, the Royalton-Hartland Central School District wishes to assure the safety and liquidity of its funds;

THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

The Superintendent of Schools is hereby authorized to execute and deliver the Cooperative Investment Agreements in the name of and on behalf of the Royalton-Hartland Central School District.

Motion carried.

Mrs. Choate moved, seconded by Mr. Owen, upon the recommendation of the Superintendent, that the lease agreement between the District and O/N BOCES for the rental of a classroom for a personal trainer CTE program is approved and the Board President is authorized to sign the same. Motion carried.

Mr. Wilhelm moved, seconded by Mr. Waters, upon the recommendation of the Superintendent, that after having reviewed the Abstract of Title and Survey, and having no objections, the Board accepts the Abstract of Title and Survey in accordance with the FMC Donation of Land Agreement dated June 12, 2017. Motion carried.

POLICY

Annual Review: #3410 Code of Conduct on School Property, #5220 District Investments, #5410 Purchasing: Competitive Bidding and Offering, #7110 Comprehensive Student Attendance Policy

The Board held a first reading of Revised #5322 Use of the District Credit Card. The Board waived a second reading and completed the adoption of the proposed policy.

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 serve on.

Mr. Waters asked when and where all the committee meetings are held.

SUPERINTENDENT'S REPORT/INFORMATION

- June 8, 2017 Facilities Committee Meeting Notes and CPSE/CSE Recommendations.

The Superintendent shared that the elementary school's main office will be getting a new counter to assist with streamlining the traffic flow in that office.

PUBLIC FORUM

No comments.

ADJOURNMENT

Mrs. Choate moved, seconded by Mr. Waters that the meeting adjourns.

Motion carried.

The meeting adjourned at 7:15 p.m.

Marjorie Masters
District Clerk