



East Rochester Union Free School District Board of Education
July 10, 2018 District Conference Room

RE-ORGANIZATIONAL MEETING AGENDA

7:00 P.M.

- I. **CALL TO ORDER BY DISTRICT CLERK**
- II. **PLEDGE TO THE FLAG**
- III. **ADMINISTRATION OF OATH OF OFFICE TO NEWLY-ELECTED BOARD MEMBER BY DISTRICT CLERK**
 - A. Patrick Flanagan
- IV. **ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT**
 - A. Mark Linton
- V. **ELECTION OF OFFICERS**
 - A. Nomination of President (no second required)
 - 1. Administration of Oath of Office to the President
 - 2. President assumes seat
 - B. Nomination of Vice President (no second required)
- VI. **ADOPTION OF THE AGENDA**
- VII. **APPOINTMENTS:**
BE IT RESOLVED, that the below listed appointments be approved for the 2018 - 2019 school year, retroactive to July 1, 2018, which ratification for their acts performed in the ordinary course of their duties. OATH OF OFFICE GIVEN TO SCHOOL DISTRICT CLERK, Kristen Adler and TREASURER/ASSISTANT BUSINESS ADMINISTRATOR, Staci SanSoucie. Mrs. Adler will give the Assistant Treasurer and Internal Claims Auditor their Oath of Office in the course of their duties.

District Clerk	Kristen Adler
District Treasurer/Asst. Business Administrator	Staci SanSoucie
Assistant Treasurer/Tax Collector	Sue Gambacurta
Deputy Treasurer/Purchasing Agent	Sue Gambacurta
Internal Claims Auditor	Judith Damiano



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Substitute Internal Claims Auditor	Rosalie Verdi
District Registrar	Jennifer Flanagan
School Physician	Work Fit Medical
Public Records Access Officer	David Green
Records Retention and Disposition Officer	David Green
Central Treasurer, Extra-Classroom Activity Funds	Staci SanSoucie
Extra-Classroom Activities Auditor	David Green
Title IX Compliance Coordinator	Jeanne Winkler
Section 504 Coordinator	Jeanne Winkler
Committee on Special Education Members	*see attached list
Impartial Hearing Officers for Committee on Special Education	Rotating list maintained by NYSED on IHRS portal
Surrogate Parents for the Committee on Special Education	*see attached list
Preschool Committee on Special Education Members	*see attached list
Chairpersons for Committee on Special Education & Preschool Committee on Special Education	*see attached list
Asbestos Designee	Jose Correa
Chemical Hygiene Officer	David Green
Supervisor of Attendance and	David Rovitelli



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Census	
Dignity Act Coordinators	<p><u>High School:</u> Casey van Harsseel</p> <p><u>Middle Level:</u> Casey van Harsseel</p> <p><u>Elementary School:</u> Marisa Philp</p>

BE IT RESOLVED, that the Board of Education appoint the firm of Raymond F. Wager, CPA, as External Auditor for the 2018 - 2019 school year with an estimated compensation of \$17,800.

BE IT RESOLVED, that the Board of Education appoint Harris Beach, PLLC as the District's Attorney for the 2018 - 2019 school year, and approve the agreement with the following rates: Partners, \$250/hr., Associates, \$230/hr., Educational Consultants \$240/hr., and Paralegals/Library Research \$90/hr., **BE IT FURTHER RESOLVED**, that the Superintendent be authorized to sign contracts based on the above terms.

VIII. DESIGNATIONS

BE IT RESOLVED, that the Board of Education designate the following banks as the official bank depositories for the 2018 - 2019 school year with the following maximum not-to-exceed balances:

- M&T Bank, Rochester, NY Branch, maximum balance on deposit shall not exceed \$25,000,000
- First Niagara, Rochester, NY Branch, , maximum balance on deposit shall not exceed \$500,000
- Genesee Regional Bank, , maximum balance on deposit shall not exceed \$500,000

BE IT RESOLVED, that the Board of Education designate the Fairport-East Rochester Post, Daily Record Newspaper, Rochester Business Journal and the Democrat and Chronicle as the legal newspapers for the District for the 2018 - 2019 school year and

BE IT FURTHER RESOLVED to post if possible electronically on these publication sites and the district website.



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BE IT RESOLVED, that the Board of Education designates the following as Regular Meetings for the 2018 - 2019 school year, Annual Budget Vote/Board Election, Budget Workshops, mid-year retreat and meetings will take place on Tuesdays at 7:00 PM in the District Conference Room in the District Office, unless otherwise noted:

Tuesday, July 10, 2018

Tuesday, August 21, 2018

Tuesday, September 18, 2018

Tuesday, October 16, 2018

Tuesday, November 13, 2018

Tuesday, December 11, 2018

Tuesday, January 29, 2019, Mid-year Board Retreat 6PM

Tuesday, February 12, 2019

Tuesday, March 5, 2019, **Board Budget Workshop**

Tuesday, March 19, 2019

Tuesday, April 9, 2019, **Board Budget Workshop**

Tuesday, April 23, 2019

Tuesday, May 7, 2019, Public Hearing on the Budget & Regular Business Meeting

Tuesday, May 21, 2019, **Budget Vote and Board Election 7AM-9PM, Multi-purpose Room**

Tuesday, June 18, 2019, Regular Business Meeting

IX. AUTHORIZATIONS

BE IT RESOLVED, that the Board of Education authorize the Superintendent to certify all payrolls for the 2018 - 2019 school year, and **BE IT FURTHER RESOLVED**, that in the absence of the Superintendent of Schools, the Assistant Superintendent for Finance and Operations shall be authorized to certify payrolls.

BE IT RESOLVED, that the Board of Education authorize the District Treasurer to sign all checks for the School District for the 2018 - 2019 school year, and

BE IT RESOLVED, that in the absence of the District Treasurer, the Deputy Treasurer shall be authorized to sign checks for the District, and



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BE IT FURTHER RESOLVED, that the District Treasurer and the Deputy District Treasurer be authorized to use an electronic signature, and **BE IT FURTHER RESOLVED**, that in the absence of the District Treasurer and the Deputy District Treasurer, the Superintendent of Schools shall be authorized to sign checks for the District.

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools to approve Budget Transfers not to exceed \$100,000, in accordance with Section 170.2 of the Commissioner's Regulations for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the establishment of five (5) Petty Cash Funds in the General Fund: In the District Office for \$100.00, in the Jr./Sr. High School for \$100.00, in the School Lunch Fund/ Cafeteria for \$60.00, in the Culinary Arts Fund for \$50.00 and in the Swim Program for \$50.00, for the 2018 - 2019 school year, and **BE IT FURTHER RESOLVED**, that Staci SanSoucie, Diane Koska, Debbi Beauvais, John Fee, and Josette Wegman, respectively, administer these funds.

BE IT RESOLVED, that the Board of Education recognize the various school and student association funds as per the attached list (**Attachment #1**), and **BE IT FURTHER RESOLVED**, that the Board of Education accept the rules and regulations as established by New York State, a copy of which is on file in the Business Office.

BE IT RESOLVED, that the Board of Education authorize the District Treasurer to temporarily invest school monies for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools or his designee to approve or disapprove all Instructional and Non-Instructional Conferences in accordance with Budget Appropriations for the 2018 - 2019 school year.



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BE IT RESOLVED, that the District become a member of the Monroe County School Boards Association and the New York State School Boards Association for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize its members to attend, at District expense including any reimbursable related out-of-pocket related expenses the annual seminars sponsored by the New York State School Boards Association, and Monroe County School Board Association and

BE IT FURTHER RESOLVED, that members of the Board and their spouses be authorized to attend, at District expense, all school-related functions, to include, but not limited to, plays, dances, banquets, athletic contests and the like to include any reimbursable related out-of-pocket related expenses.

BE IT RESOLVED, that the Board of Education direct the Superintendent or his designee to authorize all overtime to be worked by non-teaching personnel.

BE IT RESOLVED, that the East Rochester Union Free School District participate in the National School Lunch/Breakfast Program for 2018 - 2019, and

BE IT RESOLVED, that the Board of Education accept the policy and all attachments and addendum for the 2018 - 2019 school year for Free and Reduced Price Meal Program, and

BE IT FURTHER RESOLVED, that the Board President and/or the Superintendent of Schools are authorized to sign any required documents for this program.

WHEREAS, the attached list (**Attachment #2**) of scholarships have been established with the East Rochester Schools in the Trust and Agency Account for the purpose of awarding scholarships to graduating seniors, be it **BE IT RESOLVED**, that the Board of Education authorize the District Treasurer to accept further bequests toward these scholarships (**Attachment #2**) and to distribute them according to the wishes of the benefactors.



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BE IT RESOLVED, that the Board President, Superintendent of Schools and District Clerk be authorized to execute and sign contracts for health services between East Rochester Union Free School District and other local districts for the 2018 - 2019 school year.

BE IT RESOLVED, that the Superintendent of Schools be authorized to execute and sign contracts for special education services between East Rochester Union Free School District and outside agencies for district placements for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Assistant Superintendent for Finance and Operations to participate in cooperative bids coordinated by area school districts or BOCES for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Assistant Superintendent for Finance and Operations to participate in leases/purchases coordinated by area BOCES for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Assistant Superintendent for Finance and Operations to accept donations to the school and to sign any necessary paperwork for such acceptances.

BE IT RESOLVED, that the Board of Education authorize the Assistant Superintendent for Finance and Operations to hold a public sale for all obsolete, unusable or surplus items and to dispose of any items not sold at public sale in the most advantageous manner to the District.

X. BONDING OF PERSONNEL

BE IT RESOLVED, that the Board of Education authorize the issuance of a Public Employees Blanket Bond for the 2018 - 2019 school year, in the following amounts:

All Employees	\$ 500,000
Tax Collector	\$ 3,500,000



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District Treasurer	\$ 1,000,000
Deputy Treasurer	\$ 350,000
Internal Claims Auditor	\$ 500,000

XI. OTHER ITEMS

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools to assign the Assistant Superintendent for Finance and Operations, Senior Director of Instructional Technology and District Communications, Executive Director of Curriculum, Instruction, and Professional Development, Elementary Principal, and High School Principal, as may be needed, to serve in the capacity of Acting Superintendent of Schools in the absence of the Superintendent for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Superintendent of Schools to submit Grant Proposals which will benefit the School District for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education authorize the Board President to sign all legal documents for the 2018 - 2019 school year, and **BE IT FURTHER RESOLVED**, that in the absence of the Board President, the Vice President shall be authorized to sign legal documents.

BE IT RESOLVED, that the Board of Education authorize mileage reimbursement at the rate of \$.545 per mile for the 2018 - 2019 school year.

BE IT RESOLVED, that the Board of Education designate the bulletin board located outside the District Conference Room as the Official Board of Education bulletin board, and

BE IT FURTHER RESOLVED, that all Notices required by Law be posted in compliance with the provision of the Open Meetings Law,

BE IT FURTHER RESOLVED, that notices will also be posted on the district website.



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WHEREAS, it is the policy of the Board of Education to charge outside organizations using the District's facilities for maintenance personnel, **BE IT RESOLVED**, that the charges for maintenance personnel for the 2018 - 2019 school year are as follows:

<u>Custodian Supervision</u>	
Standard Time	\$ 26/hr.
Time and One-half	\$40/hr.
Double Time	\$52/hr.
<u>Security</u>	
Standard Time	\$49/hr.

BE IT RESOLVED, to approve the fee schedule for the 2018 - 2019 school year used for commercial organizations, local, non-profit groups, and other non-profit groups* (including other public schools) using the School District's facilities (* see attached list).

BE IT RESOLVED, that _____ be appointed as representative to the Monroe County School Boards Association Legislative Committee, and

BE IT RESOLVED, that _____ be appointed as representative to the MCSBA Labor Relations Committee, and

BE IT FURTHER RESOLVED, that _____ be appointed to the MCSBA Information Exchange Committee.

BE IT RESOLVED, that the East Rochester Union Free School District, Location code 72603, hereby establishes standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body (* see attached list).



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BE IT RESOLVED, to approve the fee schedule for the 2018 - 2019 school year for Independent Educational Evaluations (* see attached list).

NO ADJOURNMENT: MOVE DIRECTLY TO THE REGULAR BUSINESS MEETING AGENDA

VII. APPOINTMENTS * 2018 - 2019

Appointment of Committee on Special Education Members

School Psychologists	Amy Walton (K-5) Dan O’Leary (6-12)
Parent Representatives	Sally Cohen Katherine Warren
Regular Education Teacher	Student’s general education classroom teacher and/or a general education teacher at the student’s grade level (if the student is or may be participating in general education environment)
Special Education Teacher/Service Provider	Student’s designated special education teacher and/or the service provider(s) of the recommended related service(s)
School Nurse	School nurse as appropriate

Chairperson of Committee on Special Education and Preschool Committee on Special Education

Director of Pupil Personnel Services, Jeanne Winkler, be appointed as Chairperson and Marisa Philp, Daniel O’Leary, Amy Walton, and Casey van Harsel be appointed as Alternate Chairpersons of the Committee on Special Education for the 2018 - 2019 school year.

Approval of Surrogate Parents for the Committee on Special Education

WHEREAS, Commissioner’s Regulations require a Board of Education to appoint an individual willing to appear on behalf of a child under circumstances where the child’s natural parents or guardian are unknown or unavailable, or where the child is a ward of the State, and
WHEREAS, the East Rochester Board of Education annually designated surrogate parents, be it
RESOLVED, that Pam Larsen, Albert Cohen, Sally Cohen, and Dana Webb, be appointed as Surrogate Parents, and

BE IT FURTHER RESOLVED, that the surrogate parents will not receive any remuneration for their services.

Appointment of Committee on Preschool Special Education Members

School District Representative	Jeanne Winkler
Parent Representatives	Sally Cohen, Katherine Warren
Evaluation Team Member	To be identified prior to each scheduled CPSE meeting
Classroom Teacher / Service Provider	Student's General Education Teacher and/or Related Service Provider
Early Intervention Coordinator	Determined prior to each scheduled CPSE meeting
Monroe County Representative	Kathy Russell
A Certified or Licensed Professional designated by the Agency charged with the responsibility for the child in the birth-to-age two system, if any.	

IX. AUTHORIZATIONS Attachment #1

STUDENT AND SCHOOL FUNDS
2018-2019

Class of 2018

Class of 2019

Class of 2020

Class of 2021

Class of 2022

Class of 2023 (8th Grade Trip)

6-12 Instrumental Music

Foreign Language Club

High School Musical/Drama Club

High School Science Olympiad Fund

High School Student Council

Gagashoan (High School Yearbook)

Jr. High Student Council

Jr. High National Honor Society

Jr. High School Yearbook

Ski Fund

HS Travel Club

MLA Builders Club

IX. AUTHORIZATIONS Attachment #2

SCHOLARSHIP FUNDS HELD IN TRUST **2018-2019**

William & Elizabeth Clay Memorial

The Antonio & Adelia Naccarella Memorial Fund

CYA Fund

Flora Pacilio Fund

Reginald & June Spring Memorial Technology Award

Susan Lee Mancuso Memorial Award

Cindy Pittinaro Memorial Award

Mark Eddington Scholarship

The Obourn Award

Bert Fitzsimmons Community Service Scholarship

David Rovitelli Vision in Technology

John Reitz Student Leadership/Help Scholarship

Harold E. & Phyllis M. Shuryyn Memorial Award

Daryl R. Pierson Memorial Award

XI. OTHER ITEMS* 2018 - 2019

Establishment of Rental Costs of Facilities for Organizations Using District Facilities

	*Commercial	*Local Non-Profit	Other Non-Profit (including other schools)
Auditorium	\$130.00/hr.	-0-	*\$70.00/hr.
Gymnasiums			
Jr./Sr. High	\$110.00/hr.	-0-	*\$60.00/hr.
Elementary	\$60.00/hr.	-0-	*\$35.00/hr.
K-5 Cafeteria H.S. Cafeteria	\$70.00/hr. \$70.00/hr.	-0- -0-	*\$40.00/hr. *\$40.00/hr.
Classrooms	\$50.00/hr.	-0-	*\$30.00/hr.
Swimming Pool (+lifeguard fee)	\$110.00/hr.	-0-	*\$60.00/hr.
School Grounds	\$60.00/hr.	-0-	*\$35.00/hr.
Libraries	\$90.00/hr.	-0-	*\$50.00/hr.
Lg. Group Instruction Rooms	\$110.00/hr.	-0-	*\$60.00/hr.
Computer Labs	\$160.00/hr.	-0-	*\$85.00/hr.
Game Fields/Tennis Courts	\$110.00/hr.	-0-	*\$35.00/hr. practice *\$60.00/hr. games

Don Quinn Field	\$415.00/hr.	-0-	Football: \$615.00/game Soccer: \$415.00/game Field Hockey/Lacrosse: \$315.00/game Practice: \$90.00/hr.
Parking Lots	\$25.00 per car per month	N/A	N/A

Γ These fees exclude required district staff.

Other non-profit fees may be waived upon approval of the superintendent or his/her designee.

XI. OTHER ITEMS 2018 - 2019**Standard Work Day Reporting Resolution for All Civil Service Position Titles**

<u>Title</u>	<u>Standard Work Day (Hours/Day)</u>
Director of Technology Operations	8
Director of Facilities II	8
Senior Payroll Clerk	7.5
Office Account Clerk	7.5
School District Tax Collector	7.5
School District Treasurer	7.5
Personnel Clerk	7.5
Secretary to the Superintendent	7.5
Internal Claims Auditor	6
Cleaner	8
Custodian	8
Office Clerk II	7.5
Office Clerk IV	7.5
Administrative Assistant	7.5
Head Custodian	8
Grounds Equipment Operator	8
Food Service Helper	6
Maintenance Mechanic I	8
Hardware Network Installer	8
Senior Network Technician	8

Audiovisual Attendant	7.5
Cook Manager	8
Cook	8
Assistant Cook	7.5
Teacher Aide	6
School Aide	6
Occupational Therapist	7
Bus Driver	8
Teaching Assistant	7
School Nurse	7
Licensed Practical Nurse	7



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day Resolution for Employees*

RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the _____, Location code _____, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)

On this _____ day of _____, 20____

Date enacted: _____

 (Signature of clerk)

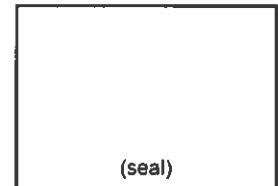
I, _____, clerk of the governing board of the _____,
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of ____ members, and that ____ of such members were present at such meeting and that ____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
 Set my hand and the seal of the

 (Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

- A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.
- B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.

XI. OTHER ITEMS 2018 - 2019

Establishment of Fee Schedule for Independent Educational Evaluations

Psychological Evaluation	\$ 850.00
Neurological Evaluation	1,000.00
Educational Evaluation	500.00
Speech/Language Evaluation	300.00
OT Evaluation	300.00
PT Evaluation	300.00
Psychiatric Evaluation	1,100.00
Neuropsychological Evaluation	1,800.00
Audiological Evaluation	300.00
Central Auditory Processing (CAP) Evaluation	1,200.00
Assistive Technology	100.00/hr.